



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

REGULAR MONTHLY BOARD MEETING
February 14, 2024

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

February 14th, 2024
RUSA Board Room
4:00 p.m.

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

AGENDA
REGULAR MONTHLY BOARD
MEETING

**Board of
Directors**

John Dunn, Chair

Rob Lieberman, Vice Chair

David Campos

Tom Dole

Kelsey Wood

1. Call to Order – John Dunn, Board Chair
2. Roll Call
3. Audience Participation – In-Person / via Zoom
4. Consider Minutes
 - a) January 10th, 2024; Board Meeting
5. Public Hearing
 - a) **Ordinance No. 2024-01 (second reading)** - An Ordinance Amending Ordinance No. 2009-01 to Update Terms and Authorize Adopting Fees and Charges by Resolution.
 - b) **Resolution 24-01- Interested persons are invited to comment on the changes in fees** – A Resolution rescinding Resolutions No. 21-04 and Establishing a Comprehensive Fee Schedule.
6. **2024-2025 Budget**
 - a) Appointment of Budget Officer
 - b) 2024-2025 Draft Budget Process Calendar Review
 - c) Budget Committee Member
7. **Sewer Rates**
 - a) Proposed increase in the sewer rates as recommended in the "Sewer Rate Study".
8. **Umpqua Economic Development Partnership**
 - a) Membership
9. **General Managers Report**

1. Deer Creek Trunk Rehabilitation Project a. Project Update	5. Energy Service Company a. Project Update
2. Biogas Feasibility Study – WRF a. Project Update	6. Waste Thickening Project a. Project Update
3. Office and Garage Reroofing Project a. Project Update	7. Bisulfite SCADA System a. Project Update
4. Umpqua Street Sewer Replacement b. Project Update	8. March Board Meeting

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 4:10 p.m. on January 10, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Board Chair John Dunn

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

Consideration of the December 13, 2023 Board Meeting Minutes

Kelsey Wood moved to approve the minutes for the December 13, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.
Tom Dole seconded the motion.
The motion passed unanimously.

Ordinance No. 2024-01 First Reading

Vice Chair Lieberman opened the public hearing for the first reading of Ordinance No. 2024-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Vice Chair called for the return to the regular meeting.

Customer Fees

Finance Director Christine Morris gave a presentation regarding late fees. The discussion included setting future fees by resolution and changing the late fee structure. Staff presented recommendations for the future late fee structure including non-accumulative 3% or \$5.00 minimum late fees.

Kelsey Wood made a motion to set late fees at a \$5.00 minimum set by Resolution.

David Campos seconded the motion.
The motion passed unanimously.

Umpqua Fishery Derby

RUSA has sponsored the Umpqua Fishery Enhancement Derby for many years. Staff asked the Board if they would like to sponsor the Derby in 2024.

Kelsey Wood made a motion to approve a \$500.00 sponsorship for the Umpqua Fishery Enhancement Derby.

David Campos seconded the motion.
The motion passed unanimously.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period contractor installed structural liner in 9 manholes, as well as structurally lining the one vault on the project.

The contractor has submitted pay request #4 for \$138,000 with \$6,900 in retainage for payment #4 of \$131,100.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #4 and would recommend that the Board approve pay request #4 to Titan Utilities for \$131,100.

David Campos moved to approve pay request #4 in the amount of \$131,000 to Titan Utilities.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Biogas Feasibility Study – WRF:

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

RUSA Office and Garage Reroofing Project

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

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

Energy Service Company

Ameresco and RUSA continue to work on the loan/grant application for four projects.

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

Waste Thickening Project

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

Bisulfite SCADA System

Jacobs Engineering has prepared the contract document and RUSA staff is reviewing the documents. We hope to be ready to advertise this project in mid-January or February.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during December. The total Effluent flow was 160.56 million gallons.

Accounts Payable

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

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

Kelsey Wood seconded the motion.

Executive Session

At 5:05 p.m. Vice Chair Lieberman called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining to evaluate the General Manager for his work during the year 2023.

At 5:18 p.m. staff were called back in to the meeting and Vice Chair Lieberman resumed the regular Board Meeting.

David Campos moved to approve a 3% Extended Merit Pay bonus for RUSA's General Manager Jim Baird.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

Staff gave the Board an update on John Dunn.

The meeting was adjourned at 5:22 p.m.

Attached Additional Items Presented

Accounts Payable Addendum

Late Fee Review

Respectfully submitted,

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

Harmony Williams
Office Assistant II

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
Printed: 1/10/2024 3:36 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A0003258231cJPI	ASIFlex Flexible Spending Account Admin Fees Dec 202	01/10/2024	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
ACH	METRO IN661850 IN662259	Metro Presort Inc Deposit for Mailing to customers Deposit for February UB Billing	01/10/2024	5,000.00 4,000.00
Total for this ACH Check for Vendor METRO:				9,000.00
ACH	VEBA TR Jan 24 VEBA Jan 24 VEBA-C Jan 24 VEBA-F	HRA VEBA Trust Admin & Eng-HRA VEBA '24 Contributions Collections-HRA VEBA '24 Contributions Finanee-HRA VEBA '24 Contributions	01/10/2024	3,250.00 3,500.00 2,250.00
Total for this ACH Check for Vendor VEBA TR:				9,000.00
51858	WATER INV20374	City of Roseburg Bulk water usage-December	01/10/2024	125.08
Total for Check Number 51858:				125.08
51859	Jacobs 351289-CS-01	Jacobs Engineering Group Inc Cogeneration Feasibility Study	01/10/2024	41,774.27
Total for Check Number 51859:				41,774.27
51860	NEXNET 21775	Nexcom, LLC Digital Phone Service-January	01/10/2024	332.80
Total for Check Number 51860:				332.80
51861	PPL Dec 2023 411LM Dec 2023 425LM Dec 2023 Admin Dec 2023 Brbn Dec 2023 BrbnC Dec 2023 Gate Dec 2023 High Dec 2023 LV Dec 2023 NBank Dec 2023 SBank Dec 2023 Wilb1 Dec 2023 Wilb2 Dec 2023 WWTP Dec 2023 WWTP2 Dec 23 Keady	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2 Power usage-Keady Ct Pump station	01/10/2024	30.14 12.54 740.96 106.53 59.68 20.26 1,276.19 118.24 205.39 2,510.51 333.78 347.99 24,169.02 27.71 81.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51861:				30,040.35
51863	SERV-CTR 57464	The Service Center Move door locks	01/10/2024	75.00
Total for Check Number 51863:				75.00
51864	SIERRASP 21794341 010624	Sierra Springs Bottled water service	01/10/2024	63.74
Total for Check Number 51864:				63.74
51865	Taurus 14415 14582	Taurus Power & Controls, INC Danfoss Drive Rebuild-Parts Danfoss Drive Rebuild	01/10/2024	16,312.00 4,688.00
Total for Check Number 51865:				21,000.00
51866	TRUE NOR 004184	True North Equipment, Inc. Cleverscan repair-Reissued lost check #51549	01/10/2024	1,788.07
Total for Check Number 51866:				1,788.07
Total for 1/10/2024:				113,236.81
Report Total (11 checks):				113,236.81

Late Fees Review

January 10, 2024 Board Meeting



Highlights of December 13, 2023 Discussion

- 97% of accounts are residential or commercial (10,337 accounts)
- 1.49% of accounts are Restaurants (159 accounts)
- Other 1.51% accounts consist of 173 bare lot accounts, 5 Breweries, 5 Markets or Mortuaries & 8 other (including Dairy) accounts.
- 84% of delinquent accounts have a 4 month or less balance (as of November past dues)
- 1420 accounts past due each month or 13.3% of all accounts.
- Average 5% of accounts have a 6 month or older balance as of turnover time.

December 13, 2023 Highlights (continued)

- Staff used analysis of \$4 minimum late fee or 10% or 6%.
- In comparison, Residential/Commercial pay a significant higher late fee percentage than all other users (except bare lot)

TAKE AWAYS:

- Board member are interested in going to a minimum late fee & percentage for fairness.
- There were comments about keeping the \$5 minimum.
- Comments to use 10% late fee
- Concerns about being too punitive for small businesses.

Staff Recommendations

- Use the \$5 minimum as customers are used to seeing \$5 late fees.
- 3% Non accumulative balance late fee or \$5 minimum. This has the effect of a \$5 late fee for the first 4 months late for 97% of our customer accounts.
- Recommend using the Non accumulative balance, so as to generate late fees only on outstanding sewer balances.
- 3% is still a fairer system than the current flat rate of \$5 per EDU.
- Overall staff goal is to move from a per EDU method to a % of balance method for ease of changes for billing system.
- Secondary staff goal after looking at the system was to provide more fairness in the late fee structure among all customers.

