



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

REGULAR MONTHLY BOARD MEETING
January 10, 2024

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
Agenda – January 10, 2024 Board Meeting	1
Minutes – December 13, 2023 Board Meeting	2-23
Ordinance No. 2024-01	24-26
Umpqua Fishery Enhancement Derby	27-28
General Managers Report	29-32
New Developments and Projects	33
Staff Reports – December, 2023	34
Jacobs Plant Operations Report	35-39
Financial Reports	
• Cash Disbursement Recap	40
• Accounts Payable Detail	41-47



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

January 10th, 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) December 13th, 2023; Board Meeting
5. **Public Hearing**
 - a) **Ordinance No. 2024-01** - An Ordinance Amending Ordinance No. 2009-01 to Update Terms and Authorize Adopting Fees and Charges by Resolution.
6. **Customer Fees**
 - a) Proposed changes in fees and fee structure
7. **Umpqua Fishery Enhancement Derby**
 - a) Sponsorship
8. **General Managers Report**

1. Deer Creek Trunk Rehabilitation Project a. Project Update	5. Energy Service Company a. Project Update
3. Biogas Feasibility Study – WRF a. Project Update	6. Waste Thickening Project a. Project Update
4. Office and Garage Reroofing Project a. Project Update	7. Bisulfite SCADA System a. Project Update
8. **New Developments**
9. **Staff Report**
10. **Jacobs Plant Operations Report**
11. **Accounts Payable**
12. **Executive Session ORS 192.660(2)(i)**
 - a. General Manager Annual Evaluation
13. **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 4:02 p.m. on December 13, 2023. 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, Accounting Specialist Angie Allen, Collections Superintendent Steve Lusch, Jacobs Interim Project Manager Caleb Trammell

Consideration of the November 8, 2023 Board Meeting Minutes

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

Customer Fees

Christine Morris, Finance Director, gave a presentation regarding late fees, certification fees for lien turnovers and tenant billing. These items are set by an Ordinance and need to be updated. The discussion included repealing and replacing the Ordinance, setting future fees by Resolution, changing the late fee structure, changing the certification fees for lien turnovers and eliminating tenant billing.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

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

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

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

Kelsey Wood made a motion to approve pay request #3 to Titan Utilities for \$703,292.81.

David Campos seconded the motion.

The motion passed unanimously.

Biogas Feasibility Study – WRF:

The Biogas Feasibility Study has been completed. We are waiting for the final invoicing and payment to submit to the Energy Trust of Oregon to finalize the matching grant requirements.

Administrative Offices Reroofing Project

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

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

To date, the contractor has not been able to complete any work on the Garage and Shop areas due to the inclement weather.

Energy Service Company

Ameresco and RUSA are preparing several loan and grant applications for four projects. Additionally, there will be more grants available next year to apply for.

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

Waste Thickening Project

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

Bisulfite SCADA System

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

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 95% BOD removal and 97% Total Suspended Solids removal during October. The total Effluent flow was 112.41 million gallons.

Accounts Payable

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

The motion passed unanimously.

Other Business

None.

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

Attached Additional Items Presented

Accounts Payable Addendum

Late Fee Review

Landlord-Tenant Billing

Jacobs 2022 Annual Report

Respectfully submitted,

Angie Allen

Angie Allen

Accounting Specialist

ADDENDUM TO DECEMBER 13, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 12/13/2023 3:20 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51810	REFUND Permit 23-131	Cattle Dogs Golf Center LLC Refund for Relay 23-000131	12/13/2023	70.00
Total for Check Number 51810:				70.00
51811	WATER Nov 2023 LV Nov 2023 Winch	City of Roseburg Water service - Loma Vista Water service - Winchester Pump Station	12/13/2023	35.72 215.56
Total for Check Number 51811:				251.28
51812	GEC AIE19140	Attn: Cashier Government Ethics Commis: Gov Ethics Assessment FY24	12/13/2023	1,134.82
Total for Check Number 51812:				1,134.82
51813	Occu 24406	OccuHealth 1 Employee DOT Physical	12/13/2023	110.00
Total for Check Number 51813:				110.00
51814	SIERRASP 21794341 120923 21794341 Nov23	Sierra Springs Bottled water delivery - December Bottled water delivery - November	12/13/2023	73.69 73.69
Total for Check Number 51814:				147.38
Total for 12/13/2023:				1,713.48
Report Total (5 checks):				1,713.48

Late Fee Review Board Meeting 12/13/23

	# of Accounts 6/30/2023	# of EDUs 6/30/2023	Current Rates	EDU x \$5	Current Late Fee	Current % Late fee/ Rate
Bare Lot	173.00	356.60	\$ 5.00	\$ 1,783.00	\$5	100.0%
Residential/Commercial	9,074.00	13,638.01	\$ 40.00	\$ 68,190.05	\$5	12.5%
Commercial	1,263.00	3,603.79	\$ 40.00	\$ 18,018.95	\$5	12.5%
Restaurant/Tavern	159.00	435.74	\$ 97.29	\$ 2,178.70	\$5	5.1%
Markets & Mortuaries	5.00	23.16	\$ 94.88	\$ 115.80	\$5	5.3%
Craft Brewery	5.00	6.03	\$ 362.87	\$ 30.15	\$5	1.4%
Other-No analysis	8.00					
	10,687.00			\$ 90,316.65		

More than 5 accts - 8/1/23	# of Accounts	# of EDUs	Current Rates	EDU x 10% or \$4 minimum	Current Late Fee	10% or \$4 min	8% or \$4 min	6% or \$4 min
Bare Lot	173.00	356.60	\$ 5.00	\$ 1,426.40	\$5	\$ 4.00	\$ 4.00	\$ 4.00
Residential/Commercial	9,074.00	13,638.01	\$ 40.00	\$ 54,552.04	\$5	\$ 4.00	\$ 4.00	\$ 4.00
Commercial	1,263.00	3,603.79	\$ 40.00	\$ 14,415.16	\$5	\$ 4.00	\$ 4.00	\$ 4.00
Restaurant/Tavern	159.00	435.74	\$ 97.29	\$ 4,239.31	\$5	\$ 9.73	\$ 7.78	\$ 5.84
Markets & Mortuaries	5.00	23.16	\$ 94.88	\$ 219.74	\$5	\$ 9.49	\$ 7.59	\$ 5.69
Craft Brewery	5.00	6.03	\$ 362.87	\$ 218.81	\$5	\$ 36.29	\$ 29.03	\$ 21.77
				\$ 75,071.47				

-AVERAGE APPROXIMATELY 1420 PAST DUE ACCOUNTS A MONTH OR 13.3% OF ALL ACCOUNTS

-AVERAGE APPROXIMATELY 520 CUSTOMERS OR 5% HAVE 6 MONTHS OR OLDER BALANCES AT TURNOVER TIME

97% OF ACCOUNTS ARE

RESIDENTIAL/COMMERCIAL		10% or	6% or				
\$40 Monthly Billing	\$4 min	End Balance	\$4 min	End Balance	Current	End Balance	
January	\$4.00	\$44.00	\$4.00	\$44.00	\$ 5.00	\$ 45.00	
February	\$4.40	\$88.40	\$4.00	\$88.00	\$ 5.00	\$ 90.00	
March	\$8.84	\$137.24	\$5.28	\$133.28	\$ 5.00	\$ 135.00	
April	\$13.72	\$190.96	\$8.00	\$181.28	\$ 5.00	\$ 180.00	
May	\$19.10	\$250.06	\$10.88	\$232.15	\$ 5.00	\$ 225.00	
June	\$25.01	\$315.07	\$13.93	\$286.08	\$ 5.00	\$ 270.00	
July	\$31.51	\$386.57	\$17.16	\$343.25	\$ 5.00	\$ 315.00	
August	\$38.66	\$465.23	\$20.59	\$403.84	\$ 5.00	\$ 360.00	
September	\$46.52	\$551.75	\$24.23	\$468.07	\$ 5.00	\$ 405.00	
October	\$0.00	\$646.93	\$28.08	\$536.16	\$ 5.00	\$ 450.00	
November	\$64.69	\$751.62	\$32.17	\$608.33	\$ 5.00	\$ 495.00	
December	\$75.16	\$866.78	\$36.50	\$684.83	\$ 5.00	\$ 540.00	
Late Fee Totals	\$386.78		\$204.83		\$ 60.00		

1.5% OF ACCOUNTS ARE

RESTAURANT		10% or	6% or				
On a \$97.29/EDU Monthly Billing	\$4 min	End Balance	\$4 min	End Balance	Current	End Balance	
January	\$9.73	\$107.02	\$5.84	\$103.13	\$ 5.00	\$ 102.29	
February	\$10.70	\$215.01	\$6.19	\$206.61	\$ 5.00	\$ 204.58	
March	\$21.50	\$333.80	\$12.40	\$316.29	\$ 5.00	\$ 306.87	
April	\$33.38	\$464.47	\$18.98	\$432.56	\$ 5.00	\$ 409.16	
May	\$46.45	\$608.21	\$25.95	\$555.80	\$ 5.00	\$ 511.45	
June	\$60.82	\$766.32	\$33.35	\$686.44	\$ 5.00	\$ 613.74	
July	\$76.63	\$940.24	\$41.19	\$824.92	\$ 5.00	\$ 716.03	
August	\$94.02	\$1,131.56	\$49.50	\$971.70	\$ 5.00	\$ 818.32	
September	\$113.16	\$1,342.00	\$58.30	\$1,127.29	\$ 5.00	\$ 920.61	
October	\$134.20	\$1,573.49	\$67.64	\$1,292.22	\$ 5.00	\$ 1,022.90	
November	\$157.35	\$1,828.13	\$77.53	\$1,467.05	\$ 5.00	\$ 1,125.19	
December	\$182.81	\$2,108.23	\$88.02	\$1,652.36	\$ 5.00	\$ 1,227.48	
Late Fee Totals	\$940.75		\$484.88		\$ 60.00		

