



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

**REGULAR MONTHLY BOARD MEETING**  
**November 8, 2023**

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

November 8<sup>th</sup>, 2023  
RUSA Board Room  
4:00 p.m.

The November 8<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

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) October 11<sup>th</sup>, 2023; Board Meeting
5. **Convene the Roseburg Urban Sanitary Authority Local Contract Review Board**
  - a) Jacobs Out of Scope Additional Services
    - i. NTS Monitoring Data Report
    - ii. Farm Operation Plan
  - b) Sole Source Procurement Justification
    - i. Verkada surveillance/security
6. **Reconvene the Roseburg Urban Sanitary Authority Board meeting**
7. **General Managers Report**

|                                                                 |                                                    |
|-----------------------------------------------------------------|----------------------------------------------------|
| 1. Deer Creek Trunk Rehabilitation Project<br>a. Project Update | 5. RUSA WRF Waterline Project<br>a. Project Update |
| 3. Biogas Feasibility Study – WRF<br>a. Project Update          | 6. Energy Service Company<br>a. Project Update     |
| 4. Office and Garage Reroofing Project<br>a. Project Update     | 7. Succession Planning                             |

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 October 11, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Vice-Chair Rob Lieberman, David Campos & Tom Dole

**Absent:** Board Chair John Dunn & Kelsey Wood

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Jacobs Operations Supervisor Randy Turner

**Consideration of the September 8, 2023 Board Meeting Minutes**

David Campos moved to approve the minutes for the September 8, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Tom Dole seconded the motion.  
The motion passed unanimously.

**Emergency Preparedness Plan**

At the recommendation of Special Districts Insurance Services, the Emergency Preparedness Plan was reviewed and updated as necessary by RUSA personnel for the Administrative Offices and Jacobs personnel for the Water Reclamation Facility (WRF).

Future additions to the plan will include a communications plan if power and cell towers are down leaving us without telecommunications.

**General Managers Report**

**Office Remodel**

The contractor has completed the remodeling work and punch list items. Christine is moving into the new office space.

#### North Deer Creek Trunk Rehabilitation Project

The contractor has started the work included in the contract. The contractor has installed eleven (11) cleanouts and lined the building sewer from the new cleanout to the sewer trunk line.

The contractor has submitted pay request #1 in the amount of \$59,350 with \$2,967.50 in retainage for payment #1 in the amount of \$56,382.50.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #1 and would recommend that the Board approve pay request #1 in the amount of \$56,382.50.

David Campos made a motion to approve Pay Request #1 in the amount of \$56,382.50.

Tom Dole seconded the motion.

The motion passed unanimously.

#### Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed. I will be submitting the study to the Energy Trust of Oregon to finalize the matching grant requirements.

#### Administrative Offices Reroofing Project

The pre-construction meeting was held on October 10, 2023. The contractor, Roseburg Roofing, will be doing some minor repair work to the existing roof over the main administration building to prevent leaks while waiting for extended dry weather to complete the reroof over that portion of the building. Due to the change in weather, the contractor will work on the garage and shop building roofs during dry periods since those portions will be easier to complete in shorter time windows.

#### Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract and completed all the punch list items. The contractor has submitted pay estimate #3 in the amount of \$1,200 with \$60 in retainage for payment #3 in the amount of \$1,140.

The project engineer, Eric Ranger, i.e. engineering, and RUSA staff have reviewed pay request #3 and would recommend that the Board approve pay request #3 in the amount of \$1,140.

The contractor Cradar Enterprises, Inc. has requested the release of retainage in the amount of \$11,826.76.

The engineer and staff have reviewed the request for the release of retainage and would recommend that the Board approve payment of the retainage in the amount of \$11,826.76.

David Campos moved to approve pay request #3 in the amount of \$1,140 as well as the release of retainage in the amount of \$11,826.76.

Tom Dole seconded the motion.

The motion passed unanimously.

### RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract, but has not passed testing as of the time of the meeting. The Contractor has not submitted a pay request for the work completed. The contract period has the project completion on or before October 31.

### Energy Service Company

Ameresco conducted a site visit at all three of RUSA's facilities prior to the meeting. Ameresco will provide a Technical Energy Audit and Project Development plan now that the site visits have been completed. The plan will likely include solar arrays at all locations as well as additional energy saving and generating measures. The plan will prioritize need and funding, and Jim was advised that funding is out up to two years.

### **Jacobs Plant Operations Report**

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during September. The total Effluent flow was 83.04 million gallons.

### **Accounts Payable**

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

David Campos moved to approve the Accounts Payable Report and Addendum as presented.  
Tom Dole seconded the motion.  
The motion passed unanimously.

### **Other Business**

Jim advised that he has continued to hear about PFOS and PFOA at the recent conferences he's attended. There currently isn't a way to test for PFOS or PFOA. The EPA is continuing to study the exposures, side effects and how to treat.

### **Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,

*Angie Allen*

Angie Allen  
Accounting Specialist

# ADDENDUM TO OCTOBER 11, 2023 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
Printed: 10/11/2023 1:53 PM



| Check No                      | Vendor No<br>Invoice No                                                                                                                                                                                                                                                                       | Vendor Name<br>Description                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Check Date<br>Reference                   | Check Amount                                                                                                                                                 |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 51712                         | WATER<br>INV19847                                                                                                                                                                                                                                                                             | City of Roseburg<br>September Bulk Water                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10/11/2023                                | 74.54                                                                                                                                                        |
| Total for Check Number 51712: |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           | 74.54                                                                                                                                                        |
| 51713                         | IE-ENG<br>62774<br>62775<br>62776                                                                                                                                                                                                                                                             | i.e. Engineering, Inc.<br>Chadwick and Atlanta Sewer Eng Direct Expens<br>Engineering-Umpqua St Rehab Topo Survey & I<br>Engineering Umpqua St Rehab-Plans & Proj Mg                                                                                                                                                                                                                                                                                                              | 10/11/2023                                | 30.00<br>2,550.00<br>2,540.00                                                                                                                                |
| Total for Check Number 51713: |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           | 5,120.00                                                                                                                                                     |
| 51714                         | Occu<br>23624                                                                                                                                                                                                                                                                                 | OccuHealth<br>DOT Physical - R Cox                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10/11/2023                                | 110.00                                                                                                                                                       |
| Total for Check Number 51714: |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           | 110.00                                                                                                                                                       |
| 51715                         | PPL<br>Oct 2023 140LM<br>Oct 2023 310B<br>Oct 2023 310BC<br>Oct 2023 411LM<br>Oct 2023 425 LM<br>Oct 2023 Admin<br>Oct 2023 High<br>Oct 2023 LV<br>Oct 2023 NBank<br>Oct 2023 SBank<br>Oct 2023 Wilb1<br>Oct 2023 Wilb2<br>Oct 2023 WRF1<br>Oct 2023 WRF2<br>Sept 2023 Keady<br>Sept 2023 NTS | Pacific Power<br>Power Usage-140 LM-NTS Gate<br>Power Usage-310 Bourbon St PS<br>Contract-310 Bourbon St PS<br>Usage-411 LM-Storage Bldg<br>Power Usage-425 Long Meadow<br>Power Usage-Admin Bldg<br>Power Usage-Highland PS<br>Power Usage-Loma Vista PS<br>Power Usage-North Bank PS<br>Power Usage-South Bank PS<br>Power Usage-Wilbur 1 PS<br>Power Usage-Wilbur 2 PS<br>Power Usage-WWTP 1<br>Power Usage-WWTP 2<br>Power usage - Keady Ct Lift Station<br>Power usage - NTS | 10/11/2023                                | 20.58<br>70.35<br>66.92<br>77.43<br>12.55<br>632.21<br>827.28<br>87.86<br>124.11<br>1,448.03<br>120.57<br>126.20<br>20,882.50<br>27.71<br>60.12<br>11,595.02 |
| Total for Check Number 51715: |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           | 36,179.44                                                                                                                                                    |
| 51716                         | Refund2<br>77006498                                                                                                                                                                                                                                                                           | Rick Neal<br>Issue refund for overpayment on sold property-1                                                                                                                                                                                                                                                                                                                                                                                                                      | 10/11/2023                                | 40.00                                                                                                                                                        |
| Total for Check Number 51716: |                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           | 40.00                                                                                                                                                        |
| 51717                         | TEKMAN<br>87602<br>87602<br>87602<br>87602<br>87602<br>87602 Aug<br>87602 Oct                                                                                                                                                                                                                 | TEKMANAGEMENT, INC.<br>Backup & Recovery Services<br>Server Maint & monitoring<br>Encryption of laptops<br>DNS Filter (security)<br>Cloud storage-server backups<br>Backup & Recovery Services<br>Backup & Recovery Services                                                                                                                                                                                                                                                      | 10/11/2023<br>REPLACED VOIDED CHECK 51705 | 565.00<br>1,578.87<br>107.25<br>40.00<br>84.00<br>253.84<br>253.84                                                                                           |

| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description                | Check Date<br>Reference | Check Amount |
|-------------------------------|-------------------------|-------------------------------------------|-------------------------|--------------|
|                               | 87602 Sept              | Backup & Recovery Services                |                         | 253.84       |
|                               | 87643                   | Network/system penetration testing        |                         | 660.92       |
|                               | CM87643                 | Credit for labor on invoice 87643         |                         | -373.92      |
|                               |                         |                                           |                         | <hr/>        |
| Total for Check Number 51717: |                         |                                           |                         | 3,423.64     |
| 51718                         | UB*00064                | MARY WHALEY                               | 10/11/2023              |              |
|                               |                         | Refund Check                              |                         | 10.00        |
|                               |                         | Refund Check                              |                         | 2.50         |
|                               |                         | Refund Check                              |                         | 67.50        |
|                               |                         |                                           |                         | <hr/>        |
| Total for Check Number 51718: |                         |                                           |                         | 80.00        |
| 51719                         | MSTRCR<br>15994-J       | MasterCare Cleaning Co Inc                | 10/11/2023              |              |
|                               |                         | Reissued new check-replaced 51635 (lost). |                         | 390.00       |
|                               |                         |                                           |                         | <hr/>        |
| Total for Check Number 51719: |                         |                                           |                         | 390.00       |
|                               |                         |                                           |                         | <hr/>        |
| Total for 10/11/2023:         |                         |                                           |                         | 45,417.62    |
|                               |                         |                                           |                         | <hr/>        |
|                               |                         |                                           |                         | <hr/>        |
| Report Total (8 checks):      |                         |                                           |                         | 45,417.62    |
|                               |                         |                                           |                         | <hr/>        |
|                               |                         |                                           |                         | <hr/>        |

September 22, 2023

Mr. James Baird  
Roseburg Urban Sanitary Authority  
P.O. Box 1185  
Roseburg, OR 97470

**Subject: Out of Scope/Additional Services Letter for Support Services  
Relating to Monitoring and Reporting**

Dear Mr. Baird:

As requested, Operations Management International, Inc. (“OMI”) is pleased to present this additional services letter agreement for the Roseburg Urban Sanitary Authority (RUSA) (Letter Agreement).

**Introduction and Scope**

The Natural Treatment System (NTS) on a 340-acre farm near the Roseburg Water Resources Reclamation Facility (WRRF) requires water quality monitoring and annual performance reporting. The facility includes a pump station, conveyance pipeline to the NTS Farm, treatment wetlands, storage pond, irrigation pump station, natural wetlands, irrigation system for land application, and hyporheic discharge. Performance of the recently installed Anammox system at the WRRF is also included in this report with monitoring data and operations updates.

This scope of work focuses on the monitoring and reporting needs of RUSA, as specified in the *Stipulated Order & Memorandum of Agreement between the Roseburg Urban Sanitary Authority and the State of Oregon Department of Environmental Quality Regarding NPDES permits for the Roseburg Sewage Treatment Plant and the Total Maximum Daily Loads for Nutrients and Temperature for the South Umpqua River* (MOA) and reporting for the Anammox system. The tasks associated with these monitoring and reporting requirements are described below.

**Approach**

OMI provides water quality sampling, and data review to guide farm and Anammox operations. OMI proposes to prepare the Farm Operating Plan, and the Annual Monitoring and Performance Evaluation Report per MOA requirements, and to report data and evaluation of performance for the Anammox System.

**Task 1—Water Quality Monitoring Data Review and Analysis, and preparation of the Annual Monitoring and Performance Evaluation Report**

**1.1 Monitoring Data Review**

As described in the MOA, surface water quality parameters of interest include temperature, daily maximum pH, daily minimum dissolved oxygen, total dissolved inorganic nitrogen (sum of nitrate [NO<sub>3</sub>-], nitrite [NO<sub>2</sub>-], and ammonia [NH<sub>4</sub>+]), total phosphorus, and dissolved Ortho-phosphorus (PO<sub>4</sub>-2). All 2023 data will be reviewed and checked for outliers and errors and compared to previous years to provide confidence that data to be used in the reports are valid.



## **1.2 Year-End Data Analysis**

OMI will analyze the surface water and groundwater quality data to determine performance and to identify operations that enhanced performance. Performance trends will be analyzed to determine what operations or events such as large rainfall events or operational changes may have impacted performance at the farm and in the Anammox system at the WRRF.

Discrete data consist of temperature measurements and grab samples of nitrogen and phosphorus collected at sites specified in the *MOA*. For these data, OMI will plot, tabulate, and calculate monthly means, medians, standard deviations, minimums, and maximums to establish central tendencies and variations during the TMDL compliance period (May 1 through October 31). OMI will compare means and medians from each month to assess temporal trends, and comparison of central tendency indicators at the sampling locations to reveal spatial trends.

Continuous pH, temperature, and dissolved oxygen data collected with data logging sensors at river monitoring sites, will also be evaluated to capture diurnal pH, DO, and temperature fluctuations. OMI will plot and review continuous data. Erratic data resulting from equipment malfunctions or debris-sensor blockages will be removed from the dataset and documented. OMI will plot discrete sample data with the continuous data to ensure that the continuous sensors are calibrated and in agreement with discrete data. OMI will plot and tabulate the data to identify daily maximum pH, daily minimum dissolved oxygen, and the relationship between pH, dissolved oxygen, and temperature.

OMI will prepare the Annual Monitoring and Performance Evaluation Report for submittal to DEQ and produce five bound hardcopies for RUSA signature and certification to the DEQ. PDF versions of the report files will also be delivered.

## **Task 2 -- Farm Operating Plan**

Per the *MOA*, a Farm Operating Plan must be submitted to DEQ annually to document planned operations and modifications to the NTS before and during the following operation season. OMI will prepare the Farm Operating Plan, which will describe various annual operating regimes to be followed on the farm. The Farm Operating Plan will also describe best management practices for the operating regimes and strategies for adaptive management of such operating regimes. The plan will include information on operating the pumps, water application rate assessment and adjustment, extent of modifications to the irrigation system and wetlands, drainages, and detention/control structures.

## **Schedule**

Review of the monitoring data will occur primarily in November and December 2023. Year-end analysis of the water quality data and preparation of the Monitoring report will occur in December 2023 through February 2024. The Farm Operating Plan will be prepared in November 2023 through January 2024. Input from operations staff will be provided but not charged against this Letter Agreement since the operations staff labor is funded separately by the facility operations and maintenance project. The Annual Monitoring Report and the Farm Operating Plan will be submitted for DEQ review in February of 2024 after RUSA review and approval.