97% OF ACCOUNTS ARE

RESIDENTIAL OR COMMERCIAL

	<u>Non Accum</u>		<u>Accumulative</u>		<u>Non Accum</u>		<u>Accumulative</u>				Current	Bill Only
	5% or		5% or		3% or		3% or					
On a \$40 Monthly Billing	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	Current	End Balance	Balance	
January	\$5.00	\$85.00	\$5.00	\$85.00	\$5.00	\$85.00	\$5.00	\$85.00	\$ 5.00	\$ 85.00	\$80.00	
February	\$5.00	\$130.00	\$5.00	\$130.00	\$5.00	\$130.00	\$5.00	\$130.00	\$ 5.00	\$ 130.00	\$120.00	
March	\$6.00	\$176.00	\$6.50	\$176.50	\$5.00	\$175.00	\$5.00	\$175.00	\$ 5.00	\$ 175.00	\$160.00	
April	\$8.00	\$224.00	\$8.83	\$225.33	\$5.00	\$220.00	\$5.25	\$220.25	\$ 5.00	\$ 220.00	\$200.00	
May	\$10.00	\$274.00	\$11.27	\$276.59	\$6.00	\$266.00	\$6.61	\$266.86	\$ 5.00	\$ 265.00	\$240.00	
June	\$12.00	\$326.00	\$13.83	\$330.42	\$7.20	\$313.20	\$8.01	\$314.86	\$ 5.00	\$ 310.00	\$280.00	
July	\$14.00	\$380.00	\$16.52	\$386.94	\$8.40	\$361.60	\$9.45	\$364.31	\$ 5.00	\$ 355.00	\$320.00	
August	\$16.00	\$436.00	\$19.35	\$446.29	\$9.60	\$411.20	\$10.93	\$415.24	\$ 5.00	\$ 400.00	\$360.00	
September	\$18.00	\$494.00	\$22.31	\$508.60	\$10.80	\$462.00	\$12.46	\$467.70	\$ 5.00	\$ 445.00	\$400.00	
October	\$20.00	\$554.00	\$25.43	\$574.03	\$12.00	\$514.00	\$14.03	\$521.73	\$ 5.00	\$ 490.00	\$440.00	
November	\$22.00	\$616.00	\$28.70	\$642.74	\$13.20	\$567.20	\$15.65	\$577.38	\$ 5.00	\$ 535.00	\$480.00	
December	\$24.00	\$680.00	\$32.14	\$714.87	\$14.40	\$621.60	\$17.32	\$634.70	\$ 5.00	\$ 580.00	\$520.00	
Late Fee Totals	\$160.00		\$194.87		\$101.60		\$114.70		\$ 60.00			

1.5% OF ACCOUNTS ARE

RESTAURANT

	<u>Non Accum</u>		<u>Accumulative</u>		<u>Non Accum</u>		<u>Accumulative</u>				Current	Bill Only
	5% or		5% or		3% or		3% or					
On a \$103.54/EDU Monthly Billing	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	\$5 min	End Balance	Current	End Balance	Balance	
January	\$5.18	\$ 212.26	\$5.18	\$212.26	\$5.00	\$212.08	\$5.00	\$212.08	\$ 5.00	\$ 199.58	\$207.08	
February	\$10.35	\$ 319.90	\$10.61	\$326.41	\$6.21	\$315.58	\$6.36	\$321.98	\$ 5.00	\$ 308.12	\$310.62	
March	\$15.53	\$ 432.72	\$16.32	\$446.27	\$9.32	\$422.19	\$9.66	\$435.18	\$ 5.00	\$ 416.66	\$414.16	
April	\$20.71	\$ 550.72	\$22.31	\$572.12	\$12.42	\$531.91	\$13.06	\$551.78	\$ 5.00	\$ 525.20	\$517.70	
May	\$25.89	\$ 673.90	\$28.61	\$704.27	\$15.53	\$644.73	\$16.55	\$671.87	\$ 5.00	\$ 633.74	\$621.24	
June	\$31.06	\$ 802.25	\$35.21	\$843.02	\$18.64	\$760.65	\$20.16	\$795.57	\$ 5.00	\$ 742.28	\$724.78	
July	\$36.24	\$ 935.78	\$42.15	\$988.71	\$21.74	\$879.69	\$23.87	\$922.97	\$ 5.00	\$ 850.82	\$828.32	
August	\$41.42	\$ 1,074.48	\$49.44	\$1,141.69	\$24.85	\$1,001.83	\$27.69	\$1,054.20	\$ 5.00	\$ 959.36	\$931.86	
September	\$46.59	\$ 1,218.37	\$57.08	\$1,302.31	\$27.96	\$1,127.07	\$31.63	\$1,189.37	\$ 5.00	\$ 1,067.90	\$1,035.40	
October	\$51.77	\$ 1,367.43	\$65.12	\$1,470.97	\$31.06	\$1,255.42	\$35.68	\$1,328.59	\$ 5.00	\$ 1,176.44	\$1,138.94	
November	\$56.95	\$ 1,521.66	\$73.55	\$1,648.06	\$34.17	\$1,386.88	\$39.86	\$1,471.99	\$ 5.00	\$ 1,284.98	\$1,242.48	
December	\$62.12	\$ 1,681.08	\$82.40	\$1,834.00	\$37.27	\$1,521.45	\$44.16	\$1,619.69	\$ 5.00	\$ 1,393.52	\$1,346.02	
Late Fee Totals	\$403.81		\$487.98		\$244.18		\$273.67		\$ 60.00			



ROSEBURG URBAN SANITARY AUTHORITY

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

ORDINANCE NO. 2024-01

An Ordinance Amending Ordinance No. 2009-01 to Update Terms and Authorize Adopting Fees and Charges by Resolution

WHEREAS, Ordinance 2009-01 was adopted to “Establish Just and Equitable Sewer Service Charges” to be levied on all users discharging wastewater to the wastewater system; and

WHEREAS, by and through Ordinance 2023-01, the Board of Directors (“Board”) of the Roseburg Urban Sanitary Authority (“RUSA”) modified the manner in which total rates for certain classes of users will be calculated and authorized the Board to adopt certain rates by resolution; and

WHEREAS, the Board desires to amend Ordinance 2009-01 to address changes in certain billing procedures and authorize the Board to adopt and modify certain other fees by resolution; and

NOW, THEREFORE, RUSA’s Board of Directors hereby ordains as follows:

1. In addition to the rates and charges authorized to be adopted by resolution through Ordinance 2023-01, notwithstanding any contrary provision in any earlier adopted ordinance, the Board may adopt or modify other fees and charges, including but not limited to those specifically described in this Ordinance, by resolution rather than by ordinance.
2. Specifically, and not by way of limitation of paragraph 1 above, Ordinance 2009-01 is hereby amended as follows:

Section 3.04(a): A monthly user charge for debt service and operations, including operation, maintenance, and replacement of the treatment works shall be established by resolution of the Board.

Section 3.04: The total rate to be charged a class of users shall be as provided in Ordinance 2023-01, which amended this Section and is hereby affirmed.

Section 3.07: The owner(s) of the premises served by the sewer system shall be responsible for payment of the System Development Charges, sewer connection, and user

charges for the property serviced notwithstanding the fact that the property may be occupied by a tenant or other occupant other than the owner(s).

Section 3-09: The date of billing shall be the first (1st) day of the month immediately following the monthly period for which the sewer user charge is calculated as provided in this Ordinance.

Section 3-10: "Sewer user charges shall be due and payable to the Sanitary Authority not later than twenty (20) days after the billing date. Checks returned for insufficient funds shall be subject to a fee as determined by resolution of the Board.

Section 3-11: "Sewer user charges levied pursuant to this Ordinance shall be a debt due to the Sanitary Authority. If this debt is not paid within five (5) days following the due date it shall be deemed delinquent. All delinquent accounts shall result in a late charge as established by resolution of the Board, which may be recovered by civil action in a court of competent jurisdiction or may be certified to the Douglas County Tax Collector in accordance with the provisions of ORS 454.225. In addition to any other fees and charges provided herein, delinquent amounts certified to the Douglas County Tax Collector shall be subject to a Certification Charge as established by resolution of the Board.

2. Except as expressly provided herein, Ordinance 2009-01 is hereby affirmed in its entirety. Where the terms and conditions of this Ordinance conflict with those in Ordinance 2009-01, the terms and conditions in this Ordinance shall apply.
3. This Ordinance shall take effect thirty (30) days after final adoption.

First Reading: _____, 2024

Second Reading: _____, 2024

ADOPTED the __ day of _____, 2024

[Signatures on next page.]

ROSEBURG URBAN SANITARY AUTHORITY

John W. Dunn
Chairman of the Board

ATTEST:

James V. Baird
General Manager

Ordinance No. 2	First Adopted	June 21, 1983
First Revision	Ordinance No. 4	July 12, 1984
Second Revision	Ordinance No. 7	May 13, 1985
Third Revision	Ordinance No. 10	May 8, 1986
Fourth Revision	Ordinance No. 14	January 10, 1990
Fifth Revision	Ordinance No. 17	June 21, 1990
Sixth Revision	Ordinance No. 18	June 12, 1991
Seventh Revision	Ordinance No. 22	June 9, 1993
Eighth Revision	Ordinance No. 23	June 10, 1994
Ninth Revision	Ordinance No. 2003-01	August 29, 2003
Tenth Revision	Ordinance No. 2007-01	December 12, 2007
Eleventh Revision	Ordinance No. 2008-01	December 10, 2008
Twelfth Revision	Ordinance No. 2009-01	May 13, 2009
Thirteenth Revision	Ordinance No. 2016-01	October 12, 2016
Fourteenth Revision	Ordinance No. 2023-01	March 10, 2023
Fifteenth Revision	Ordinance No. 2024-01	_____, 2024

RESOLUTION NO. 24-01

A RESOLUTION MODIFYING CERTAIN FEES AND CHARGES

WHEREAS, the Roseburg Urban Sanitary Authority (“RUSA”) provides for the sanitary sewer conveyance and treatment for the City of Roseburg and the City’s urban growth boundary; and

WHEREAS, RUSA’s Board of Directors (“Board”) by Ordinance No. 2023-01 and Ordinance 2024-01, clarified and ratified the authority of the Board to modify sewer rates and fees by resolution rather than by amending existing ordinances, and the Board has adopted RUSA’s Master Fee Schedule by resolution to provide for such rates and fees; and

WHEREAS, the Board has determined that it is in the best interests of RUSA and the public to revise the Master Fee Schedule to remove or modify certain fees and charges;

NOW, THEREFORE, the Board hereby resolves as follows:

1. The “Duplicate Billing Fee” of \$5.00 shown on the Master Fee Schedule is hereby eliminated.
2. The Late Payment Fee of \$5.00 is hereby revised to provide for a fee of “\$5.00 or three percent (3%) of the balance owed, whichever is the larger amount”.
3. Delinquent accounts certified to the Douglas County Tax Collector shall be subject to a 20% Certification Charge.
4. Returned Payment fee is revised at \$30.00 per item.
5. Because System Development Charges (SDCs) are established by separate resolution, to avoid duplication SDC fees are hereby removed from the Master Fee Schedule.
6. The revisions to the Master Fee Schedule as provided herein are depicted on Exhibit A, which is attached hereto and incorporated herein by this reference.
7. This resolution shall be effective upon the effective date of Ordinance No. 2024-01.

ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY’S BOARD OF DIRECTORS THIS
_____ DAY OF _____, 2024.

John Dunn, Board Chair

ATTEST:

James V. Baird, General Manager

Roseburg Urban Sanitary Authority (RUSA)
Fee Schedule
(revised March 15, 2024)

Public Information Requests

Copies:

Miscellaneous photocopies, up to 8-1/2" X 14":	
1-5 copies at no charge	\$ 0.25 per page
Aerial Maps-photocopy, large format copy	\$5.00 per sheet
Aerial Maps-digital format, minimum \$20 (up to 4 sheets)	\$20.00 minimum
Additional sheets	\$5.00 per sheet
As-Built Construction drawing-photocopy, large format	\$5.00 per sheet
Audio digital copy	\$10.00 per meeting
Base Maps-photocopy	\$5.00 each
Digital Photographs	\$5.00 each
USB Flash Drive-8GB	\$10.00 each

Personnel Cost:

Research Fees: Request for records requiring more than 15 minutes - 1 hour minimum.	\$60.00/hr. min
Additional charges in 15-minute increments.	\$15.00
Additional Charges: Requests of a magnitude and nature that disrupt normal operation of RUSA.	Actual Cost
Computer Mapping Time	\$50.00 per hour
Research time requiring attorney review or assistance	Attorney rate

Finance Department

Late Payment Fee (min \$5.00 or 3% of balance, whichever is larger)	\$5.00 or 3%
Title Clearance Fee	\$15.00
Exception: Search conducted on the same parcel of property by the same title company within 45 days of initial search	
New Account Fee (set-up charge)	\$25.00
Returned Payment Fee (NSF, closed accounts, etc.)	\$30.00
Bulk Discharge Fee	\$0.15 per gal
Certification Charge for delinquent accounts certified to Tax Collector	20% of account balance

Engineering Department**Site Plan Review (excludes Sanitary Sewer Extensions):****Alteration/Remodel:**

Single Family Unit/Duplex	\$40.00
Commercial – Industrial	\$50.00

New Construction:

Single Family Unit	\$65.00
Multi-family unit (more than a four plex)	\$130.00
Commercial	\$175.00
Industrial (Brewery, Winery, Food Processing, Cannabis Processing/Grow)	\$200.00
Multi-Unit Developments (Condominiums, Manufactured Home Park, etc.)	\$350.00
Subdivision	\$500.00

Permits:

Building Sewer Demo (includes inspection)	\$20.00
Building Sewer Relay/Extension (includes inspection)	\$20.00
Building Sewer Installation (includes inspection)	\$50.00
Sewer Main Extension	\$300.00
Pre-Treatment Application	\$400.00
Pre-Treatment Annual Fee	\$200.00

Sanitary Sewer Extension Plans Review:

Sewer Main Extension Feasibility Review	\$100.00
Minor Sewer Main Extension (4 sheets or less)	\$300.00
Major Sewer Main Extension (more than 4 sheets)	\$800.00
New or Modification to Pump Station DEQ Fee will be added based on the current State fee schedule (OAR 340-045-0075 Table 70F)	\$325.00

Engineering Department / Collections Department Service Charges**Inspection and Testing:**

All inspection and testing hourly fees will be calculated upon leaving RUSA's Administration and Operations Office and will include the return trip to RUSA's office (door to door). The minimum time charge will be two hours.

Inspection Service	\$60.00 per hour
Pressure Test (Main Line)	\$200.00 per hour
Manhole Vacuum Test	\$100.00 per hour
Mandrel Test	\$100.00 per hour
Tone Wire Test	\$100.00 per hour

All inspections and tests will include Pick-up fee (see Equipment with Operator Fees on next page).

New Service Connection:

Main Line Tap (4 Inch)	\$325.00 each
Manhole Coring (4 Inch)	\$500.00 each
Manhole Inside drop (4 Inch)	\$1,000.00 each

Parts:

All items that are kept in RUSA inventory will be invoiced to the contractor at list price with freight added and a 20% mark-up.

Equipment with Operator Fees

Pick-up (testing and inspection)	\$25.00 per hour
Pick-up with one Operator	\$75.00 per hour
Service Truck with one Operator	\$100.00 per hour
Additional Operator	\$50.00 per hour
Mini-Cam with Pick-up with one Operator	\$175.00 per hour
Additional Operator	\$60.00 per hour
CCTV Truck with one Operator	\$225.00 per hour
Additional Operator	\$50.00 per hour
Combination Flusher Truck with two Operators	\$450.00 per hour
2yd Dump Truck with one Operator	\$100.00 per hour
Additional Operator	\$50.00 per hour
5yd Dump Truck with one Operator	\$200.00 per hour
Additional Operator	\$50.00 per hour
Backhoe/Excavator with one Operator	\$225.00 per hour

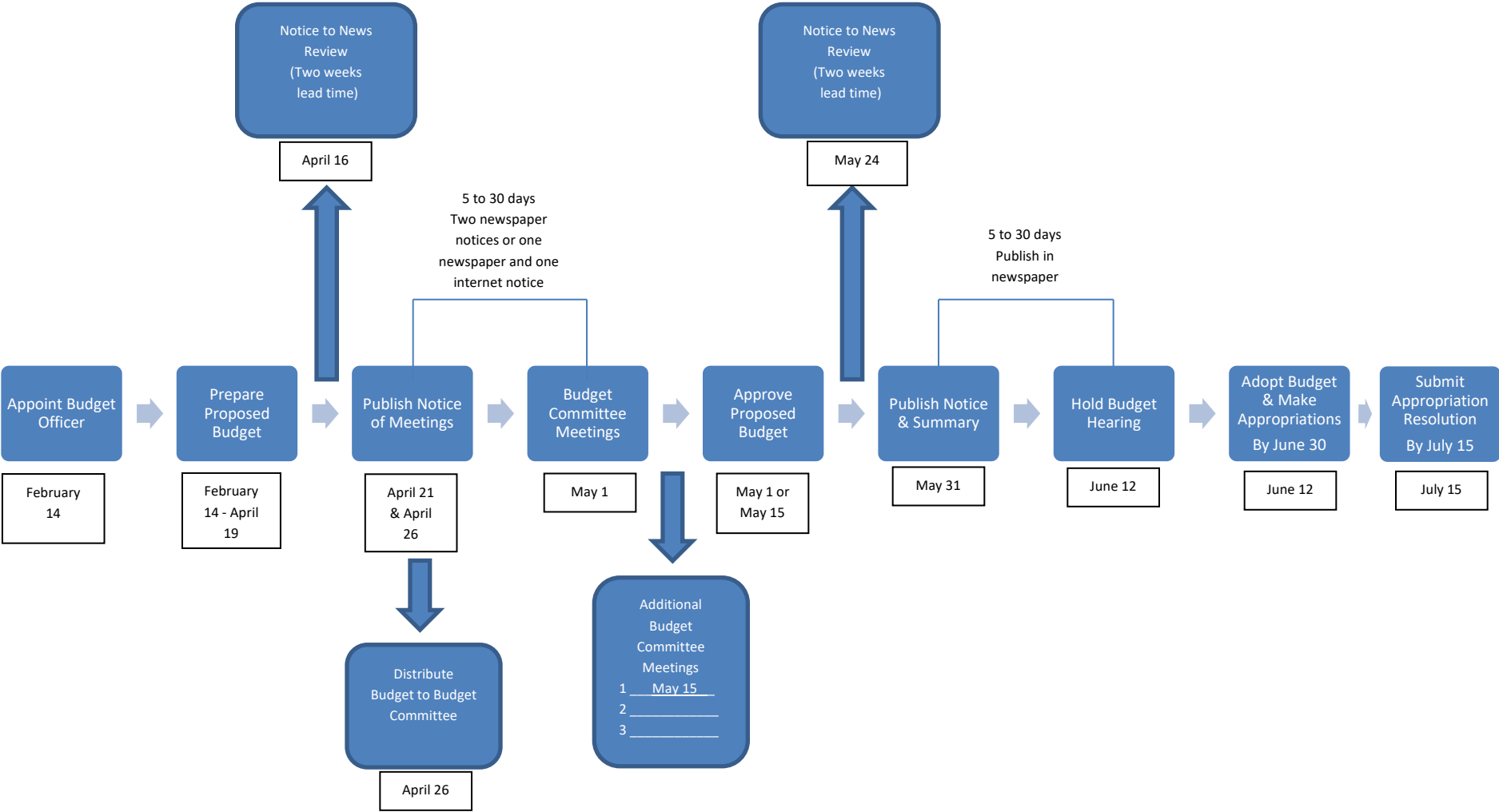
Additional Operator	\$50.00 per hour
---------------------	------------------

There is a two Operator minimum unless there is additional RUSA equipment on site with operator.