Totals for a year

\$4 Minimum Late fee	10% Late fee	Balance	6% Late fee	Balance	Current	Balance	
Bare Lot	\$ 75.13	\$ 135.13	55.6%	\$ 52.77	\$ 112.77	46.8%	\$ 60.00 \$ 120.00 50.0%
Residential/Commercial	\$ 386.78	\$ 866.78	44.6%	\$ 204.83	\$ 684.83	29.9%	\$ 60.00 \$ 540.00 11.1%
Restaurant/Tavern	\$ 940.75	\$ 2,108.23	44.6%	\$ 484.88	\$ 1,652.36	29.3%	\$ 60.00 \$ 1,227.48 4.9%
Markets/Mortuaries	\$ 917.45	\$ 2,056.01	44.6%	\$ 475.03	\$ 1,616.00	29.4%	\$ 60.00 \$ 1,198.56 5.0%
Craft Brewery	\$ 3,508.81	\$ 7,863.25	44.6%	\$ 1,876.32	\$ 6,306.28	29.8%	\$ 60.00 \$ 4,414.44 1.4%

LANDLORD – TENANT BILLING

History

- RUSA provided a service to landlords by billing the tenant for service.
- Around 1994, legislation required that the landlord be kept informed of the status of the utility bill.
- In the paper age RUSA chose to send a duplicate bill for a fee.

Looking Ahead

- RUSA currently bills out approximately 10,700 accounts and sends out 220 duplicate bills to tenants.
- RUSA is moving to a new improved system that will allow every customer to see their account status at any time online.
- The landlord has a variety of sharing the utility bill with their tenant.

RUSA Staff would recommend that we do not continue to offer duplicate billing to our landlord customers as we have several ways for the landlord/tenant business to be transacted without RUSA being involved.



Challenging today.
Reinventing tomorrow.



Operations Management
and Facilities Services

Roseburg, Oregon

2022
Annual Report



Letter from Project Manager Caleb Trammell

Dear Roseburg Urban Sanitary Authority (RUSA) leaders and staff,

It is with great pleasure we present Jacobs' annual report for the 2022-2023 contract year. Our journey together has been marked by a commitment to excellence, cost-efficiency and the unwavering dedication of our passionate team.

One of the highlights of the past year was the exciting news of RUSA unanimously approving an 8-year contract renewal with Jacobs. The success of this renewal is a result of the collective efforts and commitment of our entire teams. It underscores the collaborative spirit and expertise that define our partnership. As we embark on this extended journey together, I want to express my gratitude to each member of the RUSA and Jacobs teams for their dedication and contributions.

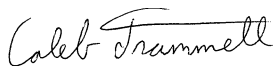
Our ability to secure an 8-year renewal, speaks volumes about the trust and confidence RUSA places in our capabilities. This extended partnership is a testament to the consistent high-quality service, innovative solutions and reliability that define our relationship.

As we enter the next chapter of our journey, we are raising our own expectations for service delivery. In 2024, we have set our sights on several projects, including improving energy efficiency and equipment upgrades.

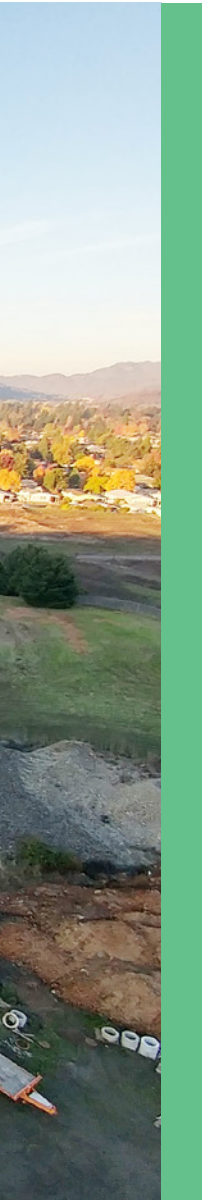
We are driven by a passion for excellence, a commitment to our environment and the empowerment of our people. Our dedication to being a trusted partner to RUSA and the community remains unwavering as we embark on the next chapter of our journey together.

Thank you for your continued trust and partnership. We look forward to achieving new milestones and setting new standards in the years to come.

Sincerely,



Caleb Trammell
Project Manager



The Roseburg crew: Fresh faces; same commitment to excellence

Our dedicated team, consisting of 11 highly skilled members, assumes responsibility for the efficient operation of RUSA's 7.9-million-gallons-per-day (mgd) water resource recovery facility (WRRF). At the helm of this accomplished team is Project Manager Caleb Trammell, with a penchant for innovative leadership.

Our team is defined by its collective expertise, amassing 146 years of combined experience in wastewater utilities. Jacobs takes immense pride in our ability to attract and retain exceptionally talented individuals who are committed to serving RUSA.

Exhibit 1 provides a comprehensive overview of our team, shedding light on their respective roles within the project; the valuable skills they contribute and their licenses and certifications, all of which play pivotal roles in our ongoing success.

Exhibit 1

Our experienced and dedicated team

Name and title	Years of experience	Licenses/certifications
Caleb Trammell Project Manager	3	Oregon Wastewater Treatment Grade I Jacobs Sustainability Champion Commercial Pesticide Applicator (CPA)
Randy Turner Operations Supervisor	39	Oregon Wastewater Treatment Grade IV Wastewater Collections Grade II
Zack Stefanich Lead Maintenance Mechanic	2	Journeyman Electrician License
Dakota Cavens Maintenance Mechanic	1	
Randy Brown Laboratory Analyst	40	
Rusty Marples Lead Operator	30	Oregon Wastewater Treatment Grade III
Brian Anderson Operator	28	Oregon Wastewater Treatment Grade IV Jacobs Project Safety Champion Pesticide apprentice license
Branden Montgomery Operator	4	Oregon Wastewater Treatment Grade II Wastewater Collections Grade I Oregon Commercial Driver License (CDL)
Marcus Brenden Operator	8	Oregon Wastewater Treatment Grade IV Pesticide apprentice license
Jacob Haga Operator-in-Training	0.25	



Back row left to right: Zack Stefanich, Brian Anderson, Rusty Marples, Caleb Trammell and Dakota Cavens. Front row: left to right: Marcus Brenden, Randy Turner, Branden Montgomery and Randy Brown. Front and center: Zuko our project ambassador.

Training opportunities

Encouraging our team members to cultivate their professional skills and aim higher is what Jacobs is all about. We reward aspiration, and we value kindness, creating a workplace people enjoy and an environment where respect is the norm.

Jacobs' commitment to excellence starts with continuous improvement in training and personnel development. All members of our team are supported and encouraged to take advantage of the internal and external training opportunities to learn new skills and advance their careers.

Our employee career development assistance includes access to an internal library of training materials, certification and license exam fees reimbursement and monetary incentives for training participation and advanced certifications. Staff training takes many forms—from online courses to hands-on learning.

Operator Branden Montgomery earned his Oregon CDL to haul biosolids during the summer months. The following team members are actively pursuing additional certifications, including:

- Project Manager Caleb Trammell is pursuing a Wastewater Grade III certification
- Rusty Marples is studying for his Wastewater Grade IV
- Jacob Haga, the newest addition to the team, is enrolled in a Sacramento State online course to assist with studying for his Wastewater Grade I certification
- Dakota Cravens is exploring earning a limited maintenance electrician license

All project personnel participate in specialized and practical training in safety, operations, laboratory, process control and maintenance to continuously improve our team skills and competency. Well-trained and knowledgeable operators, technicians and specialists manage facilities more efficiently, sustain compliance and maximize the useful life of vital equipment. One of the immediate initiatives pushed by the new project manager was hiring a full staff and to improve cross-training. Experienced operators are in short supply, so it is critical for newer staff to learn as much as possible from the legacy crew members before they retire.



Zuko serves as the team's ambassador. He is a three-year-old golden retriever and his owner is Project Manager Caleb Trammell. Zuko spends every Wednesday at the WRRF and is spoiled rotten by the team.

Access to regional and nationwide support resources

One of the invaluable advantages of partnering with Jacobs lies in our extensive pool of resources, encompassing thousands of professionals who specialize in crucial technical, managerial and practical disciplines. This wealth of expertise is readily available to RUSA and is a testament to our commitment to the municipality's success.

In the Northwest alone, Jacobs boasts a remarkable workforce of 2,258 skilled professionals who stand ready to provide dedicated support, ensuring RUSA has access to highly qualified resources when you need them most.

Our regional operations and maintenance(O&M) specialists made an impressive impact by contributing a total of 933.29 hours (about 1 and a half months) of support to the WWRF. This support spanned a wide array of critical areas of expertise:

Compliance: Our regulatory compliance specialists played a pivotal role in assessing permits, guiding permit renewal processes, assisting with compliance plans and addressing compliance and regulatory challenges head-on.

Safety: Safety is paramount, and our experts excelled in providing safety training, conducting job safety analyses, meticulously tracking performance data and ensuring rigorous regulatory reporting to maintain a secure working environment.

