



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

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

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

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

The September 8<sup>th</sup>, the Board meeting will be held in person and broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's website, [rusa-or.org](http://rusa-or.org)

**AGENDA  
REGULAR MONTHLY BOARD  
MEETING**

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**Board of  
Directors**

John Dunn, Chair

Rob Lieberman, Vice Chair

David Campos

Tom Dole

Kelsey Wood

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1. Call to Order – John Dunn, Board Chair
2. Roll Call
3. Audience Participation – In-Person / via Zoom
4. Consider Minutes
  - a) August 9<sup>th</sup>, 2023; Board Meeting
5. Xpress Bill Pay Credit Card Charges
6. Jacobs Out of Scope/Additional Services Letter
7. General Managers Report

1. Office Remodel – Finance Department <ol style="list-style-type: none"><li>a. Project Update</li></ol>	5. Chadwick St. and Atlanta St. Sewer <ol style="list-style-type: none"><li>a. Project Update</li></ol>
2. Deer Creek Trunk Rehabilitation Project <ol style="list-style-type: none"><li>a. Project Update</li></ol>	6. RUSA WRF Waterline Project <ol style="list-style-type: none"><li>a. Project Update</li></ol>
3. Biogas Feasibility Study – WRF <ol style="list-style-type: none"><li>a. Project Update</li></ol>	7. Energy Service Company <ol style="list-style-type: none"><li>a. Selection of ESCO Partner</li></ol>
4. Office and Garage Reroof Project <ol style="list-style-type: none"><li>a. Project Update</li></ol>	8.

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 Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on August 9, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, David Campos & Tom Dole

**Absent:** Kelsey Wood & Rob Lieberman

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Jacobs Operations Supervisor Randy Turner, Ameresco representatives Gerry Glynn, Kathleen Kelleher & Jason Carver

**Consideration of the July 12, 2023 Board Meeting Minutes**

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

**Resolution No. 23-06; A Resolution Declaring Surplus Property**

Staff presented Resolution No. 23-06; A Resolution Declaring Surplus Property.  
Tom Dole moved to approve Resolution No. 23-06; A Resolution Declaring Surplus Property.  
John Dunn Seconded the motion.

**Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion to accept Resolution No. 23-06:

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	

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

## **General Managers Report**

### Office Remodel

The contractor has started the work on the remodel. The contract stipulates that all the work shall be completed on or before September 29<sup>th</sup>, 2023. The contractor has not requested any time extension for supply chain delays at this time.

### North Deer Creek Trunk Rehabilitation Project

The contractor has measured and ordered the liner material. Work is scheduled to begin on October 2<sup>nd</sup>.

### Biogas Feasibility Study – WRF:

The staff and Jacobs are scheduling a final review for the week of the 7<sup>th</sup>.

### Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract. The contractor is completing the work on the punch list. The contractor will not be submitting a did not submit a pay estimate.

### Administrative Offices Reroofing Project

The contractor, Roseburg Roofing, has ordered the material and is scheduled to begin work in September.

### RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has begun the work included in the contract. The contract period has the project completion on or before September 29<sup>th</sup>.

### September Board Meeting

Some of RUSA Staff members will be out of town attending the PNCWA Annual Conference on September 13<sup>th</sup>, the regularly scheduled date for the Board meeting. We can hold the board meeting on the 13<sup>th</sup>, and absent Staff will attend over Zoom.

To reschedule the meeting for a date staff will be able to attend in person, staff recommended that the meeting be held on September 7<sup>th</sup> and provide the Board packets the afternoon of 6<sup>th</sup> September. After discussion the Board proposed the next meeting be held on September 8, 2023.

## **Ameresco**

Gerry Glynn of Ameresco was present during the meeting with Kathleen Kelleher and Jason Carver of Ameresco attending via Zoom. Ameresco staff presented the Board with a detailed overview of Energy and Infrastructure Improvement through renewable energy. Ameresco will provide a project development proposal regarding Cogen, Solar, Battery Energy Storage Systems and Energy Efficiency.

## **Accounts Payable**

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

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

### **Vote By Roll Call**

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

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

The motion was passed with a 3/0 vote.

## **Other Business**

Christine Morris presented the June 30, 2023 Budget to Actual Financial Report. The Board proposed having a workshop set for August 31<sup>st</sup> to discuss implementation options regarding the upgrade to Springbrook.

On August 31, 2023 Staff and Board Members had a work session discussion. A recording of this work session is available.