**Budget**

RUSA shall pay to OMI as compensation for services performed under this additional services Agreement a not to exceed fee of Sixty-Nine Thousand Dollars (\$69,000). This fee allocates \$29,000 for monthly review and necessary travel for Mark Madison and David Austin and \$40,000 for the Farm Operating Plan and the Monitoring Report. OMI proposes to complete this work under Section 2.18 of the terms of the Agreement for Wastewater Facilities Operations, Maintenance and Management Services between RUSA and OMI, Inc., dated June 10, 2005. Such services will be invoiced to RUSA at OMI's cost plus fifteen percent (15%).

With respect to services provided under this out of scope/additional services request terms and conditions of the Agreement and the supplemental terms attached to this letter shall apply. In the event of any conflicting term between the Agreement and the supplemental terms, the supplemental terms shall govern. If these terms are agreeable to you, please sign and return both copies of this letter. We will return one fully executed original for your files.

OMI appreciates the opportunity to provide these additional services to RUSA.

Sincerely,



Caleb Trammell  
Project Manager Intern, OMI

All parties indicate their approval of the above described services by their signature below.

**Authorized by:**  
**Operations Management International, Inc.**

**Authorized by:**  
**Roseburg Urban Sanitary Authority**

\_\_\_\_\_  
Name: Paul Rheault  
Title: Manager of Projects  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: James V. Baird  
Title: General Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: John Dunn  
Title: Board Chairman  
Date: \_\_\_\_\_

**SUPPLEMENTAL TERMS AND CONDITIONS**  
**To**  
**Out of Scope/Addition Services for Monitoring and Reporting**

1. CH2M Hill Engineers, Inc., an affiliate of OMI, will perform the tasks set forth herein
2. CH2M Hill Engineers, Inc shall maintain the insurance coverages set forth in Appendix H of the Agreement along with Professional Liability Insurance in the amount of \$1,000,000.00.
3. Reports (as defined below) shall be prepared by OMI in accordance with the supplemental terms set forth below:

The Farm Operating Plan, Annual Monitoring and Performance Evaluation Reports are prepared for the Oregon DEQ on RUSA's behalf. These reports may not be distributed to, disclosed in any form to, used by, or relied upon by, any third party except those identified and set forth herein without prior written consent of OMI, which consent may be withheld in its sole discretion. Further RUSA agrees to defend and indemnify OMI and its affiliates, officers, employees and subcontractors from and against any liability for direct, indirect, incidental, consequential or special loss or damage or other liability of any nature arising from any unauthorized third party's use of the Reports or reliance upon any misuse of the contents of the Reports."

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## INTEROFFICE MEMORANDUM

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**TO: LOCAL CONTRACTING BOARD**  
**FROM: JIM BAIRD, GENERAL MANAGER**  
**SUBJECT: SOLE SOURCE JUSTIFICATION**  
**DATE: 11/3/2023**  
**CC:**

---

The current security system that we use at the Administrative Offices is supplied and maintained by Tyco Integrated Security, a Johnson Controls company. The system was installed in 2015 to replace the existing system at that time.

Over the last few years, the system has experienced multiple failures. Currently to activate the alarm system staff are required to disable motion sensors that are not communicating with the alarm panel. We have had the service technician out several times to correct the problem, but they have not been able to fix the problem. On the last visit by the technician, he suggested upgrading the alarm monitoring panel. We requested a quote and have not received one to date. We have been without a fully functional security system for months.

In their research for a replacement 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.

## GENERAL MANAGERS REPORT

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Date: 11/3/2023

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, 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.

### **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.

### **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.

### **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.

### **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.

November 3, 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 #2 (October 2023)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #2 for Work performed in October 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.

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 #2 (October 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 #002**

APPLICATION DATE: **11/1/2023**

PERIOD TO: **10/27/2023**

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                                                                     | \$ | -            |
| 3. CONTRACT SUM TO DATE (Line 1 ± 2)                                                               | \$ | 2,351,810.00 |
| 4. TOTAL COMPLETED & STORED TO DATE<br>(column G on SOV)                                           | \$ | 1,450,180.00 |
| 5. TOTAL RETAINAGE:                                                                                |    |              |
| a. 5 % of completed work<br>(Column G + E on SOV)                                                  | \$ |              |
| b. 5 % of Stored Material<br>(Column H on SOV)                                                     | \$ |              |
| Total Retainage to date                                                                            | \$ | 72,509.00    |
| 6. TOTAL EARNED THIS PERIOD                                                                        | \$ | 1,390,830.00 |
| Retainage This Period                                                                              | \$ | 69,541.50    |
| 7. TOTAL EARNED THIS PERIOD LESS RETAINAGE<br>(Line 4 Less Line 5 Total)                           | \$ | 1,321,288.50 |
| 8. LESS PREVIOUS CERTIFICATES FOR PAYMENYT    ENTER FROM ACCNTG<br>(Line 6 from prior Application) | \$ |              |
| 9. CURRENT PAYMENT DUE (column E + G SOV)                                                          | \$ | 1,321,288.50 |
| 10. NET PAYMENT TO CONTRACTOR                                                                      | \$ |              |
| 11. BALANCE TO FINISH, INCLUDING RETAINAGE                                                         | \$ | 901,630.00   |

| CHANGE ORDER SUMMARY                                  | ADDITIONS | DEDUCTIONS |
|-------------------------------------------------------|-----------|------------|
| Total changes approved<br>in previous months by Owner | \$ -      | \$ -       |
| Total approved this Month                             | \$ -      | \$ -       |
| TOTALS                                                | \$ -      | \$ -       |
| NET CHANGES by Change Order                           |           | \$ -       |

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: 10/27/2023  
[Name of Person Submitting Pay Application here](#)

ARCHITECT/ENGINEER REVIEW:

By: Rylee Archuleta, PE, Leeway Engineering Solutions      Date: 11/3/2023  
[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..... **\$1,321,288.50**  
(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: 2  
APPLICATION DATE: 11/1/2023  
PERIOD TO: 10/27/2023  
PROJECT NO: 23-23