Maintenance and Asset Management: Leveraging innovative proprietary software, our team conducted comprehensive condition assessments. This allowed us to determine the operating longevity of plant assets; assess life-cycle costs and associated risks and estimate repair, replacement and capital costs.

Technical Services and Information Systems: Our dedicated support extended to maintenance data management, data collection and assessment, enabling in-depth risk analysis. Additionally, our experts helped manage treatment process control systems and track performance trends.

General Regional Support: We provided vital operations support and optimization services, excelling in process control, troubleshooting, repairs, performance testing, quality management and system improvement. These initiatives aimed to reduce variable costs, benchmark against a vast database of over 100 similar facilities and develop and communicate process data for client review and input.

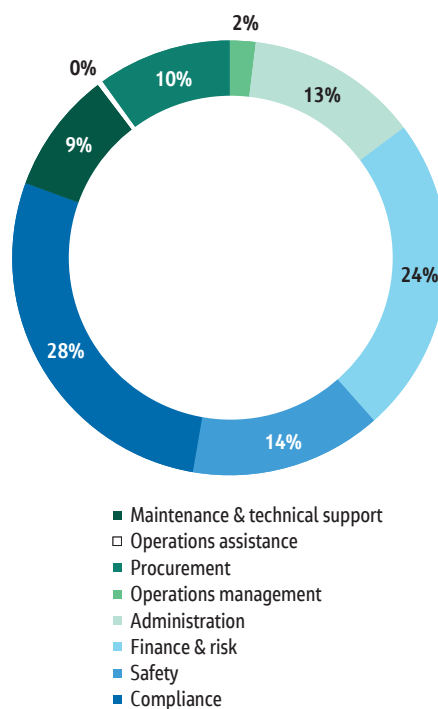
Financial, Management and Business Systems: Our team includes analysts, project controls personnel and contracts and financial specialists. They play a pivotal role in maintaining cost stability, managing financial data, assessing risk and developing operating budgets.

Procurement: Our purchasing and supply-chain specialists assisted RUSA staff in efficiently managing essential supplies of chemicals, personal protective equipment (PPE), equipment parts, tools and related items, ensuring uninterrupted operations.

Exhibit 2 serves as a visual representation, highlighting the impressive 933.29 hours of regional assistance provided to the RUSA WWRF.

Exhibit 2

RUSA regional support assistance hours received





Value-added services and/or strategic investments

Our unwavering commitment to delivering the highest quality of service is most notably exemplified through our strategic investments and value-added services. These initiatives directly benefit RUSA both financially and operationally. Examples include:

- Design and construction of the bisulfite building controls and feed system
- Creation of the Natural Treatment System (NTS) herbicide application program, operated under Oregon Department of Agriculture (ODA) licensure, to assist with control of blackberries
- Implemented facility appearance improvement projects at the WWRF and lift stations, including pressure washing, exterior painting, and upgrading landscaping and creating a pollinator garden
- Participated in the COVID-19 wastewater surveillance program with Oregon State University (OSU)
- Tying in the stormwater drains to the headworks, eliminating costs associated with quarterly testing with the stormwater permit



Examples of OneJacobs professional assistance include:

- Design and construction of the bisulfite building controls and feed system
- Analysis of the digester gas co-gen project
- Performing a technology assessment for the gravity belt thickener replacement project

Engineering support highlights through OneJacobs

Our support to RUSA reaches far beyond the O&M of the wastewater systems by assisting with technical assistance and municipal services through our unique network of OneJacobs professionals.

As your partner, OneJacobs service includes access to our consulting engineering team based out of our local Corvallis office that provides on-call services to the O&M team. We have more than 242 professionals assigned to the Corvallis office, and we supplement their expertise with a deep bench of subject matter experts across the company, providing the O&M team with rapid responses to any engineering challenge.



O&M overview

Our 11-member team is responsible for operating and maintaining the 7.9-mgd WWRF and nine lift stations. Apart from working full-time hours our operations staff also rotate carrying an on-call phone to provide support 24 hours per day, 7 days per week.

This facility plays a crucial role in safeguarding environmental integrity by discharging treated effluent directly into the South Umpqua River from November 1 to April 30. During the remainder of the calendar year, May 1 to October 31, the effluent is pumped to a holding pond at the NTS. From there, it is irrigated over approximately 340 acres of land where the plant life and soil microorganisms work to remove phosphorus.

Our unwavering commitment to wastewater quality is underscored by our 99.81-percent compliance with our National Pollution Discharge Elimination System (NPDES) permit and regulatory requirements. We remain dedicated to providing the community with the highest quality water while proactively adapting to evolving demands and maintaining operational excellence.

The facility is operating, on average, at 34-percent of its permitted hydraulic capacity. The total volume of wastewater treated last year was 1.44 billion gallons (bg).

Contract parameters

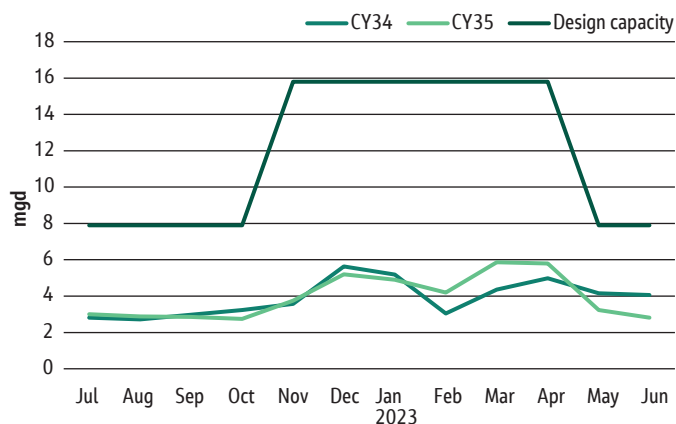
RUSA's agreement with Jacobs for wastewater treatment specifies three parameters for incoming flow:

- Flow of 7.9 mgd dry weather
- Biochemical oxygen demand (BOD) of 11,900 pounds per day
- Total suspended solids (TSS) of 12,400 pounds per day

If these parameters are exceeded by 10 percent, based on a 12-month moving average, the excess constitutes a change in scope. These limits have not been exceeded. Exhibits 3 - 5 detail each contract parameter.

Exhibit 3

Wastewater flow versus permit limit



O&M overview

Exhibit 4
Wastewater TSS versus permit limit

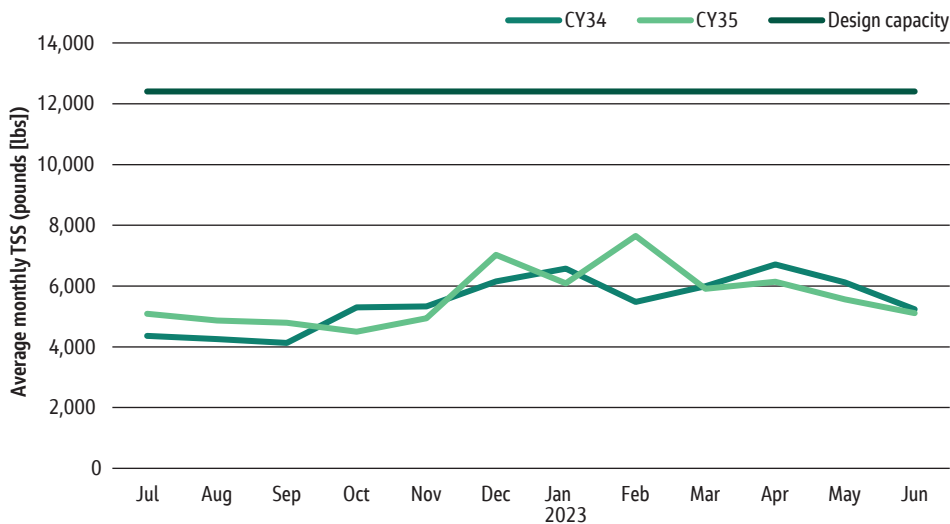
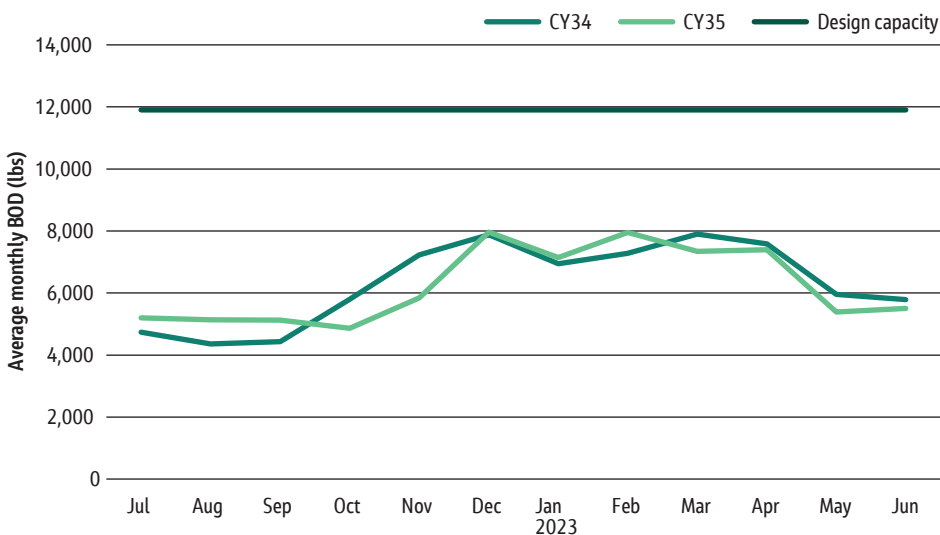


Exhibit 5
Wastewater BOD versus permit limit



During the 2022-2023 contract year, we performed the following tasks to better operate/maintain the facilities and equipment.