## **Attached Additional Items Presented**

Accounts Payable Addendum

Ameresco Slide Presentation

June 30, 2023 Budget to Actual Report

August 31, 2023 Credit Card Presentation

Respectfully submitted,



Harmony Williams  
Office Assistant II

# ADDENDUM TO AUGUST 9, 2023 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
Printed: 8/9/2023 2:23 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51606	WATER INV19462	City of Roseburg July bulk water and permit	08/09/2023	147.03
Total for Check Number 51606:				147.03
51607	SHAUN 19678	DC Precision Lube & Tune Oil change for 2021 Ford Ranger	08/09/2023	89.45
Total for Check Number 51607:				89.45
51608	IE-ENG 62237	i.e. Engineering, Inc. Chadwick and Atlanta Sewer Improvement	08/09/2023	12.50
Total for Check Number 51608:				12.50
51609	JNB 1748	JNB Solutions Office Remodel Inv #1	08/09/2023	16,708.38
Total for Check Number 51609:				16,708.38
51610	NEXNET 20495	Nexcom, LLC Digital phone services	08/09/2023	332.80
Total for Check Number 51610:				332.80
51611	NORTHCOA S012237797.004	NORTH COAST ELECTRIC COMPANY Screw Press Spare PLC & Related Parts	08/09/2023	1,789.71
Total for Check Number 51611:				1,789.71
51612	PPL	Pacific Power	08/09/2023	
	July 2023 411LM	Usage-411 LM-Storage Bldg		97.46
	July 2023 425LM	Power Usage-425 Long Meadow		12.55
	July 2023 Admin	Power Usage-Admin Bldg		702.61
	July 2023 Brbn	Power Usage-310 Bourbon St PS		61.89
	July 2023 BrbnC	Contract-310 Bourbon St PS		68.61
	July 2023 Gate	Power Usage-140 LM-NTS Gate		20.84
	July 2023 High	Power Usage-Highland PS		757.33
	July 2023 Keady	Contract Min&Usage-Keady Ct PS		64.58
	July 2023 LV	Power Usage-Loma Vista PS		90.74
	July 2023 NBank	Power Usage-North Bank PS		151.37
	July 2023 NTS	Contract/Power Usage-NTS PS		12,584.02
	July 2023 SBank	Power Usage-South Bank PS		1,423.43
	July 2023 Wilb1	Power Usage-Wilbur 1 PS		115.46
	July 2023 Wilb2	Power Usage-Wilbur 2 PS		146.72
	July 2023 WWTP	Power Usage-WWTP 1		22,848.48
	July 2023 WWTP2	Power Usage-WWTP 2		27.71
Total for Check Number 51612:				39,173.80
51613	ADOBE	Adobe Inc.	08/09/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	2518570909	Adobe Creative Cloud - Ryon		883.08
	2518570909 Adm	Adobe Acrobat Pro DC - Admin/Engineering		917.40
	2518570909 Col	Adobe Acrobat Pro DC - Collections Dept		733.92
	2518570909 Fin	Adobe Acrobat Pro DC - Finance Dept		917.40
	2518570909 Jim	Adobe Acrobat Pro DC - JIm		183.48
				<hr/>
Total for Check Number 51613:				3,635.28
51614	UBWA	Umpqua Basin Water Association	08/09/2023	
	July 2023 411LM	Water - 411 Long Meadows Ln		22.03
	July 2023 606LM	Water - 606 Long Meadows Ln		22.00
	July 2023 Brbn	Water - 310 Bourbon St		22.00
				<hr/>
Total for Check Number 51614:				66.03
				<hr/>
Total for 8/9/2023:				61,954.98
				<hr/>
Report Total (9 checks):				61,954.98
				<hr/>
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# Ameresco Introduction

Energy & Infrastructure Improvement



**ROSEBURG URBAN SANITARY AUTHORITY**

ROSEBURG, OR • FOUNDED 1983



[ameresco.com](https://www.ameresco.com)







# Agenda

- Ameresco Overview
- ESPC Mechanics
- State Support & Funding Opportunities
- Partnership Examples in Action

# About Ameresco

Ameresco, Inc. (NYSE:AMRC) is a leading cleantech integrator and renewable energy asset developer, owner and operator.

Founded in 2000 | Public in 2010



## Comprehensive Portfolio

Objective approach and in-house technical expertise delivers the most advanced technologies to meet the unique needs of each customer. Majority of projects are budget-neutral, funded by energy cost savings.

## Customer Driven

Federal Government, Public Sector, Higher Ed, K12, Healthcare, Manufacturing & Commercial Services, Housing & Community Development, Transportation, and Utilities. Market reputation across North America & Europe for excellence in customer satisfaction.