All Equipment with Operator hourly fees will be calculated upon leaving RUSA's Administration and Operations Office and will include the return trip to RUSA's office (door to door). The minimum time charge will be two hours.

Note: After hours and holiday work will reflect an additional charge to accommodate overtime pay.

2024 – 2025 BUDGET PROCESS



GENERAL MANAGERS REPORT

Date: 2/06/24
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

North Deer Creek Trunk Rehabilitation Project

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

The contractor has submitted pay request #5 for \$29,450 with \$1,472.5 in retainage for payment #5 of \$27,977.50.

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

Biogas Feasibility Study – WRF:

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

RUSA Office and Garage Reroofing Project

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

Umpqua Street Sewer Replacement

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

Energy Service Company

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

Waste Thickening Project

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

Bisulfite SCADA System

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

March Board Meeting

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

February 5, 2024

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

Re: Deer Creek Trunk Rehabilitation Project
Application for Payment, Pay Estimate #5 (January 2024)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #5 for Work performed in January 2024 on the above referenced construction project. As Engineer of Record for the above referenced project, and relying on data provided by the inspection conducted by Roseburg Urban Sanitary Authority inspectors, Leeway has reviewed the data comprising this Application for Payment from Titan Utilities, LLC. (Titan) and attests that to the best of our knowledge, information, and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment Amount requested.

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 #5 (January 2024)

cc: Jim Baird, Roseburg Urban Sanitary Authority

TITAN UTILITIES, LLC**11562 SW 175th Ave****Beaverton, OR 97007****CCB#: 188187****Phone: 503-706-8288 Fax: 503-590-5113****Email: jfkccs@comcast.net****INVOICE****INVOICE #24-978****DATE: JANUARY 31, 2024****TO:****RUSA - ATTN: Ryon Kershner****1927 NE Grandview Dr,****Roseburg, OR 97470****SHIP TO:****COMMENTS OR SPECIAL INSTRUCTIONS:**

SALESPERSON	P.O. NUMBER	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
JFK	23-23 RUSA Deer Creek Sewer Rehabilitation			N/A	10 days

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	For work completed thru January 26, 2024 per attached cost spreadsheet	\$27,977.50	\$27,977.50
SUBTOTAL			\$27,977.50
SHIPPING & HANDLING			N/A
TOTAL DUE			\$27,977.50

Make all checks payable to Titan Utilities, LLC.

If you have any questions concerning this invoice, contact John Kalkhoven at 503-706-8288 or email: john@titanutilities.net**Thank you for your business!**

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

PROJECT: **Deer Creek Trunk Rehabilitation Project**

APPLICATION NO: **Payapp #005**

APPLICATION DATE: **1/30/2024**

PERIOD TO: **1/26/2024**

CONTRACT NO:

PURCHASE ORDER NO:

Distribution to:

☒

OWNER

☐

ARCHITECT

☐

CONTRACTOR

☐

OTHER

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

Architect/Engineer: **Leeway Engineering Solutions**

☐

Mid Month Pay Application

☒

End of Month Pay Application

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	2,351,810.00
2. Net change by Change Orders	\$	12,872.22
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	2,364,682.22
4. TOTAL COMPLETED & STORED TO DATE (column G on SOV)	\$	2,357,938.22
5. TOTAL RETAINAGE:		
a. 5 % of completed work (Column G + E on SOV)	\$	
b. 5 % of Stored Material (Column H on SOV)	\$	
Total Retainage to date	\$	117,896.91
6. TOTAL EARNED THIS PERIOD	\$	29,450.00
Retainage This Period	\$	1,472.50
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	27,977.50
7. LESS PREVIOUS CERTIFICATES FOR PAYMENYT ENTER FROM ACCNTG (Line 6 from prior Application)	\$	
8. CURRENT PAYMENT DUE (column E + G SOV)	\$	27,977.50
9. NET PAYMENT TO CONTRACTOR	\$	
10. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	6,744.00

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

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

CONTRACTOR:

By: John Kalkhoven Date: 1/30/2024
[Name of Person Submitting Pay Application here](#)

ARCHITECT/ENGINEER REVIEW:

By: Rylee Archuleta, PE, Leeway Engineering Solutions Date: _____
[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.....**\$27,977.50**
(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: 5				
										APPLICATION DATE: 1/30/2024				
										PERIOD TO: 1/26/2024				
										PROJECT NO: 23-23				

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

A ITEM NO.	B DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	C CURRENT SCHEDULED VALUE	D	E	F	G	H	I	J		K	L
						QTY FROM PREVIOUS	AMOUNT FROM PREVIOUS	QUANTITY COMPLETED THIS PERIOD	AMOUNT COMPLETED THIS PERIOD	MOH STORED (NOT IN	TOTAL QTY COMPLETE TO DATE	TOTAL COMPLETED AND STORED TO DATE	% TOTAL COMPLETED AND STORED TO DATE	BALANCE TO FINISH	RETAINAGE
1	Mobilization	LS	1	\$ 230,000.00	\$ 230,000.00	1.00	\$ 230,000.00		\$ -		1.00	\$ 230,000.00	100.00%	\$ -	\$11,500
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$ 20,000.00	\$ 20,000.00	1.00	\$ 20,000.00		\$ -		1.00	\$ 20,000.00	100.00%	\$ -	\$1,000
3	Erosion Control	LS	1	\$ 10,000.00	\$ 10,000.00	1.00	\$ 10,000.00		\$ -		1.00	\$ 10,000.00	100.00%	\$ -	\$500
4	CIPP Lateral Liner from Sewer Mainline*	LF	230	\$ 125.00	\$ 28,750.00	140.00	\$ 17,500.00		\$ -		140.00	\$ 17,500.00	60.87%	\$ 11,250.00	\$875
5	CIPP Lateral Liner from Manhole*	LF	105	\$ 110.00	\$ 11,550.00	40.00	\$ 4,400.00		\$ -		40.00	\$ 4,400.00	38.10%	\$ 7,150.00	\$220
6	CIPP Lateral Service Line Connection*	EA	25	\$ 3,200.00	\$ 80,000.00	17.00	\$ 54,400.00		\$ -		17.00	\$ 54,400.00	\$0.68	\$ 25,600.00	\$2,720
7	CIPP Liner, 18-inch	LF	2680	\$ 190.00	\$ 509,200.00	2698.00	\$ 512,620.00	-27.00	\$ (5,130.00)		2,671.00	\$ 507,490.00	99.66%	\$ 1,710.00	\$25,375
8	CIPP Liner, 24-inch	LF	3000	\$ 260.00	\$ 780,000.00	3191.00	\$ 829,660.00	133.00	\$ 34,580.00		3,324.00	\$ 864,240.00	110.80%	\$ (84,240.00)	\$43,212
9	Post-Installation Mainline Television Inspection	LF	5510	\$ 6.00	\$ 33,060.00	5931.00	\$ 35,586.00		\$ -		5,931.00	\$ 35,586.00	107.64%	\$ (2,526.00)	\$1,779
10	Service Line Lateral Inspection	EA	37	\$ 300.00	\$ 11,100.00	39.00	\$ 11,700.00		\$ -		39.00	\$ 11,700.00	105.41%	\$ (600.00)	\$585
11	6 Inch PVC Pipe, 5-10 Ft Depth**	LF	170	\$ 300.00	\$ 51,000.00	396.00	\$ 118,800.00		\$ -		396.00	\$ 118,800.00	232.94%	\$ (67,800.00)	\$5,940
12	Cleanout Over Existing Lateral*	EA	37	\$ 1,500.00	\$ 55,500.00	24.00	\$ 36,000.00		\$ -		24.00	\$ 36,000.00	\$0.65	\$ 19,500.00	\$1,800
13	Unbury Cleanout and Bring to Grade	EA	1	\$ 1,500.00	\$ 1,500.00		\$ -		\$ -		-	\$ -	0.00%	\$ 1,500.00	\$0
14	Service Line Reconnections	EA	11	\$ 500.00	\$ 5,500.00	13.00	\$ 6,500.00		\$ -		13.00	\$ 6,500.00	118.18%	\$ (1,000.00)	\$325
15	Sewer Bypassing	LS	1	\$ 200,000.00	\$ 200,000.00	1.00	\$ 200,000.00		\$ -		1.00	\$ 200,000.00	100.00%	\$ -	\$10,000
16	Manhole Structural Liner, Protective Coating, and Chimney Seal	EA	29	\$ 7,000.00	\$ 203,000.00	26.00	\$ 182,000.00		\$ -		26.00	\$ 182,000.00	89.66%	\$ 21,000.00	\$9,100
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	1.00	\$ 16,000.00		\$ -		1.00	\$ 16,000.00	\$1.00	\$ -	\$800
19	Trench Resurfacing	SY	335	\$ 150.00	\$ 50,250.00	203.00	\$ 30,450.00		\$ -		203.00	\$ 30,450.00	60.60%	\$ 19,800.00	\$1,523
20	3/4-inch Aggregate Base	TON	28	\$ 50.00	\$ 1,400.00		\$ -		\$ -		-	\$ -	0.00%	\$ 1,400.00	\$0
	SUBTOTAL				2,351,810.00		\$ 2,315,616.00		\$ 29,450.00	-		\$ 2,345,066.00	99.71%	\$ 6,744.00	117,253.30
	TOTAL BASE ORIGINAL CONTRACT				\$2,351,810.00		\$2,315,616.00		\$29,450.00	\$0		\$2,345,066.00		\$6,744.00	\$117,253.30
	CONTRACT AMMENDMENTS	Qty	Unit	Unit Price	Total Amount										
	Ammendment #														
	- Change Order # 01	1	LS	\$ 10,316.62	\$ 10,316.62	0.00	\$ 10,316.62		\$ -		-	\$ 10,316.62	100.00%	\$ -	\$516
	- Change Order # 02	1	LS	\$ 2,555.60	\$ 2,555.60	0.00	\$ 2,555.60		\$ -		-	\$ 2,555.60	100.00%	\$ -	\$128
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Ammendment #														
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Ammendment #														
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	- Change Order #				-	0.00	\$ -		\$ -		-	\$ -	0.00%	\$ -	\$0
	Sub Total Change Orders				\$ 12,872.22		\$ 12,872.22		\$ -			\$ 12,872.22		\$ -	\$ 643.61
	GRAND TOTALS				\$2,364,682.22		\$2,328,488.22		\$29,450.00	\$0		\$2,357,938.22		\$6,744.00	\$117,896.91