WWRF

- The WWRF's storm drain system was completely tied-in to the headworks. This allowed the termination of the facility's stormwater permit, eliminating the risk of exceeding permit parameters and reducing annual testing fees.
- The secondary sludge digester was drained and cleaned. Over time, grit accumulates in the bottom of the digesters. Removing this inert material allows additional space for actual treatment to occur.
- The anammox system surface was cleaned. Periodically, as the anammox basin is fed, solids blind its surface. This reduces ammonia removal by preventing proper infiltration.
- The bottom of aeration basin number one was cleaned. Grit, particularly snail shells, can build up in the bottom of the aeration basins. If not removed, it reduces the treatment volume and could also cover the diffusers. This was a joint venture between Jacobs and RUSA.
- In-line filters were added to the chlorine feed system. The chlorine pumps had issues in the past pulling scale from the interior of the storage tank. This material can clog the pump, cutting off the chlorine feed.
- Several facility surfaces were pressure washed and re-painted, improving the WWRF's appearance.

BIOSOLIDS

- Bench testing was performed on our liquid polymer. A new formulation was selected to optimize screw press dewatering. The new polymer is less expensive, saving money.
- The biosolids storage pond was siphoned empty to prepare for a potential paving project that will assist us with handling stored solids in the future.
- A new liquid polymer pump and motor were installed to replace a broken unit and to improve chemical use efficiency.

NATURAL TREATMENT SYSTEM

- A shaft on a low pressure, low zone irrigation pump at the NTS was replaced and the motor was conditioned.
- An aeration grate was added at the outfall of the NTS to introduce additional dissolved oxygen (DO) before the effluent enters the river.
- New sprinkler heads with longer estimated lifespans are being tested.

- The facility achieved a Commercial Pesticide Operators license through the ODA.
- Caleb received his CPA licenses through the ODA and Brian and Marcus received their pesticide apprentice license.
- A spray tank for the tractor was purchased and installed to allow chemical control of the invasive blackberries.
- Alum feed was increased to 75 gallons per day (gpd) to allow for improved chemical capture of phosphorus.
- The solids blanket depth in the pond was measured. It was found to be about one foot in depth measured and was about one foot deep..
- The NTS pond was drained to examine the walls for any damage and it passed inspection.
- Jacobs and RUSA worked together to install new level control gate valves on the NTS pond outfall structure.

LIFT STATIONS

- A faulty voltage regulator on the back-up generator at the Winchester station was replaced.
- A new gantry crane system was installed at Winchester to assist in pulling pumps for repairs.
- A chopper pump was installed at the Highland station, dramatically reducing the amount of time spent de-ragging.
- New pressure gauges were installed on all three pumps at the Highland lift station.
- A new air compressor was installed at the Winchester station.
- The coolant was changed on all lift station generators.
- Load bank testing was performed on all lift station generators.
- Missions' antenna and control card were replaced at the Wilbur #2 lift station.

PRETREATMENT

- Five inspections were conducted monthly. Results were communicated to RUSA.
- An annual pretreatment report was submitted to the Department of Environmental Quality (DEQ).
- Umpqua Dairy pH was monitored semi-annually.
- An application letter was sent to Umpqua Dairy notifying them of their permit renewal.
- Jack Pollock's permit to haul domestic waste to the facility was renewed.

O&M overview

Laboratory

From November 1 to April 30, we perform winter testing which requires BOD three times a week, TSS three times a week, pH daily, chlorine residual daily average, ammonia once a week and E. coli three times a week.

From May 1, through October 31, we perform summer testing which requires carbonaceous biochemical oxygen demand (CBOD) three times a week, TSS three times a week, pH daily, chlorine residual daily average, ammonia three times a week, E. coli three times a week, nitrate once a week, total Kjeldahl nitrogen (TKN) once a week and total phosphorus once a week.

Natural Treatment System laboratory

During our summer permit (May 1 to October 31) we send our effluent to the NTS. The water enters an artificial wetland before being stored in a pond. An irrigation system featuring three large pumps is used to distribute the stored water over the 340-acre plot. As the effluent percolates through the soil, phosphorous is removed by bacteria and plants.

When the South Umpqua River level is still high enough, we can discharge the water directly from the pond into the river. During this time, we sample daily for total phosphorous, flow and continuous probe data for pH, DO and temperature at sample point SW5.

During the entire compliance period (May 1 to October 31), continuous probes are placed at sample points SW1 (upstream from the NTS), SW5 (the NTS Outfall) and SW6 (downstream of the NTS). These units are retrieved every two weeks, and the data is downloaded, summarized and submitted to the DEQ. They measure pH, DO and temperature. By comparing the data, we can better understand how the NTS discharge is affecting the river beyond its background levels. Currently, we also sample total phosphorous weekly. At sample point MW1 (a wetland well) we take monthly samples for pH, DO, temperature and total phosphorous.

In the last contract year, our laboratory performed 1,406 quality control tests. Only two results were out of control; both were E. coli tests, for a compliance rate of 99.81-percent.





Community engagement

As the world continues to recover from the impacts of COVID-19, we are committed to revitalizing community engagement programs that were pushed to the wayside by the pandemic. During the last year, we took on the following community engagement opportunities:

- Represented the WWRF at an annual tradeshow hosted by Umpqua Community College
- Delivered a tour to a homeschool group focusing on wastewater chemistry
- Hosted a one-day class for operators for part of the Oregon Operators Conference; 15 operators attended
- Project Manager Caleb Trammell is a part-time, online instructor at Umpqua Community College. The coursework covers wastewater treatment and will be administered to future operators across the state. Caleb teaches this course in his spare time outside of work.

Safety

Jacobs places an unwavering emphasis on safety and the well-being of our workforce, a commitment epitomized by our BeyondZero™ initiative. This initiative empowers our employees to champion a positive, secure and healthy work environment for themselves and their colleagues.

BeyondZero revolves around the core principles of safety: preventing injuries, safeguarding others from harm and eliminating unsafe practices, behaviors, or conditions. It is about nurturing a culture of care, actively involving and engaging employees and shaping their beliefs and behaviors towards safety.

At our project site, our safety culture is upheld by dedicated leaders, ensuring zero recordable incidents remains our goal. Safety is everyone's responsibility, and this culture is endorsed not only by Jacobs' leadership but by every individual at the project site.

The unwavering commitment to safety within our team is exemplified by a remarkable milestone — we have completed 6,900 days, almost 19 years, without a single recordable incident, equivalent to an astounding 55,200 hours (about 6 and a half years) of safe and secure work. This outstanding achievement reflects our collective dedication to creating and maintaining a workplace that prioritizes the well-being of every team member. It stands as a testament to our unwavering commitment to fostering a culture where safety is paramount and where each member actively contributes to ensuring everyone returns home safely every day.

**RUSA has worked more than
6,900 days, almost 19 years,
without a recordable incident.**

Sustainability

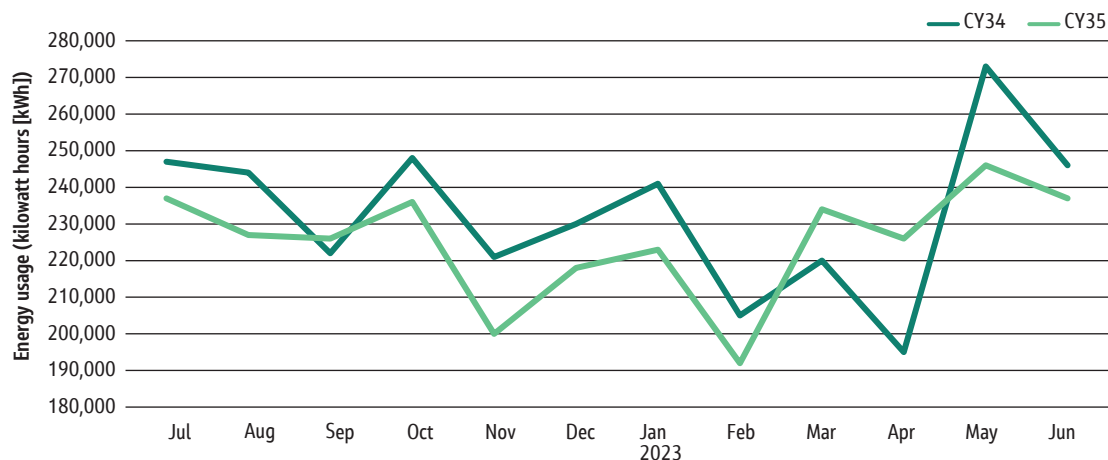
At Jacobs, we recognize that sustainable business practices contribute to the future resilience of the communities we operate in. Wastewater treatment is a very energy intensive process. Finding ways to improve process efficiency means lessening the impact on the environment as well as reducing costs to our client; everyone wins. This last year we created a pollinator garden onsite. Our team tilled, seeded and installed in-ground irrigation on a quarter acre parcel of land with native wildflowers. The garden is irrigated with recycled water, and is enjoyed by employees and visitors to the project site.

Dawn Lesley, Jacobs' newly appointed head of sustainability, visited our site in June and provided additional insight into opportunities to improve process efficiency.

During the last contract year, the WWRF reduced energy use by 3 percent, resulting in \$7,215 in energy savings (Exhibit 6).