**\$11+ Billion** in energy solution projects,  
340+ MWe of Owned Assets in Operation



**8,000+ Customers** benefitting from energy efficiency measures and renewable energy generation



**1,000+ Employees** throughout United States, Canada, UK and Europe



**Up to 45%** Energy cost savings with comprehensive, audit- based improvements



**60+ Offices** providing local expertise in markets served



In 2021, our renewable energy assets and customer projects delivered a carbon offset equivalent to **~13.6M metric tons of CO<sub>2</sub>**

# Ameresco's Advanced Technology Portfolio



## Energy Efficiency

- Smart Building Automation & Controls
- Interior Lighting and Controls
- Water / Wastewater Efficiency & Recovery
- HVAC & Ventilation
- Boiler & Chiller System
- Industrial Optimization
- Building Envelope
- Advanced Metering
- LED Street & Area Lighting
- Smart Cities



## Distributed Energy Generation, Storage & Microgrids

- Cogeneration Plants
- Solar (On-Grid & Off-Grid)
- Batteries and Energy Storage
- Biomass, Biogas, Landfill Gas to Energy, RNG
- Microgrid
- Geothermal
- Wind
- EV Charging



## Infrastructure

- Utility Distribution System
- Retrofits/Expansion
- Modernization
- New Construction
- Monetization / Ownership & Operation



## Energy Analytics and Supply Management

- Energy Analytics
  - AssetPlanner®
  - Measurement & Verification
  - Advanced Metering
  - VisionDSM (AEG)
- Energy Supply Management



## Operations and Maintenance

- Plant O&M
- Solar O&M
- Facility Management Services
- System Repair & Restoration
- Lighting System Maintenance
- Control System Predictive Maintenance





# Mechanics of ESPC



# Energy Savings Performance Contracting (ESPC)

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## ESPC: Energy Savings Performance Contract

A public procurement approach used to identify, implement and finance infrastructure improvements that save energy or produce energy.

## ESCO: Energy Services Company

Through an ESPC the ESCO:

- Performs in-depth energy audits
- Identifies savings & renewable energy opportunities
- Designs infrastructure improvements that reduce resource consumption and maintenance costs
- Implements the improvements as the general contractor



**Guarantees maximum project cost**

**Guarantees the energy savings or production output of energy**

**Guarantees the performance of the measures or equipment**

# Energy Savings Performance Contracting







# State Support & Funding

# Funding & Financing

Ameresco does not charge clients for funding and financing services.





# Oregon with the Dept of Energy (ODOE)

State Policy Opportunity Tracker **spot** for clean energy

CLEAN ENERGY PROGRAM



**OREGON - ENERGY SAVINGS PERFORMANCE CONTRACTING**

**POLICY COMPONENTS QUESTIONS**

1. Is there clear legislative or executive authorization?

YES >

2. Is there a program/project administered by a state agency?

YES >

3. Is a third party involved in oversight for the program?

YES >

4. Are model contracts available?

YES >

5. Is a list of pre-approved ESCOs available?

YES >

Oregon Department of Energy / Energy in Oregon / Energy Savings Performance Contracting

**Energy Savings Performance Contracting**

OREGON'S ENERGY

RENEWABLE ENERGY

OREGON'S RENEWABLE RESOURCES

INNOVATION & EFFICIENCY

TRANSPORTATION

SCHOOLS & PUBLIC BUILDINGS

ENERGY EFFICIENT SCHOOLS PROGRAM

PUBLIC PURPOSE CHARGE (SB 1149) SCHOOLS PROGRAM

PUBLIC PURPOSE CHARGE (SB 1149) SCHOOLS PROGRAM GUIDELINES

PUBLIC PURPOSE CHARGE (SB 1149) FLEET AUDITS, ZERO EMISSIONS VEHICLES, AND CHARGING STATIONS

AUDIT REQUIREMENTS & QUALIFIED ENERGY AUDIT FIRMS

COMMISSIONING REQUIREMENTS & QUALIFIED COMMISSIONING FIRMS

STATE ENERGY EFFICIENT DESIGN PROGRAM

SEED PROGRAM GUIDELINES



*An Energy Savings Performance Contract (ESPC) is an agreement between a public agency and a qualified Energy Service Company (ESCO).*

ESCOs can help schools and public agencies identify, evaluate, recommend, and design energy conservation measures that guarantee energy savings or performance. State agencies that want to use ESPC for energy savings measures are required to use a firm on our pre-qualified list of ESCOs.



ODOE has published an [Energy Savings Performance Contracting Guidebook](#) for State of Oregon agencies that are considering using ESPC for state-owned buildings. The guidebook will help you understand, develop, and implement energy savings performance contracts.