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

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

PRELIMINARY DESIGN:

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

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project waiting on new manhole covers to complete the project.
- Umpqua Street Sewer Rehabilitation project – Out for Bid
- Bisulifite Scada Improvement project – Out to Bid

ROSEBURG URBAN SANITARY AUTHORITY

January 2024 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 55 work orders.
- Cleaned and CCTV 22,845 feet or 4.3 miles of mainline.
- Cleaned 53,591 feet or 10.2 miles of mainline.
- Completed 1 building sewer tap on Mill St.
- Completed 47 manhole inspections.
- Assist Jacobs unplugging drain from biosolids building.
- Assist Jacobs excavating to repair valve at biosolids building.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.
- Completed annual confined space training.

ENGINEERING DEPARTMENT:

- Issued 4 permits and 13 completed inspections.
- Admin Building Roof Big Awarded to Roseburg Roofing Work to begin as weather permits.
- Pipe Lining is complete on the Deer creek project, manhole lining now complete. Manhole covers are being installed with chimney seals to follow.
- 156 Locates Utility locates were completed.
- Umpqua Street Sewer Improvement is now out to bid
- Bisulfite SCADA Improvements is now out to bid

FINANCE DEPARTMENT:

- Vacancy Credits: 5 were processed for a total of \$490.00.
- Credit cards/Echecks/debit cards: 1720 payments totaling \$125,432.23 or approximately 15.3% of monthly billing was collected. 161 payments were received by voice response system, 47 payments received at the counter and 1512 on-line.
 - VISA- 1083 CC payments for total of \$61,855.86.
 - Mastercard-234 CC payments for a total of \$19,999.05.
 - Discover-10 CC payments for a total of \$400.00.
 - Echecks-393 echecks for a total of \$43,177.32
- Automatic Payments: 2244 customer accounts are signed up. Received \$137,712.47 or approximately 16.9% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Caleb Trammell, Project Manager-Jacobs
DATE: 02/07/2024
SUBJECT: January 2024 Monthly Report

OPERATIONAL ACTIVITIES

- All permit parameters were met this month.
- The treatment facility averaged 92% BOD removal and 94% Total Suspended Solids removal during the month with a requirement of no less than 85% removal for each.
- The facility's electrical consumption (based on meter readings) for January 2024, was 283,000 KWHRS with a total Effluent flow of 252.06 million gallons all of which went to the river at Outfall 001. The January 2023 electrical consumption was 223,000 KWHRS with a total Effluent flow of 160.76 million gallons all of which went to the river at Outfall 001.
- During a rain event over the 13th & 14th the plant was staffed throughout the night as the outfall flow peaked at 24 MGD.
- The Annual Biosolids Report and Oregon State Fire Marshalls report were sent out for 2023.

PRETREATMENT ACTIVITIES

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in January:

- Zoom Motorsports: At a manhole downstream, no noticeable hydrocarbons.
- Mr. King Autobody: Using the push camera in their cleanout, no noticeable buildup of hydrocarbons.
- Walker Brother Auto Repair: Their cleanout was backed up with sewage, the owner came out and saw the issue and said he would have the line cleaned out, seem to be an ongoing issue.
- Cooper's Pest Control: Checked downstream at a nearby manhole for noticeable odors, nothing detected.
- Alpha Eden Pest Control: The push camera was used in the cleanout, it looked and no chemical odors.

NATURAL TREATMENT SYSTEM (NTS)

- The High Zone pump VFD was repaired by an outside vendor and test ran by our maintenance staff. Once testing was complete, the pump and piping was drained, and the intake screen was brought up out of the water.

MAINTENANCE ACTIVITIES

- Maintenance Team completed **557** Preventative Maintenance items for the month.
- Maintenance Team completed **12** Corrective Maintenance items for the month.

Call Outs for the Month

- High Flows
- Communications Failure @ Keady Ct. Lift Station
- Seal Water, Pump 1, Failure @ Winchester
- RAS Wet well Level
- Manned Plant around the clock during high flows
- Biofilter Pump 2 failure

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month - **133,271,914 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - **4,299,094 Gallons**

Current Month Repairs

- RAS Pump 3 Rebuild/Install- New: Impeller, Bearings, Mechanical seal, Oil Seals, Gear Coupling
- Gorman Rupp Rebuild- New: Bearings, Grease seal, Oil seals.
- NTS VFD Repair
- Screw Press Drain Valve Replacement

LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- 105 permit tests were completed during the month.
- Lab water samples were collected and shipped on 1/10/24 to NRC for testing.

BIOSOLIDS

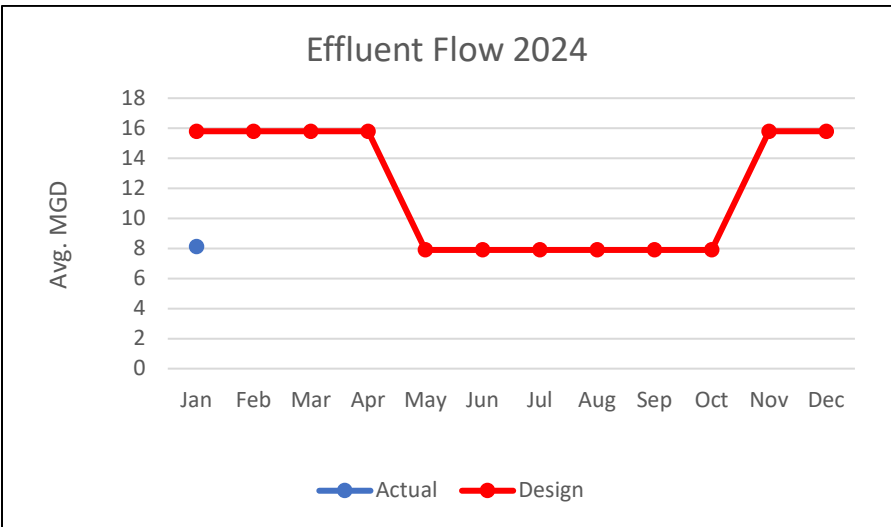
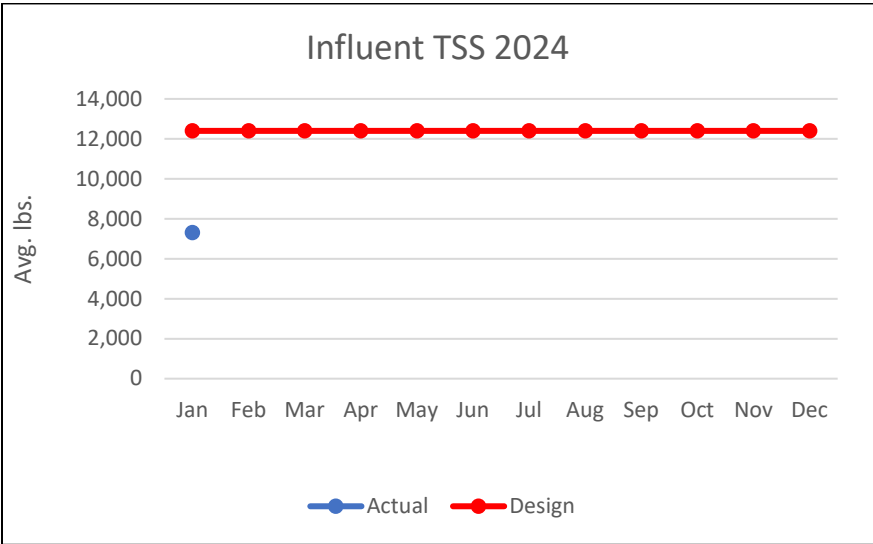
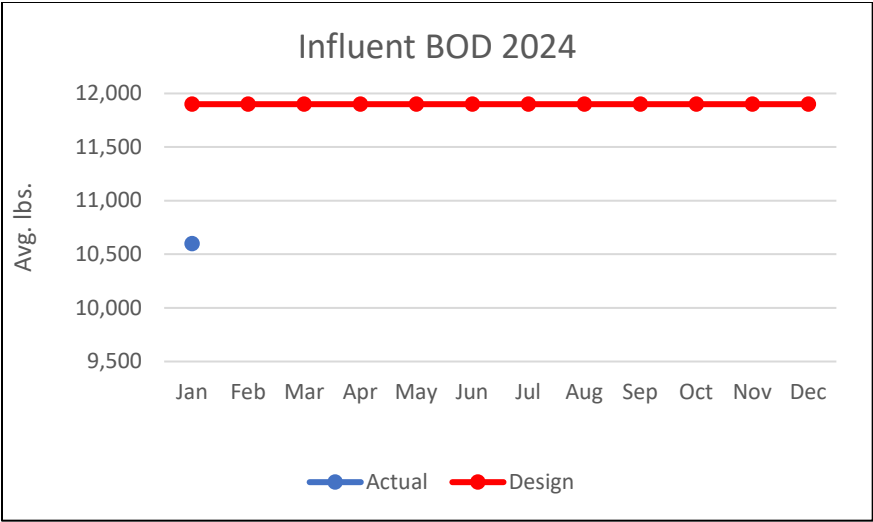
- The screw press ran fine the entire month, the second bay is now in use for storage.