Exhibit 6

Reduction in energy usage at the WWRF



To reduce facility waste, we are committed to several recycling programs. This year we recycled:

- **150 pounds** of steel
- **14 pounds** of nitrile gloves
- **330 pounds** of batteries





Looking forward

As Jacobs proudly celebrates 38 years of dedicated service to RUSA, we hold steadfast in our belief our partnership has consistently delivered effectiveness, cost-efficiency and rewarding opportunities for every member of our team, many of whom reside and work within this vibrant community. Our overarching objectives remain centered on delivering excellent service, enhancing our environment and empowering our people.

Looking ahead, Jacobs remains resolute in its focus on enhancing our partnership with RUSA. We are unwavering in raising our own expectations for service delivery, consistently aiming to surpass performance standards. This unwavering focus has consistently yielded successful, efficient and cost-effective O&M of the WWRF. As evidenced by the findings in this report, our commitment to service excellence continues to drive our achievements.

Heading into 2024, the following projects have been targeted:

- Upgrading the aeration channel to enable the trickling filter solids contact operational strategy for energy savings
- Installing new solids thickening equipment. Options are being evaluated by Jacobs' engineering
- Upgrading the W3 water system to improve energy efficiency and water straining
- Replacing the gearboxes and motors on all four clarifiers
- Creating a plan for odor control on the biofilter. A passive system involving a bed of wood chips has been recommended
- Upgrading the aeration channel to allow for trickling filter solids contact in the winter months

We are focused on providing nothing less than excellence to RUSA. Our dedication to being a trusted partner to RUSA and the community remains unwavering as we embark on the next chapter of our journey together.



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



December 15, 2023

Greetings!

On behalf of the Umpqua Fishery Enhancement Derby Steering Committee and Douglas Timber Operators, we are excited to announce the dates for **the 2024 Umpqua Fishery Enhancement Derby: Wednesday, January 31 – Saturday, February 3!**

The goal of the Derby is to foster strong, community-based commitment to fishery enhancement by promoting the value of healthy fisheries and the joy of recreational fishing among people of all ages. The 2023 Derby Dinner & Auction featured over 600 attendees, whose combined efforts, along with generous contributions by our sponsors, donors, and supporters, raised over \$90,000 for fishery-enhancing restoration and education projects! Since inception, **the Derby has contributed over \$2 million toward fishery enhancement.** And the bigger story is...ALL contributions serve as matching funds for larger projects, which translates to a tremendous multi-million-dollar investment in the Umpqua Basin fishery!

The Derby is a four-day event that kicks off with Students' Day. Local high school students visit the Rock Creek area to spend a day learning about fish and watersheds from natural resources professionals. Day 2 is Kids' Day when approximately 75 fifth-grade students visit Cooper Creek Reservoir. The kids are fitted with a life jacket (which they get to keep), learn water safety from the Oregon State Police, fish with professional fishing guides, enjoy a hearty lunch, and wrap up the day with an exciting jet boat ride. Days 3 and 4 are a competitive fishing derby with 35 teams and guides fishing the North, South, and mainstem Umpqua Rivers. Friday night is the Dinner & Auction which generates funding and strong community support for fishery-enhancing restoration and education projects.

There are several ways you or your business can support the Derby's fishery enhancement efforts:

- **Become a sponsor:** your business will be promoted online, in the Douglas County News-Review, and at the Dinner & Auction. All sponsorship levels include complimentary Dinner & Auction admission
- **Make a donation:** everyone who donates to our Live Auction, Silent Auction, Raffle, and Gift Card Grab will be acknowledged in our Dinner & Auction booklet and in the Douglas County News-Review
- **Attend our auction:** join us at the Friday night Dinner & Auction and support our fundraising for fishery enhancement. **Please RSVP your attendance by January 19th, 2024,** by contacting Tina Roy: 541-672-0757 or tina@dougstiber.org

The Derby is a 501(c)3 non-profit and all donations are tax-deductible (tax ID #57-1222364). On behalf of the Derby's many partners and coordinators, THANK YOU for your consideration in supporting our event!

Sincerely,

A handwritten signature in black ink, appearing to read "Cam Lawler".

Cam Lawler, Steering Committee Chair

3000 NW Stewart Parkway Suite 104 • Roseburg, OR 97471
(541) 672-0757 • umpquafish.com
Federal Tax ID 57-1222364



2024 Sponsorship Registration

YES! I would like to sponsor the Umpqua Fishery Enhancement Derby and support the Umpqua Fishery.

Please select your sponsorship level:

- ☐ **Chinook Sponsor (\$1000 +):** includes print, online, and program publicity; 4 UFED Dinner & Auction admissions (1 meal & 2 drink tickets per admission); 10 raffle tickets; 1 "Golden" raffle ticket for a chance to win a **2024 Polaris Sportsman Off-Road Vehicle**
- ☐ **Coho Sponsor (\$500 - \$999):** includes print, online, and program publicity; 2 UFED Dinner & Auction admissions (1 meal & 2 drink tickets per admission)
- ☐ **Steelhead Sponsor (\$250 - \$499):** includes print, online, and program publicity; 1 UFED Dinner & Auction admission (1 meal & 2 drink tickets)

Please select your method of payment:

- ☐ My check is enclosed
- ☐ I will mail my check **on or before January 12, 2024**
- ☐ No, I will be unable to be a sponsor this year; however, I would like to contribute by donating an item to the Friday night auction. Please have a member of the auction committee contact me

PLEASE PRINT CLEARLY

Name

Company

Mailing Address

City

State

Zip

Phone Number

Email Address

**To assure your name is included in the UFED Dinner & Auction Booklet,
please return this form along with your check made payable to:**

**Umpqua Fishery Enhancement Derby
3000 Stewart Parkway, Suite 104
Roseburg, OR 97471**

If you have questions or need additional information, please call
Tina Roy at (541) 672-0757 or email tina@dougtimber.org

GENERAL MANAGERS REPORT

Date: 1/03/24

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 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.

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.

January 3, 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 #4 (December 2023)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #4 for Work performed in December 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 #4 (December 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 #004**

APPLICATION DATE: **12/28/2023**

PERIOD TO: **12/22/2023**

CONTRACT NO: _____

PURCHASE ORDER NO: _____

Distribution to:

☒

OWNER

☐

ARCHITECT

☐

CONTRACTOR

☐

OTHER

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

Architect/Engineer: **Leeway Engineering Solutions**

☐

Mid Month Pay Application

☒

End of Month Pay Application

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	2,351,810.00
2. Net change by Change Orders	\$	12,872.22
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	2,364,682.22
4. TOTAL COMPLETED & STORED TO DATE (column G on SOV)	\$	2,328,488.22
5. TOTAL RETAINAGE:		
a. 5 % of completed work (Column G + E on SOV)	\$	
b. 5 % of Stored Material (Column H on SOV)	\$	
Total Retainage to date	\$	116,424.41
6. TOTAL EARNED THIS PERIOD	\$	138,000.00
Retainage This Period	\$	6,900.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$	131,100.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENYT ENTER FROM ACCNTG (Line 6 from prior Application)	\$	
8. CURRENT PAYMENT DUE (column E + G SOV)	\$	131,100.00
9. NET PAYMENT TO CONTRACTOR	\$	
10. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	36,194.00

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: 12/28/2023
[Name of Person Submitting Pay Application here](#)

ARCHITECT/ENGINEER REVIEW:

By: Rylee Archuleta, PE, Leeway Engineering Solutions Date: 1/3/2024
[Name](#)

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

AMOUNT APPROVED FOR PAYMENT..... **\$131,100.00**
(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: 4				
										APPLICATION DATE: 12/28/2023				
										PERIOD TO: 12/22/2023				
										PROJECT NO: 23-23				

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

A ITEM NO.	B DESCRIPTION OF WORK	UNIT	QTY	UNIT PRICE	C CURRENT SCHEDULED VALUE	D	E		F	G	H	I	J		K	L
						QTY FROM PREVIOUS	WORK COMPLETED		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	0.90	\$	18,000.00	0.10	\$ 2,000.00		1.00	\$ 20,000.00	100.00%	\$ -	\$1,000
3	Erosion Control	LS	1	\$ 10,000.00	\$ 10,000.00	0.90	\$	9,000.00	0.10	\$ 1,000.00		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		\$ -		2,698.00	\$ 512,620.00	100.67%	\$ (3,420.00)	\$25,631
8	CIPP Liner, 24-inch	LF	3000	\$ 260.00	\$ 780,000.00	3191.00	\$	829,660.00		\$ -		3,191.00	\$ 829,660.00	106.37%	\$ (49,660.00)	\$41,483
9	Post-Installation Mainline Television Inspection	LF	5510	\$ 6.00	\$ 33,060.00	5931.00	\$	35,586.00		\$ -		5,931.00	\$ 35,586.00	107.64%	\$ (2,526.00)	\$1,779
10	Service Line Lateral Inspection	EA	37	\$ 300.00	\$ 11,100.00	39.00	\$	11,700.00		\$ -		39.00	\$ 11,700.00	105.41%	\$ (600.00)	\$585
11	6 Inch PVC Pipe, 5-10 Ft Depth**	LF	170	\$ 300.00	\$ 51,000.00	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	9.00	\$	63,000.00	17.00	\$ 119,000.00		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		\$	2,177,616.00		\$ 138,000.00	-		\$ 2,315,616.00	98.46%	\$ 36,194.00	115,780.80
	TOTAL BASE ORIGINAL CONTRACT				\$2,351,810.00			\$2,177,616.00		\$138,000.00	\$0		\$2,315,616.00		\$36,194.00	\$115,780.80
	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			\$2,190,488.22		\$138,000.00	\$0		\$2,328,488.22		\$36,194.00	\$116,424.41

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

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project waiting on new manhole covers to complete the project.