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

| A<br>ITEM NO. | B<br>DESCRIPTION OF WORK                                       | UNIT | QTY  | UNIT PRICE    | C<br>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                 | 0.10              | \$ 2,000.00          | 0.50                           | \$ 10,000.00                 |                    | 0.60                       | \$ 12,000.00                       | 60.00%                               | \$ 8,000.00       | \$600       |
| 3             | Erosion Control                                                | LS   | 1    | \$ 10,000.00  | \$ 10,000.00                 | 0.10              | \$ 1,000.00          | 0.40                           | \$ 4,000.00                  |                    | 0.50                       | \$ 5,000.00                        | 50.00%                               | \$ 5,000.00       | \$250       |
| 4             | CIPP Lateral Liner from Sewer Mainline*                        | LF   | 230  | \$ 125.00     | \$ 28,750.00                 | 90.00             | \$ 11,250.00         |                                | \$ -                         |                    | 90.00                      | \$ 11,250.00                       | 39.13%                               | \$ 17,500.00      | \$563       |
| 5             | CIPP Lateral Liner from Manhole*                               | LF   | 105  | \$ 110.00     | \$ 11,550.00                 | 20.00             | \$ 2,200.00          |                                | \$ -                         |                    | 20.00                      | \$ 2,200.00                        | 19.05%                               | \$ 9,350.00       | \$110       |
| 6             | CIPP Lateral Service Line Connection*                          | EA   | 25   | \$ 3,200.00   | \$ 80,000.00                 |                   | \$ -                 |                                | \$ -                         |                    | -                          | \$ -                               | \$0.00                               | \$ 80,000.00      | \$0         |
| 7             | CIPP Liner, 18-inch                                            | LF   | 2680 | \$ 190.00     | \$ 509,200.00                |                   | \$ -                 | 2134.00                        | \$ 405,460.00                |                    | 2,134.00                   | \$ 405,460.00                      | 79.63%                               | \$ 103,740.00     | \$20,273    |
| 8             | CIPP Liner, 24-inch                                            | LF   | 3000 | \$ 260.00     | \$ 780,000.00                |                   | \$ -                 | 1722.00                        | \$ 447,720.00                |                    | 1,722.00                   | \$ 447,720.00                      | 57.40%                               | \$ 332,280.00     | \$22,386    |
| 9             | Post-Installation Mainline Television Inspection               | LF   | 5510 | \$ 6.00       | \$ 33,060.00                 |                   | \$ -                 |                                | \$ -                         |                    | -                          | \$ -                               | 0.00%                                | \$ 33,060.00      | \$0         |
| 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                 | 88.00             | \$ 26,400.00         | 214.00                         | \$ 64,200.00                 |                    | 302.00                     | \$ 90,600.00                       | 177.65%                              | \$ (39,600.00)    | \$4,530     |
| 12            | Cleanout Over Existing Lateral*                                | EA   | 37   | \$ 1,500.00   | \$ 55,500.00                 | 11.00             | \$ 16,500.00         | 9.00                           | \$ 13,500.00                 |                    | 20.00                      | \$ 30,000.00                       | \$0.54                               | \$ 25,500.00      | \$1,500     |
| 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                  |                    | 9.00                       | \$ 4,500.00                        | 81.82%                               | \$ 1,000.00       | \$225       |
| 15            | Sewer Bypassing                                                | LS   | 1    | \$ 200,000.00 | \$ 200,000.00                |                   | \$ -                 | 0.65                           | \$ 130,000.00                |                    | 0.65                       | \$ 130,000.00                      | 65.00%                               | \$ 70,000.00      | \$6,500     |
| 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                  |                    | 45.00                      | \$ 6,750.00                        | 13.43%                               | \$ 43,500.00      | \$338       |
| 20            | 3/4-inch Aggregate Base                                        | TON  | 28   | \$ 50.00      | \$ 1,400.00                  |                   | \$ -                 |                                | \$ -                         |                    | -                          | \$ -                               | 0.00%                                | \$ 1,400.00       | \$0         |
|               |                                                                |      |      |               |                              |                   |                      |                                |                              |                    |                            |                                    |                                      |                   |             |
|               |                                                                |      |      |               |                              |                   |                      |                                |                              |                    |                            |                                    |                                      |                   |             |
|               | SUBTOTAL                                                       |      |      |               | 2,351,810.00                 |                   | \$ 59,350.00         |                                | \$ 1,390,830.00              | -                  |                            | \$ 1,450,180.00                    | 61.66%                               | \$ 901,630.00     | 72,509.00   |
|               |                                                                |      |      |               |                              |                   |                      |                                |                              |                    |                            |                                    |                                      |                   |             |
|               | TOTAL BASE ORIGINAL CONTRACT                                   |      |      |               | \$2,351,810.00               |                   | \$59,350.00          |                                | \$1,390,830.00               | \$0                |                            | \$1,450,180.00                     |                                      | \$901,630.00      | \$72,509.00 |
|               |                                                                |      |      |               |                              |                   |                      |                                |                              |                    |                            |                                    |                                      |                   |             |
|               | CONTRACT AMMENDMENTS                                           | Qty  | Unit | Unit Price    | Total Amount                 |                   |                      |                                |                              |                    |                            |                                    |                                      |                   |             |
|               | 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         |
|               | 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                                        |      |      |               | \$ -                         |                   | \$ -                 |                                | \$ -                         |                    |                            | \$ -                               |                                      | \$ -              | \$ -        |
|               |                                                                |      |      |               |                              |                   |                      |                                |                              |                    |                            |                                    |                                      |                   |             |
|               | GRAND TOTALS                                                   |      |      |               | \$2,351,810.00               |                   | \$59,350.00          |                                | \$1,390,830.00               | \$0                |                            | \$1,450,180.00                     |                                      | \$901,630.00      | \$72,509.00 |



October 30, 2023

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

Re: RUSA WRF Waterline Pay Estimate #1

Dear Mr. Kershner,

After reviewing the Pay Estimate received for the WRF Waterline project on dated, October 25, 2023, we recommend that RUSA consider the amount due of \$119, 462.50 to be calculated accurately.