UPCOMING EVENTS:

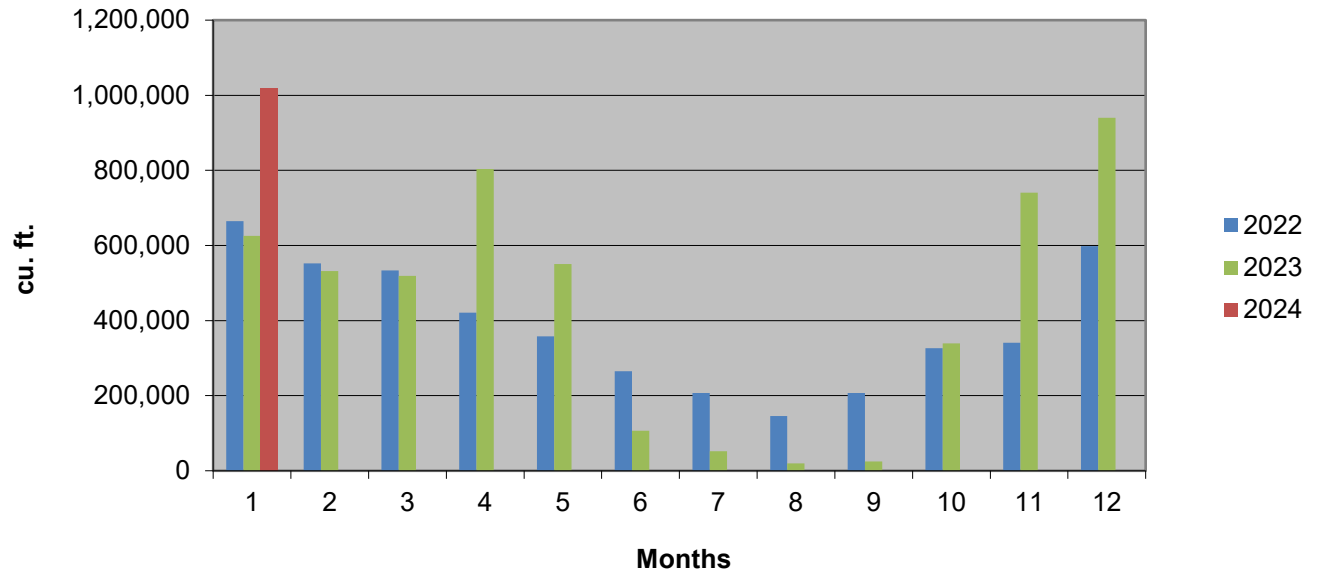
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.

12 MONTH MOVING AVERAGES

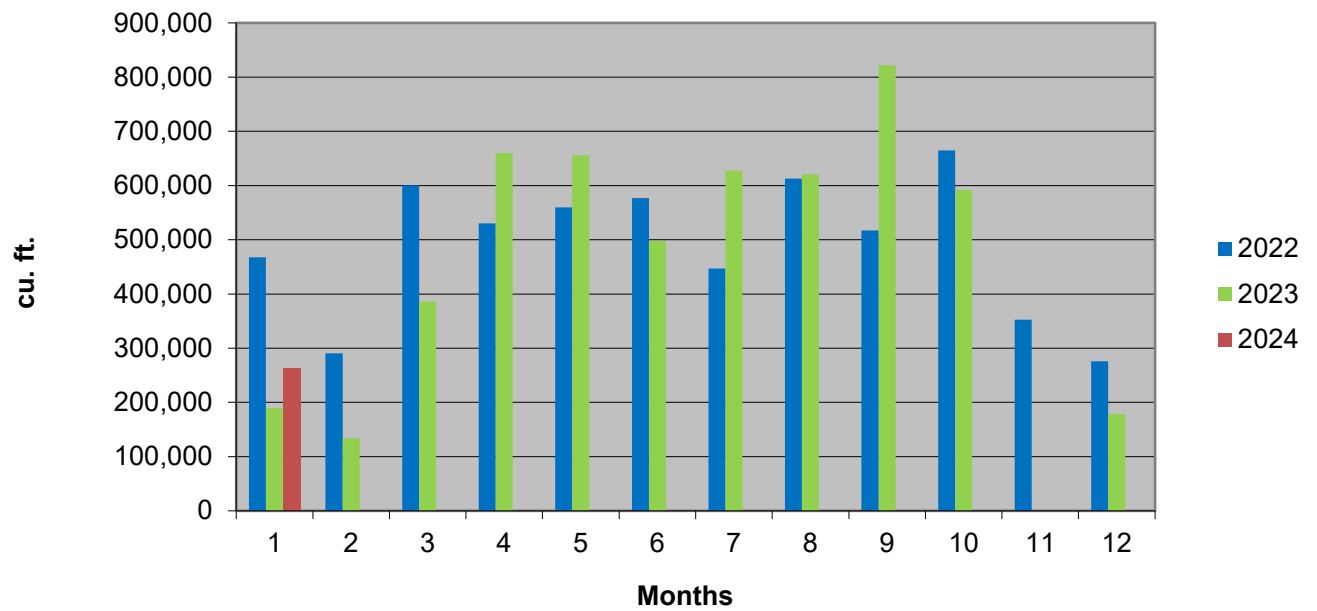
Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Feb-23	4.24	7956	7654
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
Aug-23	2.68	4424	4559
Sep-23	2.83	4381	4284
Oct-23	3.04	4844	4802
Nov-23	4.20	7212	5972
Dec-23	5.27	10666	7185
Jan-24	8.13	10601	7303
SUM	50.84	80190	69053
AVE	4.24	6683	5754
MAX	8.13	10666	7654
MIN	2.68	4381	4284



BOILER GAS USAGE 2022 - 2024



FLARE GAS USAGE 2022 - 2024



CASH DISBURSEMENT RECAP BOARD MEETING FEBRUARY 14, 2024

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	141,465.39
Total of Regular Checks & ACH Transactions	<u>259,063.39</u>

Total Expenditures (not including Payroll)	<u><u>400,528.78</u></u>
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Payroll:

Net Payroll - January 31, 2024	75,947.10
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All Checks & ACH Transactions since the Board Meeting of January 10, 2024	<u><u>476,475.88</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 2/9/2024 1:18 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51862	UFED Jan 2024	Umpqua Fishery Enhancement Derby Fishery Enhancement Derby sponsorship 2024	01/11/2024	500.00
Total for Check Number 51862:				500.00
Total for 1/11/2024:				500.00
ACH	02669 DEC 23 DEC 23 PR DEC 23 PR DEC 23 PR	PERS Deposit Rounding Adjustment PR Batch 00001.12.2023 PERS W/Held PR Batch 00001.12.2023 PERS - Not W/Held PR Batch 00001.12.2023 OPSRP-Not W/Held PR Batch 00001.12.2023 PERS Pick-Up	01/12/2024 PR Batch 00001.12.2023 PER PR Batch 00001.12.2023 PER PR Batch 00001.12.2023 OPS PR Batch 00001.12.2023 PER	-0.02 5,707.93 11,034.66 12,021.02 1,005.30
Total for this ACH Check for Vendor 02669:				29,768.89
Total for 1/12/2024:				29,768.89
ACH	CompuChk C1509674	Compuchecks.com Order check stock	01/15/2024	128.94
Total for this ACH Check for Vendor CompuChk:				128.94
Total for 1/15/2024:				128.94
ACH	ASIFLEX Jan 24 PR DFSA Jan 24 PR FSA	ASIFlex PR Batch 00001.01.2024 Dependent Care FSA PR Batch 00001.01.2024 Flexible Spending Acc	01/30/2024 PR Batch 00001.01.2024 Dep PR Batch 00001.01.2024 Flex	416.00 1,129.17
Total for this ACH Check for Vendor ASIFLEX:				1,545.17
ACH	DNB Jan 24 PR Jan 24 PR Jan 24 PR Jan 24 PR Jan 24 PR	Internal Revenue Service PR Batch 00001.01.2024 Federal Income Tax PR Batch 00001.01.2024 Medicare - Employee PR Batch 00001.01.2024 FICA - Employer PR Batch 00001.01.2024 FICA - Employee PR Batch 00001.01.2024 Medicare - Employer	01/30/2024 PR Batch 00001.01.2024 Fed PR Batch 00001.01.2024 Med PR Batch 00001.01.2024 FIC. PR Batch 00001.01.2024 FIC. PR Batch 00001.01.2024 Med	9,980.01 1,670.56 7,143.12 7,143.12 1,670.56
Total for this ACH Check for Vendor DNB:				27,607.37
ACH	OR-REV Jan 24 PR	Oregon Dept. of Revenue PR Batch 00001.01.2024 Oregon W/Held	01/30/2024 PR Batch 00001.01.2024 Ore	7,217.86
Total for this ACH Check for Vendor OR-REV:				7,217.86
ACH	PEBSCO Jan 24 PR	Nationwide Retirement Solutions PR Batch 00001.01.2024 Nationwide-Deferred C	01/30/2024 PR Batch 00001.01.2024 Nati	3,925.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 24 PR	PR Batch 00001.01.2024 Roth Contribution	PR Batch 00001.01.2024 Rotl	200.00
Total for this ACH Check for Vendor PEBSCO:				4,125.00
51867	CIS INS	CIS Trust	01/30/2024	
	Jan 24 PR	PR Batch 00001.01.2024 Trauma	PR Batch 00001.01.2024 Trau	95.00
	Jan 24 PR	PR Batch 00001.01.2024 Life Insurance - Spous	PR Batch 00001.01.2024 Life	222.62
	Jan 24 PR	PR Batch 00001.01.2024 Critical Illness Insuran	PR Batch 00001.01.2024 Criti	109.00
	Jan 24 PR	PR Batch 00001.01.2024 Dental & Vision	PR Batch 00001.01.2024 Den	2,468.33
	Jan 24 PR	PR Batch 00001.01.2024 Accident Insurance	PR Batch 00001.01.2024 Acc	148.14
	Jan 24 PR	PR Batch 00001.01.2024 Identity Protection	PR Batch 00001.01.2024 Iden	99.70
	Jan 24 PR	PR Batch 00001.01.2024 Voluntary Dependent L	PR Batch 00001.01.2024 Volu	34.58
	Jan 24 PR	PR Batch 00001.01.2024 Short-Term Disability	PR Batch 00001.01.2024 Shor	37.90
	Jan 24 PR	PR Batch 00001.01.2024 CCIS Insurance AD&I	PR Batch 00001.01.2024 CCI	16.40
	Jan 24 PR	PR Batch 00001.01.2024 CCIS Insurance Long-	PR Batch 00001.01.2024 CCI	164.18
	Jan 24 PR	PR Batch 00001.01.2024 Medical Ins w/RX	PR Batch 00001.01.2024 Med	27,481.48
	Jan 24 PR	PR Batch 00001.01.2024 Voluntary Life Insuran	PR Batch 00001.01.2024 Volu	429.95
	Jan 24 PR	PR Batch 00001.01.2024 Life Insurance - er	PR Batch 00001.01.2024 Life	106.21
	Jan 24 PR	PR Batch 00001.01.2024 Hospital Indemnity	PR Batch 00001.01.2024 Hos	129.00
Total for Check Number 51867:				31,542.49
Total for 1/30/2024:				72,037.89
ACH	CENTURY	CenturyLink	01/31/2024	
	Jan 24 gate	Analog phone service for NTS gate		66.28
	Jan24 fx/alm	Analog phone service for fax and alarm		149.86
Total for this ACH Check for Vendor CENTURY:				216.14
ACH	PBPP	Pitney Bowes Purchase Power	01/31/2024	
	Jan 24	Postage refill		150.00
Total for this ACH Check for Vendor PBPP:				150.00
ACH	PPL	Pacific Power	01/31/2024	
	Jan24 NTS	Power Usage-NTS		2,072.09
Total for this ACH Check for Vendor PPL:				2,072.09
51870	WATER	City of Roseburg	01/31/2024	
	Jan 24 Admin	Water Usage-Admin		231.20
	Jan 24 SBank	Water Usage-Highland		91.88
	Jan 24 WRF	Water Usage-WRF		792.36
Total for Check Number 51870:				1,115.44
51871	SHRED-IT	Stericycle, Inc.	01/31/2024	
	8005910648	Shred services		87.59
Total for Check Number 51871:				87.59
51872	USPS	US Postal Service	01/31/2024	
	Jan 2024	Postage to mail Feb bills		3,514.74
Total for Check Number 51872:				3,514.74
51873	VERIZON	Verizon Wireless	01/31/2024	
	9954207771	Wireless phone service		742.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51873:				742.01
Total for 1/31/2024:				7,898.01
ACH	ASIFLEX A000325824aeJVg	ASIFlex FSA Admin Fees-January	02/10/2024	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
Total for 2/10/2024:				37.50
ACH	02669	PERS Deposit	02/12/2024	
	Jan 24 PR	PR Batch 00001.01.2024 PERS Pick-Up	PR Batch 00001.01.2024 PER	1,367.21
	Jan 24 PR	PR Batch 00001.01.2024 OPSRP-Not W/Held	PR Batch 00001.01.2024 OPS	11,345.26
	Jan 24 PR	PR Batch 00001.01.2024 PERS - Not W/Held	PR Batch 00001.01.2024 PER	12,791.57
	Jan 24 PR	PR Batch 00001.01.2024 PERS W/Held	PR Batch 00001.01.2024 PER	5,590.13
	Jan Rounding	PERS Rounding Adjustment		-0.01
Total for this ACH Check for Vendor 02669:				31,094.16
Total for 2/12/2024:				31,094.16
Report Total (17 checks):				141,465.39