ROSEBURG URBAN SANITARY AUTHORITY

December 2023 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 32 work orders.
- Cleaned and CCTV 7,152 feet or 1.4 miles of mainline.
- Cleaned 53,217 feet or 10.1 miles of mainline.
- Removed roots from two mainlines.
- Completed root treatment for 1 building sewer line.
- Completed 2 building sewer taps on Flagg St.
- Completed 26 manhole inspections.
- Completed 5 manhole CleverScan inspections.
- Raised 1 manhole.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.

ENGINEERING DEPARTMENT:

- Issued 17 permits and 8 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 waiting on New manhole covers
- 125 Utility locates were completed.

FINANCE DEPARTMENT:

- Vacancy Credits: 3 were processed for a total of \$340.00.
- Credit cards/checks: 1701 payments totaling \$133,260.31 or approximately 16.3% of monthly billing was collected. 176 payments were received by voice response system, 55 payments received at the counter and 1470 on-line.
- Automatic Payments: 2249 customer accounts are signed up. Received \$138,306.59 or approximately 17.0% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Caleb Trammell, Project Manager-Jacobs
DATE: 01/03/2024
SUBJECT: December 2023 Monthly Report

OPERATIONAL ACTIVITIES

- All permit parameters were met this month.
- The treatment facility averaged 96% BOD removal and 96% 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 December 2023, was 253,000 KWHRS with a total Effluent flow of 163.52 million gallons all of which went to the river at Outfall 001. The December 2022 electrical consumption was 218,000 KWHRS with a total Effluent flow of 160.56 million gallons all of which went to the river at Outfall 001.
- Work continues on setting up the Cornell trailer mounted pump to use at Highland pump station to assist with a pump around.

PRETREATMENT ACTIVITIES

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in November:

- Veterans Administration: Recheck, the tank had been pumped.
- Rose Haven: Recheck, the tank had been pumped.
- Taco Time: With the push camera in the cleanout, it looked Ok.
- Panda Express: With the push camera in the cleanout, some FOG, okay for now.
- Champion carwash on Walnut Street: Recheck, their tank had been pumped.

Abnormally high influent BOD concentrations were detected starting the week of December 18th. Umpqua Dairy was contacted, and they reported that their production had increased due to an issue with a facility in California. Effluent BOD is still well within the permit. We are working with Umpqua Dairy to quantify the extra flow.

NATURAL TREATMENT SYSTEM (NTS)

- The HVAC system alarmed out with an over temperature above 80 degrees, the on-call person responded and opened the louver vents. The following morning, Roseburg Refrigeration was called in and found a broken drive belt on the air handler, it was replaced, and an OEM belt ordered. No further issues.

MAINTENANCE ACTIVITIES

- Maintenance Team completed **203** Preventative Maintenance items for the month.
- Maintenance Team complete **44** Corrective Maintenance items for the month.

Call Outs for the Month

- Fairgrounds Power Failure- Put on generator power for half the day.
- Blower Failure- “Surge” was reset and continued to operate.
- Winchester Generator coolant hose blew while underload.

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month – **76,727,140 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - **2,475,069 Gallons**

Current Month Repairs

- Winchester pump 1 and 2 got replacement driveline joints.
- Highland chopper pump was removed. Taken to shop to prepare for shipping.
- Winchester generator coolant hose replaced.
- NTS HVAC system belt was replaced.

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.
- 102 permit tests were completed during the month.
- Lab water samples were collected and shipped on 12/13/23 to NRC for testing.

BIOSOLIDS

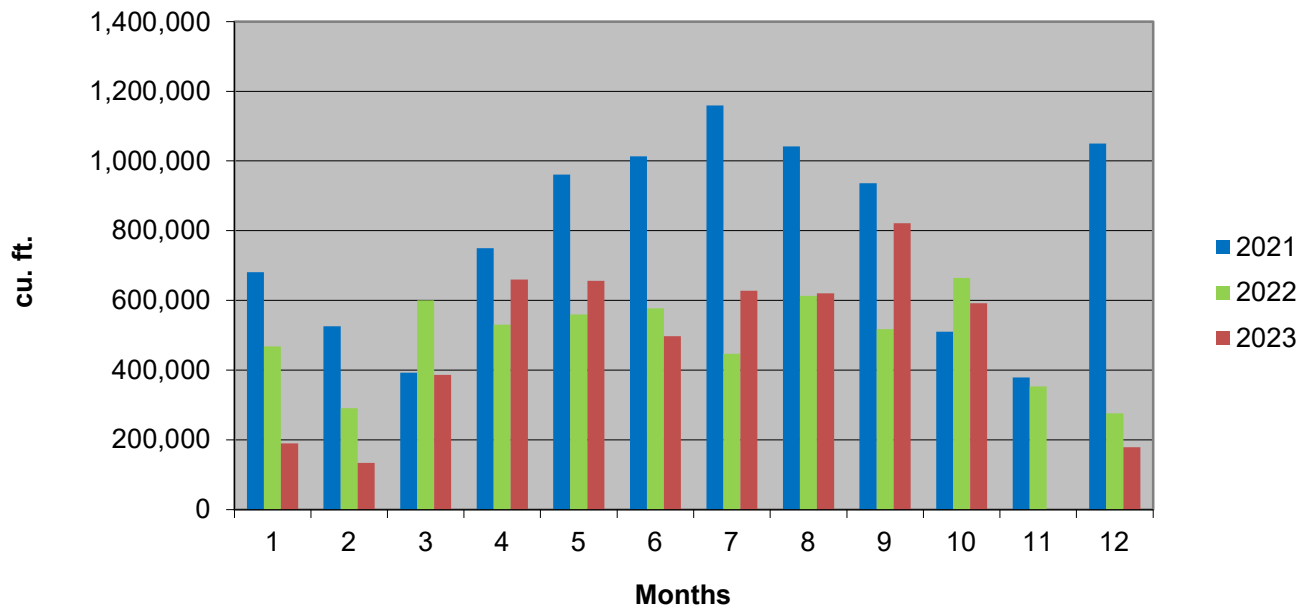
- Quarterly samples were collected and sent to the lab for analysis.
- A soil sample was collected at one of the biosolids sites, with a discussion about application.

UPCOMING EVENTS:

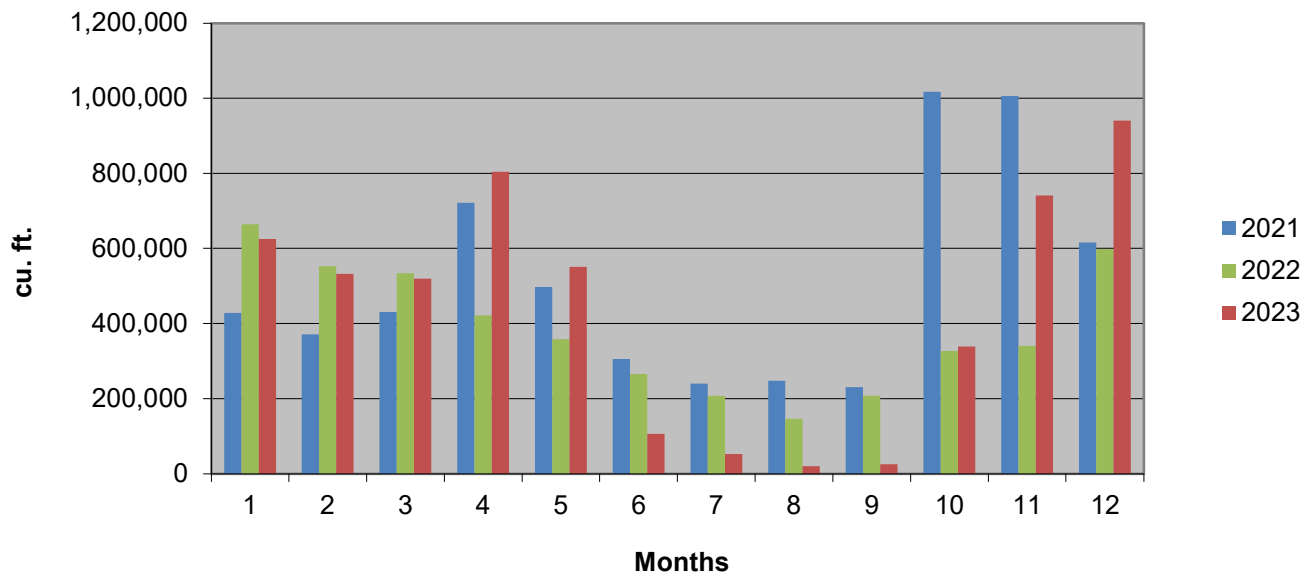
- Testing NTS High Zone Pump #3 upon completed VFD repair.
- Shipping chopper pump to manufacturer for rebuild.