Sincerely,  
Erik D. Ranger, PE



| TO: RUSA<br>1297 NE Grandview Drive<br>Roseburg, OR 97470 |      | PAY ESTIMATE #1                              |       |     |              |               |              |                 |             | Contractor Name: Cradar Enterprises |               |               |                     |
|-----------------------------------------------------------|------|----------------------------------------------|-------|-----|--------------|---------------|--------------|-----------------|-------------|-------------------------------------|---------------|---------------|---------------------|
| ATTN: Ryon Kershner, Supervising Engineering Tech III     |      | CONTRACTOR EARNED ESTIMATE                   |       |     |              |               |              |                 |             | PROJECT: RUSA WRF Waterline         |               |               |                     |
|                                                           |      |                                              |       |     |              |               |              |                 |             | DATE: October 25, 2023              |               |               |                     |
|                                                           |      |                                              |       |     |              |               |              |                 |             | WORK TO 10/1/2023 thru 10/25/2023   |               |               |                     |
|                                                           |      |                                              |       |     |              |               |              |                 |             | ESTIMATE NO. 1                      |               |               |                     |
|                                                           |      |                                              |       |     |              |               |              |                 |             | VENDOR NO.: NA                      |               |               |                     |
| PHASE                                                     | ITEM | DESCRIPTION                                  | UNITS | QTY | UNIT PRICE   | TOTAL CONT.   | PREVIOUS QTY | PREVIOUS AMOUNT | PRESENT QTY | PRESENT AMOUNT                      | TOTAL QTY     | TOTAL AMOUNT  | BALANCE TO COMPLETE |
| RUSA WRF Waterline                                        |      |                                              |       |     |              |               |              |                 |             |                                     |               |               |                     |
|                                                           | 1    | Mobilization                                 | LS    | 1   | \$ 17,214.00 | \$ 17,214.00  | 0.0          | \$ -            | 1.00        | \$ 17,214.00                        | 100%          | \$ 17,214.00  | \$ -                |
|                                                           | 2    | TPDT                                         | LS    | 1   | \$ 3,500.00  | \$ 3,500.00   | 0.0          | \$ -            | 1.00        | \$ 3,500.00                         | 100%          | \$ 3,500.00   | \$ -                |
|                                                           | 3    | Construction Survey Work                     | LS    | 1   | \$ 2,000.00  | \$ 2,000.00   | 0.0          | \$ -            | 1.00        | \$ 2,000.00                         | 1             | \$ 2,000.00   | \$ -                |
|                                                           | 4    | 12" Tapping Sleeve and 6" Valve Assembly     | EA    | 1   | \$ 7,000.00  | \$ 7,000.00   | 0.0          | \$ -            | 1.00        | \$ 7,000.00                         | 1             | \$ 7,000.00   | \$ -                |
|                                                           | 5    | Fire Hydrant Assembly                        | EA    | 1   | \$ 5,000.00  | \$ 5,000.00   | 0.0          | \$ -            | 1.00        | \$ 5,000.00                         | 1             | \$ 5,000.00   | \$ -                |
|                                                           | 6    | 5/8" Meter Assembly & Appurtenances          | EA    | 1   | \$ 750.00    | \$ 750.00     | 0.0          | \$ -            | 1.00        | \$ 750.00                           | 1             | \$ 750.00     | \$ -                |
|                                                           | 7    | 1" Service Connection Piping & Appurtenances | LF    | 4   | \$ 300.00    | \$ 1,200.00   | 0.0          | \$ -            | 4.00        | \$ 1,200.00                         | 4             | \$ 1,200.00   | \$ -                |
|                                                           | 8    | 6" Water Piping, Class A Backfill            | LF    | 860 | \$ 72.00     | \$ 61,920.00  | 0.0          | \$ -            | 835.00      | \$ 60,120.00                        | 835           | \$ 60,120.00  | \$ 1,800.00         |
|                                                           | 9    | 6" Gate Valve                                | EA    | 1   | \$ 1,250.00  | \$ 1,250.00   | 0.0          | \$ -            | 1.00        | \$ 1,250.00                         | 1             | \$ 1,250.00   | \$ -                |
|                                                           | 10   | 1" ARV                                       | EA    | 1   | \$ 1,200.00  | \$ 1,200.00   | 0.0          | \$ -            | 1.00        | \$ 1,200.00                         | 1             | \$ 1,200.00   | \$ -                |
|                                                           | 11   | 6" DI Pipe Bends, Fittings                   | EA    | 3   | \$ 750.00    | \$ 2,250.00   | 0.0          | \$ -            | 2.00        | \$ 1,500.00                         | 2             | \$ 1,500.00   | \$ 750.00           |
| Approved Change Orders / Extra Work                       |      |                                              |       |     |              |               |              |                 |             |                                     |               |               |                     |
|                                                           | 1    | 8" Upsize, Return, Freight, etc.             | LS    | 1   | \$ 25,016.00 | \$ 25,016.00  | 0.00         | \$ -            | 1           | \$ 25,016.00                        | 1             | \$ 25,016.00  | \$ -                |
|                                                           |      |                                              |       |     |              | \$ -          |              | \$ -            |             | \$ -                                | 0             | \$ -          | \$ -                |
| TOTAL CHANGE ORDERS                                       |      |                                              |       |     |              | \$ 25,016.00  |              |                 |             |                                     |               |               |                     |
| ORIGINAL CONTRACT                                         |      |                                              |       |     |              | \$ 103,284.00 |              |                 |             |                                     |               |               |                     |
| CURRENT CONTRACT                                          |      |                                              |       |     |              | \$ 128,300.00 |              |                 |             |                                     |               |               |                     |
|                                                           |      |                                              |       |     |              |               |              | \$ -            |             |                                     |               |               |                     |
| TOTAL PREVIOUS PERIOD                                     |      |                                              |       |     |              |               |              |                 |             | \$ 125,750.00                       |               |               |                     |
| TOTAL THIS PERIOD                                         |      |                                              |       |     |              |               |              |                 |             |                                     | \$ 125,750.00 | \$            | (2,550.00)          |
| TOTAL WORK TO DATE                                        |      |                                              |       |     |              |               |              | 5%              | \$ -        | 5%                                  | \$ 6,287.50   | 5%            | \$ 6,287.50         |
| LESS RETAINAGE                                            |      |                                              |       |     |              |               |              |                 | \$ -        |                                     | \$ 119,462.50 |               | \$ 119,462.50       |
| SUBTOTAL                                                  |      |                                              |       |     |              |               |              |                 |             |                                     |               | \$ -          |                     |
| LESS: PREVIOUS PAYMENTS                                   |      |                                              |       |     |              |               |              |                 |             |                                     |               | \$ 119,462.50 |                     |
| AMOUNT DUE THIS PERIOD                                    |      |                                              |       |     |              |               |              |                 |             |                                     |               |               |                     |

INTERNAL \_\_\_\_\_

CREDIT INV. \_\_\_\_\_

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November 3, 2023

Roseburg Urban Sanitary Authority  
ATTN: Ryon Kershner  
P.O. Box 1185  
Roseburg, OR 97470

RE: WRF Waterline  
Retainage release & final certification

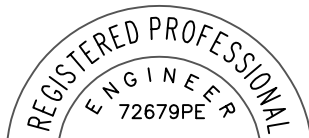
Dear Mr. Kershner;

The retainage release invoice submitted by Cradar Enterprises, Inc. and reviewed by i.e. Engineering Inc., was found to be correct and in accordance with the Contract Documents. The project was constructed per the submitted plans with noted as-built changes. The improvements were constructed to the standards as specified in the construction plans. The required testing was performed under the supervision & certification of i.e. Engineering, Inc. and accepted by the City of Roseburg.

It is recommended that Roseburg Urban Sanitary Authority accept this request and issue final payment to Cradar Enterprises, Inc. for the amount of **\$6,287.50** for release of the retainage for the WRF waterline.

Enclosed is a copy of the retainage release invoice from the Contractor. Please call me at (541) 673-0166 if you have any questions.

Sincerely,  
Erik D. Ranger, P.E.  
Project Engineer



EXPIRES: 12/31/2024

FINAL ELECTRONIC DOCUMENT  
AVAILABLE UPON REQUEST

GRADAR ENTERPRISES, INC.  
1051 MELROSE ROAD  
ROSEBURG, OR 97471  
CCB# 51482

# Invoice

| Date       | Invoice # |
|------------|-----------|
| 10/30/2023 | R03323    |

|                                   |
|-----------------------------------|
| Bill To                           |
| Roseburg Urban Sanitary Authority |

| P.O. No. | Terms | Project        |
|----------|-------|----------------|
|          |       | Rust WRF Water |

| Quantity | Description                                                                 | Rate         | Amount     |
|----------|-----------------------------------------------------------------------------|--------------|------------|
| 1        | PAY APPLICATION #1 RETAINAGE<br>(\$125,750.00 LESS 5% RETAINAGE \$6,287.50) | 6,287.50     | 6,287.50   |
|          |                                                                             | <b>Total</b> | \$6,287.50 |

## **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. Mainline Work has begun
- WWTP Water Main extension Has been completed

# ROSEBURG URBAN SANITARY AUTHORITY

## October 2023 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 31 work orders.
- Cleaned and CCTV 18,062 feet or 3.4 miles of mainline.
- Cleaned 12,040 feet or 2.3 miles of mainline.
- Completed Beginning Warranty CCTV for Alanta St. project.
- Completed Beginning Warranty CCTV for Sunshine Rd. project.
- Completed 2 building sewer taps on Rosemary.
- Smoke tested 5083 feet of mainline.
- Cleaned Southbank Lift Station wet well and conducted drawdown tests.
- Repaired Air Vac at 4967 NE Stephens.
- Completed 57 manhole inspections.
- Cleaned Pine Street and Elk Island Bunkers and Syphon.
- Completed Vector Control list.
- Maintained roads at NTS.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.

### ENGINEERING DEPARTMENT:

- Issued 5 permits and 7 completed inspections.
- Work is now complete for the water main at the waste water plant.
- Admin Building Roof Big Awarded to Roseburg Roofing Work to begin as weather permits.
- Pipe Lining continues along North Deer Creek. Service work has also begun
- 225 Utility locates were completed.

### FINANCE DEPARTMENT:

- Vacancy Credits: 5 were processed for a total of \$1,570.80.
- Credit cards/checks: 1674 payments totaling \$125,251.08 or approximately 15.3% of monthly billing was collected. 175 payments were received by voice response system, 45 payments received at the counter and 1454 on-line.
- Automatic Payments: 2248 customer accounts are signed up. Received \$138,529.37 or approximately 16.9% of monthly billing.