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 2/9/2024 1:20 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51874	WP Jan 2024	Avista Utilities Natural gas service	02/14/2024	183.78
Total for Check Number 51874:				183.78
51875	BANNERMC	BANNER BANK	02/14/2024	
	AA010624	PB LEASING - POSTAGE MACHINE LEASE		94.50
	AA010924	PB LEASING - POSTAGE MACHINE TAX		15.10
	AA013024	STAPLES - CALENDAR FOR JIM		15.39
	AB012624	TOOL HANGER FOR TOOL ROOM		24.98
	CM010924	Amazon-2 handsfree scanners		278.50
	CM011224	Amazon-Refund defective scanner		-120.04
	CM012624	SDAO-Refund conf fees-Christine		-230.00
	DF010924	Last Pass-Pswd mgmnt software		864.00
	DF011024	Zoom-Electronic meeting software		99.00
	DF011324	Amazon-Light for server rack		38.69
	DF011724a	Amazon-Wire protector for server rack		85.00
	DF011724b	Amazon-Credit for server rack light		-2.99
	DF011724c	Amazon-Wire organizers for server rack		55.64
	DF011824a	Amazon-Credit for cable management		-2.91
	DF011824b	Amazon-Credit for Wire organizers		-1.09
	DF012024	Cable Ties and More-Sleeving for server cables		56.99
	HW010724a	Staples - Office Supplies		44.54
	HW010724b	Staples - Ink for Rick		38.95
	HW011024	Safeway - Board Meeting Snacks		9.00
	HW011224a	Parkside Flowers - John Dunn		77.00
	HW011224b	Walgreens - Card John Dunn		2.99
	HW012124	Amazon - RUSA Phone Case		21.84
	HW013024a	Costco - Laundry Soap for Crew		67.97
	HW013024b	Kitchen Supplies		59.97
	JB010224a	RSBG Chamber-Member Lunch Pass		175.00
	JB010224b	Northwest Biosolids-Annual Membership		648.90
	JB010724	Airport Concessions Village Pub-lunch - WPI Bd		38.26
	JB011024a	Renaissance-Breakfast - WPI Bd Mtg		35.09
	JB011024b	Bad Egg -Breakfast - WPI Bd Mtg		22.19
	KB011024a	Home Depot-Tool Room		479.98
	KB011024b	Home Depot-Tool Room		370.99
	KB011024c	Home Depot-Tool Room		463.99
	KB011124	Bagel Tree-Staff Meeting		48.55
	KB011224	Harbor Freight-Tool Room		116.93
	KB011624	Round Table- SOOS Lunch		83.90
	KB011924	NASSCO Membership		295.00
	KB012624	Home Depot-Tool Room		141.18
	KB111924	Round Table- SOOS Lunch-credit		-3.36
	NS012624a	DEF FOR TRUCKS		97.68
	NS012624b	CDL RENEW		134.00
	NS012924	TOOL ROOM CABINETS		947.00
	NW011424	Staples-5000 Dropbox Envelopes		484.99
	RC010424	OWPSACSTATE/CEU'S		170.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RC010524	HOME DEPOT/CREDIT VOUCHER		-487.49
	RC011124	GOOD GUYS GARAGE/EDGE SERVICE		80.78
	RC012224	LELAND LIMITED/CCTV GAS CYL.		105.24
	RK010924	Home Depot-Return Storage system		-150.00
	RK011724	Bentleys-Meal @ PLSO conf-Ryon		43.00
	RK011924	Grand Hotel-Lodging PLSO Conf-Ryon		555.48
	SL010324	Umpqua Valley HBA - Show registration		1,200.00
	SL012224	Staples - Document Protectors		19.79
	SO012324	TOPCON Solutions-Civil 3d Essentials		949.00
			Total for Check Number 51875:	8,659.09
51876	BHEC	Bassett-Hyland Energy Company	02/14/2024	
	CL22327-IN	Fuel usage 1/1 - 1/15		599.66
	CL22693-IN	Fuel usage 1/16 - 1/31		1,030.73
			Total for Check Number 51876:	1,630.39
51877	BATT PLU	Batteries Plus #208	02/14/2024	
	P67628048	Replacement batteries for Dave's UPS		39.90
			Total for Check Number 51877:	39.90
51878	CH2M	CH2M Hill, Inc.	02/14/2024	
	107769CH013a	Bisulfite Building SCADA Bid package with cor		6,537.80
	107769CH013b	WRF Thickening System - Evaluation		5,625.90
			Total for Check Number 51878:	12,163.70
51879	ORMS	Chaves Consulting, Inc	02/14/2024	
	213341	Monthly user fees for ORMS		370.20
			Total for Check Number 51879:	370.20
51880	WATER	City of Roseburg	02/14/2024	
	INV20523	Jan 2024 Bulk water and permit		147.31
	Jan 2024 LV	Water service - Loma Vista PS		35.72
	Jan 2024 Winch	Water service - Winchester PS		476.92
			Total for Check Number 51880:	659.95
51881	UB*00066	GLADYS CLAIBORNE	02/14/2024	
		Refund Check		2.18
		Refund Check		8.75
		Refund Check		59.07
			Total for Check Number 51881:	70.00
51882	Crystal	Crystal Clear Window Cleaning	02/14/2024	
	1909	Interior & Exterior window cleaning		228.00
			Total for Check Number 51882:	228.00
51883	DRAUTO	D & R Auto & Truck Supply Corp	02/14/2024	
	113601	Head lamps for CCTV Van		39.98
			Total for Check Number 51883:	39.98
51884	DCUCC	DCUCC	02/14/2024	
	2024	2024 Membership dues		300.00
			Total for Check Number 51884:	300.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51885	DC Safet 2024-RUSA	Douglas County Safety Association 2024 Annual Membership Dues	02/14/2024	25.00
Total for Check Number 51885:				25.00
51886	DCPW 711056 711058 712140 712215	Douglas County Solid Waste Dump fee Dump fee Dump fee Dump fee	02/14/2024	22.00 10.00 24.44 10.00
Total for Check Number 51886:				66.44
51887	DFN Feb 2024 Admin Feb 2024 Brbn Feb 2024 High Feb 2024 Host Feb 2024 Keady Feb 2024 LV Feb 2024 NBank Feb 2024 NTS Feb 2024 Ph/Ca Feb 2024 Wilb1 Feb 2024 Wilb2 Feb 2024 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Bourbon St Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista P Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	02/14/2024 Service: 14806 Service: 205697 Service: 105797 Service: 106289 Service: 205950 Service: 105793 Service: 237686 Service: 141784 Service: 105796 Service: 105794 Service: 105795	223.99 102.58 78.59 10.80 78.59 106.58 75.59 86.39 101.19 75.59 75.59 64.79
Total for Check Number 51887:				1,080.27
51888	FASTENAL ORROS233108	Fastenal Company Green locate paint	02/14/2024	216.52
Total for Check Number 51888:				216.52
51889	Feena 38042	Feenaughty Machinery Co. Excavator repair	02/14/2024	1,406.66
Total for Check Number 51889:				1,406.66
51890	GENEQ 87215	General Equipment Company Hydraulic Filter	02/14/2024	113.87
Total for Check Number 51890:				113.87
51891	IE-ENG 63484 63485 63486	i.e. Engineering, Inc. Inspection Services for WWTP Water Main WWTP Water Main Easement Direct Expenses-WWTP Water Main	02/14/2024	1,487.50 37.50 5.45
Total for Check Number 51891:				1,530.45
51892	Jacobs 35128936-07	Jacobs Engineering Group Inc Professional services per agreement	02/14/2024	140,624.42
Total for Check Number 51892:				140,624.42
51893	REFUND Kinney refund	Alice Kinney Refund on bill pay payments made after home w	02/14/2024	80.00
Total for Check Number 51893:				80.00
51894	CPR ANDY	Learn CPR From Andy	02/14/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	24-3154	11 Students - CPR & First Aid		715.00
			Total for Check Number 51894:	715.00
51895	Leeway 983	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	02/14/2024	1,449.00
			Total for Check Number 51895:	1,449.00
51896	LOWES 89636	Lowes Fasteners & pilot bits for security system install	02/14/2024	17.80
			Total for Check Number 51896:	17.80
51897	MSTRCR 16864-J	MasterCare Cleaning Co Inc Janitorial Services-January	02/14/2024	390.00
			Total for Check Number 51897:	390.00
51898	NBS IN126790 IN127104	National Business Solutions Konica quarterly maintenance Plotter Paper for wide format printer	02/14/2024	313.29 179.80
			Total for Check Number 51898:	493.09
51899	NEWS-REV 9090E051-0001 9090E051-0002	The News-Review Advertisement for bids for RUSA WWTP Bisulf Advertisement for bids for Umpqua St Sewer Re	02/14/2024	278.16 291.18
			Total for Check Number 51899:	569.34
51900	NEXNET 22081 22154	Nexcom, LLC Monthly digital telephone services Cat 6 cabling for alarm system	02/14/2024	332.80 1,198.65
			Total for Check Number 51900:	1,531.45
51901	LGL 13656	Northwest Local Government Legal Advise Legal services for new Ordinance & Resolution	02/14/2024	285.00
			Total for Check Number 51901:	285.00
51902	1CALL 4011089	One Call Concepts, Inc. 156 Locate tickets for January	02/14/2024	218.40
			Total for Check Number 51902:	218.40
51903	ACWA 8771	Oregon Association of Clean Water Agencis 2024 Membership Dues	02/14/2024	1,680.00
			Total for Check Number 51903:	1,680.00
51904	DEQ WQSTM2401211	Oregon DEQ STM Industrial NPDES Gen12Z - Coverage: 3/1	02/14/2024	1,527.76
			Total for Check Number 51904:	1,527.76
51905	OR-LIN 1037927 1043404	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	02/14/2024	52.44 59.83
			Total for Check Number 51905:	112.27

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51906	PAC AIR i17059	Pacific Air Comfort, Inc. Semi annual maintenace on HVAC and ductless j	02/14/2024	1,200.00
Total for Check Number 51906:				1,200.00
51907	PPL Jan 2024 411LM Jan 2024 425LM Jan 2024 Admin Jan 2024 Brbn Jan 2024 BrbnC Jan 2024 Gate Jan 2024 High Jan 2024 Keady Jan 2024 LV Jan 2024 NBank Jan 2024 NTS Jan 2024 SBank Jan 2024 Wilb1 Jan 2024 Wilb2 Jan 2024 WWTP Jan 2024 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	02/14/2024	85.74 12.20 756.31 121.51 56.68 20.30 2,341.27 135.03 161.66 266.99 2,103.52 3,754.50 428.74 470.70 29,187.37 27.71
Total for Check Number 51907:				39,930.23
51908	Peterson SW510084397 SW510084398	Peterson Full service maintenance on Backhoe Brake and fuel priming pump repair on Backhoe	02/14/2024	2,305.41 1,712.58
Total for Check Number 51908:				4,017.99
51909	Premium 26143	Premium Landscape, Inc. Monthly landscape maintenance	02/14/2024	225.00
Total for Check Number 51909:				225.00
51910	RLJ Feb 2024	Ray Johnson Backflow gauge calibration	02/14/2024	80.00
Total for Check Number 51910:				80.00
51911	RSBG-DIS 1343749	Roseburg Disposal Company Monthly garbage services	02/14/2024	70.00
Total for Check Number 51911:				70.00
51912	TEKMAN 89655a 89655b 89655c 89655d 89655e 89655f	TEKMANAGEMENT, INC. DNS Filter (security) Server Maint & monitoring Cloud storage-server backups Encryption of laptops Backup & Recovery Services Penetration testing for 76 IP Addresses	02/14/2024	32.00 1,578.87 84.00 107.25 565.00 253.84
Total for Check Number 51912:				2,620.96
51913	DYER 30731	The Dyer Partnership Engineers & Planners 100 percent design for jail manhole	02/14/2024	4,076.03
Total for Check Number 51913:				4,076.03
51914	Titan U	Titan Utilities, LLC	02/14/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	24-978	Deer Creek Trunk Rehabilitation Project		29,450.00
	24-978 ret	Deer Creek Trunk Rehabilitation Project		-1,472.50
				<hr/>
Total for Check Number 51914:				27,977.50
51915	TRUE NOR A16694	True North Equipment, Inc. CCTV Coax Reterm	02/14/2024	321.95
				<hr/>
Total for Check Number 51915:				321.95
51916	UBWA	Umpqua Basin Water Association	02/14/2024	
	Jan 2024 411LM	Water - 411 Long Meadows Ln		22.00
	Jan 2024 606LM	Water - 606 Long Meadows Ln		22.00
	Jan 2024 Brbn	Water - 310 Bourbon St		22.00
				<hr/>
Total for Check Number 51916:				66.00
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Total for 2/14/2024:				259,063.39
				<hr/>
Report Total (43 checks):				259,063.39
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