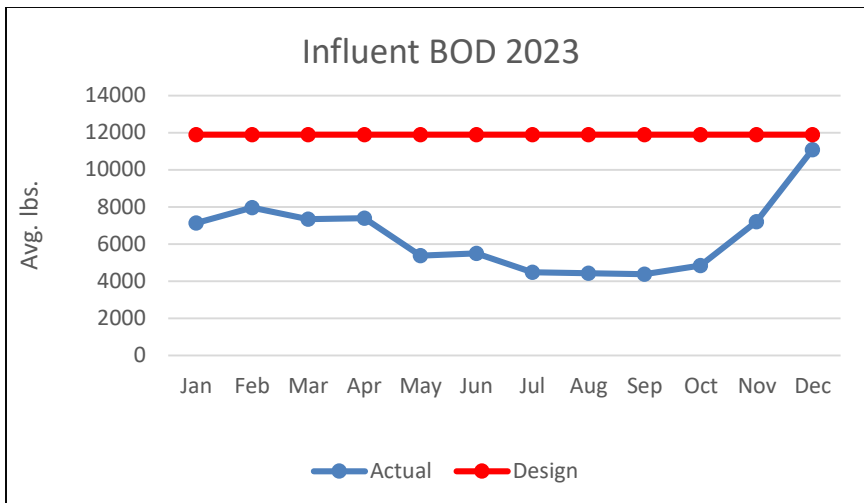
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.

FLARE GAS USAGE 2021 - 2023

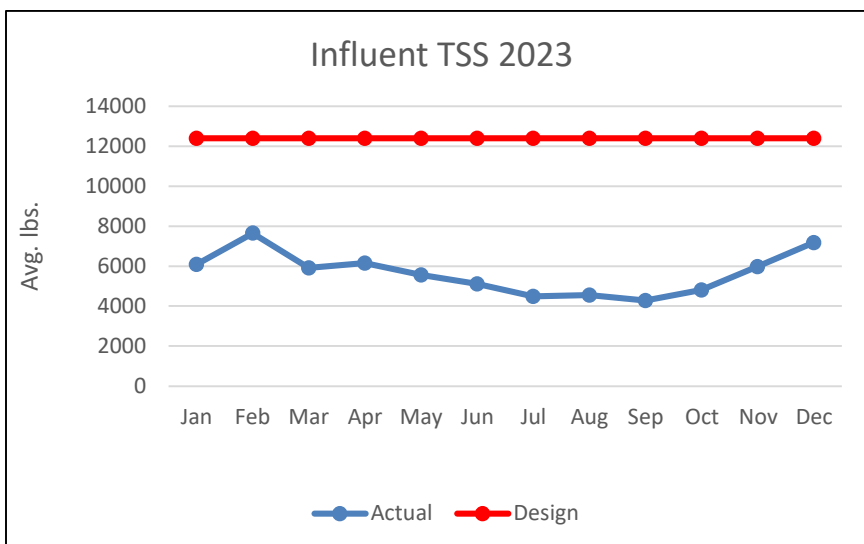


BOILER GAS USAGE 2021 - 2023





Abnormally high influent BOD detected at the end of December.
See note in Pretreatment.



12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
Jan-23	4.94	7143	6094
Feb-23	4.24	7956	7654
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
Aug-23	2.68	4424	4559
Sep-23	2.83	4381	4284
Oct-23	3.04	4844	4802
Nov-23	4.20	7212	5972
Dec-23	5.27	11094	7185
SUM	47.65	77160	67844
AVE	3.97	6430	5654
MAX	5.87	11094	7654
MIN	2.68	4381	4284

CASH DISBURSEMENT RECAP BOARD MEETING JANUARY 10, 2024

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	79,177.55
Total of Regular Checks & ACH Transactions	<u>445,563.50</u>

Total Expenditures (not including Payroll)	<u>524,741.05</u>
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Payroll:

Net Payroll - December 29, 2023	75,947.10
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All Checks & ACH Transactions since the Board Meeting of December 10, 2023	<u>600,688.15</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 1/5/2024 12:55 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX DEC 23 PR	ASIFlex PR Batch 00001.12.2023 Flexible Spending Acc	12/29/2023 PR Batch 00001.12.2023 Flex	1,079.84
Total for this ACH Check for Vendor ASIFLEX:				1,079.84
ACH	DNB DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR	Internal Revenue Service PR Batch 00001.12.2023 FICA - Employer PR Batch 00001.12.2023 Medicare - Employer PR Batch 00001.12.2023 Federal Income Tax PR Batch 00001.12.2023 FICA - Employee PR Batch 00001.12.2023 Medicare - Employee	12/29/2023 PR Batch 00001.12.2023 FIC. PR Batch 00001.12.2023 Med PR Batch 00001.12.2023 Fede PR Batch 00001.12.2023 FIC. PR Batch 00001.12.2023 Med	5,883.80 1,616.19 9,189.85 5,883.80 1,646.90
Total for this ACH Check for Vendor DNB:				24,220.54
ACH	OR-Rev DEC 23 PR	Oregon Dept. of Revenue PR Batch 00001.12.2023 Oregon W/Held	12/29/2023 PR Batch 00001.12.2023 Oreg	6,877.68
Total for this ACH Check for Vendor OR-Rev:				6,877.68
ACH	PEBSCO DEC 23 PR DEC 23 PR	Nationwide Retirement Solutions PR Batch 00001.12.2023 Nationwide-Deferred C PR Batch 00001.12.2023 Roth Contribution	12/29/2023 PR Batch 00001.12.2023 Nati PR Batch 00001.12.2023 Rotf	3,925.00 200.00
Total for this ACH Check for Vendor PEBSCO:				4,125.00
ACH	CENTURY Dec 2023 Fx/Al Dec 2023 Gate	CenturyLink Analog phone service for fax and alarm Analog phone service for NTS Gate	12/29/2023	148.88 65.80
Total for this ACH Check for Vendor CENTURY:				214.68
ACH	Cowbell INV-SKJDEOHGEa INV-SKJDEOHGEb	Cowbell Insurance Agency LLC Policy #PLM-CB-SKJDEOHGE-002 - Cyber Ins Policy #PLM-CB-SKJDEOHGE-002 - Cyber Ins	12/29/2023	3,325.14 3,325.14
Total for this ACH Check for Vendor Cowbell:				6,650.28
51815	CIS INS DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR DEC 23 PR	CIS Trust PR Batch 00001.12.2023 Hospital Indemnity PR Batch 00001.12.2023 Life Insurance - er PR Batch 00001.12.2023 Voluntary Life Insuran PR Batch 00001.12.2023 Identity Protection PR Batch 00001.12.2023 Life Insurance - Spous PR Batch 00001.12.2023 CCIS Insurance Long- PR Batch 00001.12.2023 Accident Insurance PR Batch 00001.12.2023 CCIS Insurance AD&I PR Batch 00001.12.2023 Critical Illness Insuran PR Batch 00001.12.2023 Dental & Vision PR Batch 00001.12.2023 Voluntary Dependent L PR Batch 00001.12.2023 Medical Ins w/RX PR Batch 00001.12.2023 Short-Term Disability	12/29/2023 PR Batch 00001.12.2023 Hos PR Batch 00001.12.2023 Life PR Batch 00001.12.2023 Volu PR Batch 00001.12.2023 Iden PR Batch 00001.12.2023 Life PR Batch 00001.12.2023 CCI PR Batch 00001.12.2023 Acc PR Batch 00001.12.2023 CCI PR Batch 00001.12.2023 Crite PR Batch 00001.12.2023 Den PR Batch 00001.12.2023 Volu PR Batch 00001.12.2023 Med PR Batch 00001.12.2023 Sho	129.00 106.21 429.95 99.70 222.62 165.16 148.14 16.40 109.00 2,468.33 34.58 27,481.48 37.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	DEC 23 PR	PR Batch 00001.12.2023 Trauma	PR Batch 00001.12.2023 Trau	95.00
			Total for Check Number 51815:	31,543.35
51816	PETTY 12122023	Petty Cash c/o Harmony Williams Costco - Hams for Christmas Potluck	12/29/2023	27.54
			Total for Check Number 51816:	27.54
51817	Printhau 1210 1236	Scott Heath's Printhaus Cut October utility bills to mailing size Cut November utility bills to mailing size	12/29/2023	59.48 59.40
			Total for Check Number 51817:	118.88
51818	SHRED-IT 8005634567	Stericycle, Inc. Monthly shredding services	12/29/2023	87.59
			Total for Check Number 51818:	87.59
51819	USPS Dec 2023	US Postal Service Postage to mail utility bills	12/29/2023	3,490.96
			Total for Check Number 51819:	3,490.96
51820	VERIZON 9951735433	Verizon Wireless Monthly wireless telephone services	12/29/2023	741.21
			Total for Check Number 51820:	741.21
			Total for 12/29/2023:	79,177.55
			Report Total (12 checks):	79,177.55