## **CASH DISBURSEMENT RECAP BOARD MEETING NOVEMBER 8, 2023**

### Cash Disbursements Since the Last Board Meeting

All Funds:

|                                            |                     |
|--------------------------------------------|---------------------|
| Total of Prepaid Checks & ACH Transactions | 178,863.43          |
| Total of Regular Checks & ACH Transactions | <u>1,525,589.15</u> |

|                                            |                            |
|--------------------------------------------|----------------------------|
| Total Expenditures (not including Payroll) | <u><u>1,704,452.58</u></u> |
|--------------------------------------------|----------------------------|

Payroll:

|                                |           |
|--------------------------------|-----------|
| Net Payroll - October 31, 2023 | 77,172.26 |
|--------------------------------|-----------|

|                                                                           |                            |
|---------------------------------------------------------------------------|----------------------------|
| All Checks & ACH Transactions since the Board Meeting of October 11, 2023 | <u><u>1,781,624.84</u></u> |
|---------------------------------------------------------------------------|----------------------------|

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 11/3/2023 10:59 AM



| Check No                                     | Vendor No<br>Invoice No | Vendor Name<br>Description                      | Check Date<br>Reference      | Check Amount |
|----------------------------------------------|-------------------------|-------------------------------------------------|------------------------------|--------------|
| ACH                                          | 02669                   | PERS Deposit                                    | 10/12/2023                   |              |
|                                              | SEPT 23 PR              | PR Batch 00001.09.2023 PERS - Not W/Held        | PR Batch 00001.09.2023 PER   | 13,173.03    |
|                                              | SEPT 23 PR              | PR Batch 00001.09.2023 PERS Pick-Up             | PR Batch 00001.09.2023 PER   | 1,186.25     |
|                                              | SEPT 23 PR              | PR Batch 00001.09.2023 OPSRP-Not W/Held         | PR Batch 00001.09.2023 OPS   | 9,956.63     |
|                                              | SEPT 23 PR              | PR Batch 00001.09.2023 PERS W/Held              | PR Batch 00001.09.2023 PER   | 5,428.57     |
|                                              | Sept Rounding           | PERS Sept Rounding Adjustment                   |                              | -0.02        |
| Total for this ACH Check for Vendor 02669:   |                         |                                                 |                              | 29,744.46    |
| Total for 10/12/2023:                        |                         |                                                 |                              | 29,744.46    |
| ACH                                          | ASIFLEX                 | ASIFlex                                         | 10/31/2023                   |              |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Flexible Spending Acco   | PR Batch 00001.10.2023 Flex  | 1,079.84     |
| Total for this ACH Check for Vendor ASIFLEX: |                         |                                                 |                              | 1,079.84     |
| ACH                                          | DNB                     | Internal Revenue Service                        | 10/31/2023                   |              |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Federal Income Tax       | PR Batch 00001.10.2023 Fed   | 8,970.40     |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 FICA - Employee          | PR Batch 00001.10.2023 FIC   | 6,380.58     |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Medicare - Employer      | PR Batch 00001.10.2023 Med   | 1,638.51     |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 FICA - Employer          | PR Batch 00001.10.2023 FIC   | 6,380.58     |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Medicare - Employee      | PR Batch 00001.10.2023 Med   | 1,638.51     |
| Total for this ACH Check for Vendor DNB:     |                         |                                                 |                              | 25,008.58    |
| ACH                                          | OR-Rev                  | Oregon Dept. of Revenue                         | 10/31/2023                   |              |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Oregon W/Held            | PR Batch 00001.10.2023 Ore   | 6,758.19     |
| Total for this ACH Check for Vendor OR-Rev:  |                         |                                                 |                              | 6,758.19     |
| ACH                                          | PEBSCO                  | Nationwide Retirement Solutions                 | 10/31/2023                   |              |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Roth Contribution        | PR Batch 00001.10.2023 Rotl  | 200.00       |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Nationwide-Deferred C    | PR Batch 00001.10.2023 Nati  | 3,925.00     |
| Total for this ACH Check for Vendor PEBSCO:  |                         |                                                 |                              | 4,125.00     |
| ACH                                          | CENTURY                 | CenturyLink                                     | 10/31/2023                   |              |
|                                              | Oct 2023 Fx/Al          | Analog phone service for fax and alarm system   |                              | 148.98       |
|                                              | Oct 2023 Gate           | Analog phone service to NTS Gate                |                              | 65.80        |
| Total for this ACH Check for Vendor CENTURY: |                         |                                                 |                              | 214.78       |
| 51720                                        | CIS INS                 | CIS Trust                                       | 10/31/2023                   |              |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Accident Insurance       | PR Batch 00001.10.2023 Acc   | 152.44       |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 CCIS Insurance AD&I      | PR Batch 00001.10.2023 CCI   | 16.40        |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Critical Illness Insuran | PR Batch 00001.10.2023 Crite | 109.00       |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Dental & Vision          | PR Batch 00001.10.2023 Den   | 2,450.61     |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Voluntary Dependent L    | PR Batch 00001.10.2023 Volu  | 34.58        |
|                                              | OCT 23 PR               | PR Batch 00001.10.2023 Hospital Indemnity       | PR Batch 00001.10.2023 Hos   | 144.90       |



| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description                                                  | Check Date<br>Reference     | Check Amount |
|-------------------------------|-------------------------|-----------------------------------------------------------------------------|-----------------------------|--------------|
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Identity Protection                                  | PR Batch 00001.10.2023 Iden | 81.75        |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Voluntary Life Insuran                               | PR Batch 00001.10.2023 Volt | 402.22       |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Life Insurance - er                                  | PR Batch 00001.10.2023 Life | 97.89        |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Life Insurance - Spous                               | PR Batch 00001.10.2023 Life | 186.10       |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 CCIS Insurance Long-                                 | PR Batch 00001.10.2023 CCI  | 163.52       |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Medical Ins w/RX                                     | PR Batch 00001.10.2023 Med  | 26,293.13    |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Short-Term Disability                                | PR Batch 00001.10.2023 Shoi | 146.43       |
|                               | OCT 23 PR               | PR Batch 00001.10.2023 Trauma                                               | PR Batch 00001.10.2023 Trau | 95.00        |
| Total for Check Number 51720: |                         |                                                                             |                             | 30,373.97    |
| 51721                         | BOLI<br>Re-Roof         | Prevailing Wage Rate Unit<br>Public Works Fee for Re-roof of Admin Building | 10/31/2023                  | 250.00       |
| Total for Check Number 51721: |                         |                                                                             |                             | 250.00       |
| 51722                         | TEKMAN                  | TEKMANAGEMENT, INC.                                                         | 10/31/2023                  |              |
|                               | 88078                   | Penetration testing for 76 IP addresses                                     |                             | 253.84       |
|                               | 88078                   | Cloud storage-server backups                                                |                             | 84.00        |
|                               | 88078                   | DNS Filter (security)                                                       |                             | 40.00        |
|                               | 88078                   | Backup & Recovery Services                                                  |                             | 565.00       |
|                               | 88078                   | Server Maint & monitoring                                                   |                             | 1,578.87     |
|                               | 88078                   | Encryption of laptops                                                       |                             | 107.25       |
|                               | 88267a                  | Dell R740XD Server                                                          |                             | 41,662.34    |
|                               | 88267b                  | Dell 18.5" 1U Rackmount KVM Console1 & Del                                  |                             | 3,370.13     |
|                               | 88267c                  | 2X Microsoft Windows Server 2022 Data Center                                |                             | 15,574.50    |
|                               | 88316a                  | 2X Dell Precision 3660 (Ryon & Jim)                                         |                             | 5,357.04     |
|                               | 88316b                  | 1 X Dell Precision 3660 (Replaces Crew- 2018)                               |                             | 2,678.52     |
|                               | 88316c                  | 1 X Mobil Precision 3581 (Replaces TV-Rugged                                |                             | 2,754.18     |
|                               | 88316d                  | 1 X Dell Precision 3660 (Replaces Angie-2018)                               |                             | 2,678.52     |
| Total for Check Number 51722: |                         |                                                                             |                             | 76,704.19    |
| 51723                         | Traffic<br>INV063065    | Traffic Safety Supply Co.<br>Locate flags                                   | 10/31/2023                  | 525.24       |
| Total for Check Number 51723: |                         |                                                                             |                             | 525.24       |
| 51724                         | USPS<br>Oct 2023        | US Postal Service<br>Postage for November Utility Bills                     | 10/31/2023                  | 3,487.73     |
| Total for Check Number 51724: |                         |                                                                             |                             | 3,487.73     |
| 51725                         | VERIZON<br>9946838614   | Verizon Wireless<br>Cell phone service                                      | 10/31/2023                  | 591.45       |
| Total for Check Number 51725: |                         |                                                                             |                             | 591.45       |
| Total for 10/31/2023:         |                         |                                                                             |                             | 149,118.97   |
| Report Total (12 checks):     |                         |                                                                             |                             | 178,863.43   |

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 11/3/2023 12:14 PM



| Check No                      | Vendor No<br>Invoice No | Vendor Name<br>Description                          | Check Date<br>Reference | Check Amount |
|-------------------------------|-------------------------|-----------------------------------------------------|-------------------------|--------------|
| 51726                         | WP<br>Oct 2023          | Avista Utilities<br>Natural gas service             | 11/08/2023              | 40.89        |
| Total for Check Number 51726: |                         |                                                     |                         | 40.89        |
| 51727                         | BANNERMC                | BANNER BANK                                         | 11/08/2023              |              |
|                               | AA 100623a              | Pitney Bowes - Quarterly postage machine lease      |                         | 94.50        |
|                               | AA 100623b              | Harney Teas - Kitchen supplies                      |                         | 115.18       |
|                               | AA 101323               | Staples - Office supplies                           |                         | 44.57        |
|                               | AA 101923               | Amazon - 2 drawer lateral file cabinet - Angie (r   |                         | 125.98       |
|                               | AA 102523               | Staples - 2 drawer lateral file cabinet - Angie     |                         | 152.21       |
|                               | AA 102623               | Staples - 3 drawer lateral file cabinet - Christine |                         | 247.33       |
|                               | AA 102723               | Walmart - Picture hangers                           |                         | 9.28         |
|                               | AA 102823               | Amazon - Space heater for Angie, Inboxes for Cl     |                         | 89.98        |
|                               | AB 102623               | Home Depot - Tools for trucks                       |                         | 74.94        |
|                               | CM 100623               | TimeValue Software - Software for tracking SDC      |                         | 60.00        |
|                               | CM 101723               | Amazon - Chairs for new office                      |                         | 176.99       |
|                               | CM 101823               | Amazon - File cabinet - crew                        |                         | 219.99       |
|                               | CM 101923               | Amazon - Canvas print                               |                         | 79.99        |
|                               | DF 093023               | Amazon - Audio cord & ethernet patch cord for t     |                         | 26.97        |
|                               | DF 093023b              | Amazon - Ethernet patch cords for stock             |                         | 42.35        |
|                               | DF 101023               | Zoom - Electronic meeting software                  |                         | 99.00        |
|                               | DF 101223               | Harbor Freight - Cable ties & ext cords for Chris   |                         | 8.98         |
|                               | DF 101823               | Wizer - Employee cyber security training            |                         | 300.00       |
|                               | DF 102323               | Global Industrial - Bins for organizing server roc  |                         | 117.84       |
|                               | DF 102423               | Amazon - Replacement keyboard/mouse for Dav         |                         | 132.08       |
|                               | GO 102223               | Fred Meyer - Work pants for Greg                    |                         | 230.01       |
|                               | HW 100223               | Amazon - Space heater for Nick                      |                         | 59.99        |
|                               | HW 100923a              | Amazon - Candy                                      |                         | 19.72        |
|                               | HW 100923b              | Amazon - Candy                                      |                         | 24.13        |
|                               | HW 101723               | Amazon - Desk lamp                                  |                         | 16.98        |
|                               | JB 092823               | Campbells Lodge - Lodging for Biofest               |                         | 442.98       |
|                               | JB 092923               | Hotel Booking Service Fee - Booking hotel - The     |                         | 15.99        |
|                               | KB 101223               | Sherwin Williams - Wall spackling                   |                         | 4.67         |
|                               | KB 101723               | DEQ - Certification renewal                         |                         | 166.40       |
|                               | KB 101723fee            | DEQ - CC fee                                        |                         | 3.83         |
|                               | NS 101023               | Coastal - Herbicide                                 |                         | 24.99        |
|                               | NS 101223               | Bagel Tree - Staff meeting snacks                   |                         | 49.70        |
|                               | NW 101123               | Safeway - Snacks for board meeting                  |                         | 14.49        |
|                               | RK 092823               | Home Depot - Power strips for Christine's office    |                         | 59.94        |
|                               | RK 100523a              | DC Coop - Repair coupling for broken line at W      |                         | 80.48        |
|                               | RK 100523b              | Home Depot - Repair coupling for broken line at     |                         | 15.22        |
|                               | RK 101023               | Douglas County Building Dept - Permit for re-ro     |                         | 815.75       |
|                               | RK 101023fee            | Douglas County Building Dept - Service fee          |                         | 26.51        |
|                               | RK 101123               | Harbor Freight - Air couplings                      |                         | 37.94        |
|                               | SL 100423               | Wrangler - Work pants                               |                         | 44.89        |
|                               | SL 101223               | AWWA - Membership renewal                           |                         | 255.00       |
|                               | SL 101923               | DEQ - Certification renewal                         |                         | 166.40       |
|                               | SL 101923fee            | DEQ - CC service fee                                |                         | 3.83         |

| Check No | Vendor No<br>Invoice No                                            | Vendor Name<br>Description                                                                                                                            | Check Date<br>Reference       | Check Amount                          |
|----------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------|
|          | SL 102523                                                          | That's Great News - Wall Plaque News Review /                                                                                                         |                               | 293.70                                |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51727: | 5,091.70                              |
| 51728    | BHEC<br>CL20016-IN<br>CL20410-IN                                   | Bassett-Hyland Energy Company<br>Fuel usage<br>Fuel usage                                                                                             | 11/08/2023                    | 546.64<br>1,389.08                    |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51728: | 1,935.72                              |
| 51729    | BUDGE<br>223469                                                    | Budge-McHugh Supply Co.<br>14" Gate Valve                                                                                                             | 11/08/2023                    | 9,135.00                              |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51729: | 9,135.00                              |
| 51730    | WATER<br>Oct 2023 Keady                                            | City of Roseburg<br>Water service - Keady                                                                                                             | 11/08/2023                    | 55.70                                 |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51730: | 55.70                                 |
| 51731    | CRADAR<br>03323<br>03323ret<br>R03323                              | Cradar Enterprises, Inc<br>RUSA WRF Waterline Pay Estimate #1<br>RUSA WRF Waterline retainage Pay Estimate #1<br>RUSA WRF Waterline-Retainage payment | 11/08/2023                    | 125,750.00<br>-6,287.50<br>6,287.50   |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51731: | 125,750.00                            |
| 51732    | DRAUTO<br>100604                                                   | D & R Auto & Truck Supply Corp<br>O-rings for Blower repair                                                                                           | 11/08/2023                    | 1.06                                  |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51732: | 1.06                                  |
| 51733    | DCPW<br>702465<br>703792<br>703800                                 | Douglas County Solid Waste<br>Grit pit<br>Shop cleanup<br>Shop cleanup                                                                                | 11/08/2023                    | 268.84<br>19.74<br>15.98              |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51733: | 304.56                                |
| 51734    | ICONIX<br>U2316043704<br>U2316045526<br>U2316045738<br>U2316045752 | ICONIX WATERWORKS INC<br>Mech test plug<br>Parts to repair air vac<br>Pipe fittings - Inserta T's and Max Adapters<br>Drainage at Bisulfite building  | 11/08/2023                    | 96.72<br>124.73<br>1,343.97<br>580.79 |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51734: | 2,146.21                              |
| 51735    | Leeway<br>914<br>932                                               | Leeway Engineering Solutions, LLC<br>Eng services-North Deer Cr CIPP Project<br>Eng services-North Deer Cr CIPP Project                               | 11/08/2023                    | 9,043.50<br>5,359.50                  |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51735: | 14,403.00                             |
| 51736    | LOWES<br>01747<br>83986<br>88043                                   | Lowe's<br>Extension cord<br>Plug adapter<br>WRF catch basin parts                                                                                     | 11/08/2023                    | 17.56<br>42.94<br>14.69               |
|          |                                                                    |                                                                                                                                                       | Total for Check Number 51736: | 75.19                                 |
| 51737    | MSTRCR<br>10704-J                                                  | MasterCare Cleaning Co Inc<br>Monthly janitorial services                                                                                             | 11/08/2023                    | 390.00                                |