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51824	WP Dec 2023	Avista Utilities Natural gas service	01/10/2024	180.59
Total for Check Number 51824:				180.59
51825	BANNERMC	BANNER BANK	01/10/2024	
	AA 120123	Staples - Paper and canned air		155.76
	AA 121323	Staples - Replacement keyboard for Christine		116.99
	AA 121823	Abby's Pizza - Lunch meeting regarding changes		76.00
	AA 123023	Quill - Calendars		31.58
	AB 120823	Coastal - Replacement hose nozzles		31.98
	CM 121123	GFOA - Membership dues		160.00
	CM 121423	SDAO - 2024 Annual Conference Registration -		230.00
	CM 121923	Amazon - 2 handheld scanners for payment proc		120.04
	DEV 120523	Coastal - Work pants		183.96
	DF 112823	Amazon - Sound cards for 3 new PCs		119.97
	DF 121023	Zoom - Electronic meeting software		99.00
	DF 121123a	Amazon - Power distribution unit for server rack		109.29
	DF 121123b	Amazon - Power over ethernet switch for alarm s		266.98
	DF 121223	Amazon - Patch cables to connect new switch to		35.69
	DF 121923a	Amazon - Patch cables & termination ends for al		122.63
	DF 121923b	Amazon - Patch cables & termination ends for al		16.02
	DF 122123	Newgg - Device for connecting M.2 devices exte		12.99
	HW 113023	Target - New vacuum		199.00
	HW 120123	Amazon - Upper back support for desk chair		23.99
	HW 120623	Amazon - Heater for break area		59.99
	HW 121123	Costco - Kitchen supplies		181.83
	HW 121223	McDonald's - Breakfast for Safety Committee te		26.89
	JB 120123a	Alaska Airlines - Travel for WPI - to be reimburs		486.18
	JB 120123b	Allianz Travel Ins - Travel for WPI - to be reimb		30.39
	JB 120523	Teriyaki Express - Meal - Energy Trust Worksho		14.50
	JB 120623a	Holiday Inn Express - Lodging - Energy Trust W		140.26
	JB 120623b	Chick-Fil-A - Meals - Energy Trust workshop		13.59
	JB 120623cr	Holiday Inn Express - Credit Voucher		-4.32
	JB 122023a	SDAO - Annual Conference Registration - Jim		315.00
	JB 122023b	SDAO - Annual Conference Registration - Tom		315.00
	KB 120523	Amazon - Side marker replacement light for B6		43.99
	KB 121423	SDAO - 2024 Conference Registration - Kyle		230.00
	NS 122923	Home Depot - Car wash soap		46.94
	NW 121323	Safeway - Snacks for board meeting		14.49
	NW 121423	Big Lots - Forks for break room		23.96
	RC 121223a	Coastal - Wood pellets for turkey for Christmas		19.99
	RC 121223b	Safeway - Brine ingredients for turkey for Christ		79.19
	RC 122123	Home Depot - Cabinets for shop		1,294.99
	RC 122223	Home Depot - Cabinets for shop		487.49
	RK 122023	SDAO - 2024 Annual Conference Registration -		230.00
	RK 122323	Cabinets for shop		2,404.50
	SL 121123	Sherms - Turkey for Christmas potluck		51.71
	SL 121423a	SDAO - 2024 Annual Pre-Conference Registrati		85.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL 121423b	SDAO - 2024 Annual Conference Registration -		230.00
			Total for Check Number 51825:	8,933.43
51826	BARNEY 23192	Barney's Trophy House Board plaque for Tom Dole	01/10/2024	20.00
			Total for Check Number 51826:	20.00
51827	BHEC CL21555-IN CL21950-IN	Bassett-Hyland Energy Company Fuel use Fuel use	01/10/2024	885.10 643.57
			Total for Check Number 51827:	1,528.67
51828	BATT PLU P69031744	Batteries Plus #208 Key fob batteries	01/10/2024	17.80
			Total for Check Number 51828:	17.80
51829	BROWNNW 14571340 14571340ppd	Brown & Brown Northwest 2024 Broker Service Fee for Prop, Liab, WC, Cy 2024 Broker Service Fee for Prop, Liab, WC, Cy	01/10/2024	5,481.00 5,481.00
			Total for Check Number 51829:	10,962.00
51830	CH2M 107769CH012a 107769CH012b	CH2M Hill, Inc. Bisulfite Building SCADA Bid package with cor WRF Thickening System - Evaluation	01/10/2024	1,878.70 10,043.44
			Total for Check Number 51830:	11,922.14
51831	ORMS 213234	Chaves Consulting, Inc Monthly User Fee - ORMS electronic document	01/10/2024	370.20
			Total for Check Number 51831:	370.20
51832	Chytka 159465 159729	Chytka Pest Control LLC Monthly pest control services Monthly pest control service	01/10/2024	40.00 40.00
			Total for Check Number 51832:	80.00
51833	DRAUTO 108736 108738 109343	D & R Auto & Truck Supply Corp DEF fluid Cabin air filter for Edge Hydraulic fitting for B6	01/10/2024	37.77 23.51 9.49
			Total for Check Number 51833:	70.77
51834	DCPW 708706	Douglas County Solid Waste Dump fees	01/10/2024	10.00
			Total for Check Number 51834:	10.00
51835	DFN Jan 2024 Admin Jan 2024 Brbn Jan 2024 High Jan 2024 Host Jan 2024 Keady Jan 2024 LV	Douglas Fast Net Internet Services-Admin Internet Services-Bourbon St Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista P	01/10/2024 Service: 14806 Service: 205697 Service: 105797 Service: 106289 Service: 205950	223.99 102.58 78.59 10.80 78.59 106.58

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2024 NBank	Internet Services-No. Bank PS	Service: 105793	75.59
	Jan 2024 NTS	Internet Services-NTS	Service: 237686	86.39
	Jan 2024 Ph/Ca	Phones/Security Cams	Service: 141784	101.19
	Jan 2024 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	75.59
	Jan 2024 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	75.59
	Jan 2024 Winch	Internet Services-Winchester P	Service: 105795	64.79
				<hr/>
Total for Check Number 51835:				1,080.27
51836	FLURY E 5852	Flury Supply Company Chain for gate	01/10/2024	19.26
				<hr/>
Total for Check Number 51836:				19.26
51837	IE-ENG 63305 63306 63307	i.e. Engineering, Inc. Inspection Services for WWTP Water Main Engineering Umpqua Street Rehab-Direct Expen Eng-Umpqua St Rehab Civil Constr Plans & Pro	01/10/2024	62.50 72.00 635.00
				<hr/>
Total for Check Number 51837:				769.50
51838	Jacobs 35128936-06	Jacobs Engineering Group Inc Professional services per agreement	01/10/2024	140,624.42
				<hr/>
Total for Check Number 51838:				140,624.42
51839	COASTAL H96807 H99883 I01105 I03541	John Deere Financial f.s.b. Work pants - NS Rain gear Rain jackets Boots - NS	01/10/2024	104.98 363.96 363.96 159.99
				<hr/>
Total for Check Number 51839:				992.89
51840	Leeway 964	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	01/10/2024	2,015.00
				<hr/>
Total for Check Number 51840:				2,015.00
51841	MSTRCR 16696-J	MasterCare Cleaning Co Inc Monthly janitorial services	01/10/2024	390.00
				<hr/>
Total for Check Number 51841:				390.00
51842	LGL 13639	Northwest Local Government Legal Adviso Legal services for ordinance	01/10/2024	715.00
				<hr/>
Total for Check Number 51842:				715.00
51843	Occu 24883	OccuHealth Hep B Titer	01/10/2024	61.00
				<hr/>
Total for Check Number 51843:				61.00
51844	OR-LIN 1026966 1032505	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	01/10/2024	52.44 37.83
				<hr/>
Total for Check Number 51844:				90.27
51845	Premium 26082	Premium Landscape, Inc. Monthly landscape maintenance	01/10/2024	225.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51845:				225.00
51846	QFence 18559	Quality Fence Company, Inc. Access gate at 2249 NE Fleser - Western Bevera	01/10/2024	926.00
Total for Check Number 51846:				926.00
51847	RSBG-AUD 39486	Roseburg Audiology Center Employee screenin	01/10/2024	50.00
Total for Check Number 51847:				50.00
51848	RSBG-DIS 1339654	Roseburg Disposal Company Monthly garbage service	01/10/2024	61.00
Total for Check Number 51848:				61.00
51849	Printhau 1265	Scott Heath's Printhaus Cut December utility bills to mailing size	01/10/2024	59.43
Total for Check Number 51849:				59.43
51850	SDAO 39P58366-1133 39P58366-1133pp	Special Districts Insurance Services Property, Liability, Cyber Insurance for 1/1/24 - Property, Liability, Cyber Insurance for 7/1/24 -	01/10/2024	63,183.00 63,183.00
Total for Check Number 51850:				126,366.00
51851	SPRBRK TM INV-006329 TM INV-006433	Springbrook Holding Company LLC Professional services for migration Professional services for migration	01/10/2024	119.25 238.50
Total for Check Number 51851:				357.75
51852	TEKMAN 89073 89073 89073 89073 89073 89073	TEKMANAGEMENT, INC. Backup & Recovery Services Server Maint & monitoring DNS Filter (security) Encryption of laptops Penetration testing for 76 IP addresses Cloud storage-server backups	01/10/2024	565.00 1,578.87 32.00 107.25 253.84 84.00
Total for Check Number 51852:				2,620.96
51853	DYER 30650	The Dyer Partnership Engineers & Planners 100 percent design for jail manhole	01/10/2024	2,083.00
Total for Check Number 51853:				2,083.00
51854	Titan U 23-964 23-964ret	Titan Utilities, LLC Deer Cr Trunk Rehab-Pymt #4 Deer Cr Trunk Rehab-Retainage #4	01/10/2024	138,000.00 -6,900.00
Total for Check Number 51854:				131,100.00
51855	TRUE NOR A16506	True North Equipment, Inc. Parts for CCTV Transporter	01/10/2024	695.14
Total for Check Number 51855:				695.14
51856	UBWA Dec 2023 411LM	Umpqua Basin Water Association Water - 411 Long Meadows Ln	01/10/2024	22.01

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Dec 2023 606LM	Water - 606 Long Meadows Ln		22.00
	Dec 2023 Brbn	Water - 310 Bourbon St		22.00
			Total for Check Number 51856:	66.01
51857	UMP-SAND 115973	Umpqua Sand & Gravel Sand for Deer Creek Syphon	01/10/2024	100.00
			Total for Check Number 51857:	100.00
			Total for 1/10/2024:	445,563.50
			Report Total (34 checks):	445,563.50