| Check No                      | Vendor No<br>Invoice No                                                                                                                                                                                                                                                                    | Vendor Name<br>Description                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Check Date<br>Reference | Check Amount                                                                                                                                                 |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total for Check Number 51737: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 390.00                                                                                                                                                       |
| 51738                         | CMM<br>OGFOA                                                                                                                                                                                                                                                                               | Christine Morris<br>Mileage reimbursement for 1 day of OGFOA Co                                                                                                                                                                                                                                                                                                                                                                                                                        | 11/08/2023              | 94.32                                                                                                                                                        |
| Total for Check Number 51738: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 94.32                                                                                                                                                        |
| 51739                         | LGL<br>13601                                                                                                                                                                                                                                                                               | Northwest Local Government Legal Adviso<br>Contract reviews for energy savings performance                                                                                                                                                                                                                                                                                                                                                                                             | 11/08/2023              | 495.00                                                                                                                                                       |
| Total for Check Number 51739: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 495.00                                                                                                                                                       |
| 51740                         | OR-LIN<br>1004987<br>1010493                                                                                                                                                                                                                                                               | Oregon Linen, Inc.<br>Laundry and mat services<br>Laundry and mat services                                                                                                                                                                                                                                                                                                                                                                                                             | 11/08/2023              | 52.80<br>31.97                                                                                                                                               |
| Total for Check Number 51740: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 84.77                                                                                                                                                        |
| 51741                         | PPL<br>Oct 2023 411LM<br>Oct 2023 425LM<br>Oct 2023 Admin<br>Oct 2023 Brbn<br>Oct 2023 BrbnC<br>Oct 2023 Gate<br>Oct 2023 High<br>Oct 2023 Keady<br>Oct 2023 LV<br>Oct 2023 NBank<br>Oct 2023 NTS<br>Oct 2023 SBank<br>Oct 2023 Wilb1<br>Oct 2023 Wilb2<br>Oct 2023 WWTP<br>Oct 2023 WWTP2 | Pacific Power<br>Usage-411 LM-Storage Bldg<br>Power Usage-425 Long Meadow<br>Power Usage-Admin Bldg<br>Power Usage-310 Bourbon St PS<br>Contract-310 Bourbon St PS<br>Power Usage-140 LM-NTS Gate<br>Power Usage-Highland PS<br>Contract Min&Usage-Keady Ct PS<br>Power Usage-Loma Vista PS<br>Power Usage-North Bank PS<br>Contract/Power Usage-NTS PS<br>Power Usage-South Bank PS<br>Power Usage-Wilbur 1 PS<br>Power Usage-Wilbur 2 PS<br>Power Usage-WWTP 1<br>Power Usage-WWTP 2 | 11/08/2023              | 68.75<br>12.55<br>534.97<br>75.84<br>65.82<br>20.58<br>819.49<br>61.70<br>88.54<br>170.59<br>12,475.75<br>1,562.18<br>133.92<br>176.73<br>23,553.92<br>27.71 |
| Total for Check Number 51741: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 39,849.04                                                                                                                                                    |
| 51742                         | Premium<br>25961                                                                                                                                                                                                                                                                           | Premium Landscape, Inc.<br>Monthly landscape maintenance                                                                                                                                                                                                                                                                                                                                                                                                                               | 11/08/2023              | 225.00                                                                                                                                                       |
| Total for Check Number 51742: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 225.00                                                                                                                                                       |
| 51743                         | ROGERS E<br>3307                                                                                                                                                                                                                                                                           | Rogers Engineering, Inc.<br>Engineering for Admin Building remodel                                                                                                                                                                                                                                                                                                                                                                                                                     | 11/08/2023              | 2,750.00                                                                                                                                                     |
| Total for Check Number 51743: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 2,750.00                                                                                                                                                     |
| 51744                         | RSBG-DIS<br>1329388                                                                                                                                                                                                                                                                        | Roseburg Disposal Company<br>Monthly garbage service with exta can charge                                                                                                                                                                                                                                                                                                                                                                                                              | 11/08/2023              | 71.00                                                                                                                                                        |
| Total for Check Number 51744: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 71.00                                                                                                                                                        |
| 51745                         | SIERRASP<br>21794341 101423                                                                                                                                                                                                                                                                | Sierra Springs<br>Bottled water delivery                                                                                                                                                                                                                                                                                                                                                                                                                                               | 11/08/2023              | 73.69                                                                                                                                                        |
| Total for Check Number 51745: |                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                         | 73.69                                                                                                                                                        |
| 51746                         | SHRED-IT<br>8005007905                                                                                                                                                                                                                                                                     | Stericycle, Inc.<br>Monthly document shredding service                                                                                                                                                                                                                                                                                                                                                                                                                                 | 11/08/2023              | 87.59                                                                                                                                                        |

| Check No                      | Vendor No<br>Invoice No                                   | Vendor Name<br>Description                                                                                                 | Check Date<br>Reference | Check Amount               |
|-------------------------------|-----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-------------------------|----------------------------|
| Total for Check Number 51746: |                                                           |                                                                                                                            |                         | 87.59                      |
| 51747                         | Titan U<br>23-930<br>23-930 ret                           | Titan Utilities, LLC<br>Deer Creek Trunk Rehabilitation Project Pay Est<br>Deer Creek Trunk Rehabilitation Project Pay Est | 11/08/2023              | 1,390,830.00<br>-69,541.50 |
| Total for Check Number 51747: |                                                           |                                                                                                                            |                         | 1,321,288.50               |
| 51748                         | UBWA<br>Oct 2023 411LM<br>Oct 2023 606LM<br>Oct 2023 Brbn | Umpqua Basin Water Association<br>Water - 411 Long Meadows Ln<br>Water - 606 Long Meadows Ln<br>Water - 310 Bourbon St     | 11/08/2023              | 22.80<br>22.00<br>22.02    |
| Total for Check Number 51748: |                                                           |                                                                                                                            |                         | 66.82                      |
| 51749                         | UMPQUARF<br>67556<br>67606                                | Umpqua Quarries, LLC<br>Rock for NTS Roads<br>Rock for NTS Roads                                                           | 11/08/2023              | 108.11<br>1,066.28         |
| Total for Check Number 51749: |                                                           |                                                                                                                            |                         | 1,174.39                   |
| Total for 11/8/2023:          |                                                           |                                                                                                                            |                         | 1,525,589.15               |
| Report Total (24 checks):     |                                                           |                                                                                                                            |                         | 1,525,589.15               |