State-owned facilities over 10,000 square feet must also follow the requirements of the [State Energy Efficient Design \(SEED\)](#) program.

**Resources**

- [Qualified Energy Service Companies](#)
- [Energy Savings Performance Contracting: A Guide for State Agencies](#)
- [Energy Use Index Calculator](#)
- [Facility Profile Form](#)
- [Investment Grade Audit Outline](#)
- [International Performance Measurement and Verification Protocol \(2012\)](#)
- [NASEO-ESC Principles for Guaranteed Energy Savings Performance Contracts](#)

**RESOURCES**

 [Energy Savings Performance Contracting Guidebook](#)

 [Qualified Energy Service Companies](#)

**RELATED LINKS**

 [State Energy Efficient Design](#)

 [1.5% for Green Energy Technology](#)

 [Energy Efficient Schools](#)

 [Schools & Public Buildings Home](#)

**Contact our Public Buildings Program Manager:**

 503-580-2598

 [blake.shelide@energy.oregon.gov](mailto:blake.shelide@energy.oregon.gov)

AMERESCO

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# Community Renewable Energy Program Grant: Round 3 Fall 2023

## Community Renewable Energy Grant Program

OREGON SOLAR + STORAGE  
REBATE PROGRAM

ENERGY EFFICIENT WILDFIRE  
REBUILDING INCENTIVE

HEAT PUMP INCENTIVE PROGRAMS

► **COMMUNITY RENEWABLE ENERGY  
GRANT PROGRAM**

RURAL & AGRICULTURAL ENERGY  
AUDIT PROGRAM

ENERGY INCENTIVES & GRANT  
PROGRAMS

*HB 2021 created a \$50 million fund at ODOE to provide grants for planning and developing community renewable energy and energy resilience projects.*

The Community Renewable Energy Grant Program is open to Oregon Tribes, public bodies, and consumer-owned utilities. Public bodies include counties, municipalities, and special government bodies such as ports and irrigation districts. Grants are awarded on a competitive basis and priority will be given to projects that support program equity goals, demonstrate community energy resilience, and include energy efficiency and demand response.



At least half of the grant funds will be awarded for projects that serve environmental justice communities, including communities of color, lower-income communities, rural communities, and others. Similarly, at least half of the grant funds will be awarded to projects that support community energy resilience.

### Grant Amounts

Project	Maximum Award	Maximum Percent of Eligible Project Costs
Planning a community renewable energy project	\$100,000	100%
Planning a community energy resilience project	\$100,000	100%
Constructing a community renewable energy project	\$1,000,000	50%
Constructing a community energy resilience project	\$1,000,000	100%

## FIRST ROUND APPLICATIONS

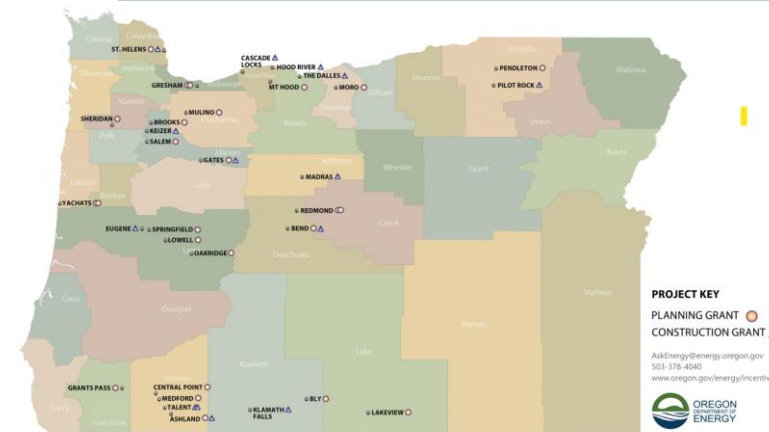
### Number of Applications by Applicant

Tribe	4
County	8
Cities	30
Consumer Owned Electric Utility	2
Other Public Body	24
Total	68

- \$12M available
- More than \$27.6M in grant requests
- \$17.6M for energy resilience projects
- 58 applications in competitive review
- Awards notifications in October
- Next round of funding posted this fall

## Program Budget

Funding	Reserved	Remaining
\$64,726,395	\$23,975,601	\$40,750,794



# Inflation Reduction Act

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- **Energy security**
- **Carbon emissions**
- **Energy innovation**
- **Environmental justice**

## **ITC** Investment Tax Credits

- **Clean Electricity and Energy Projects:** Up to 30% for renewable or low carbon energy projects
- **Expanded Eligibility:** Standalone energy storage, biogas, microgrid controllers now eligible for ITC
- **Geothermal Heating:** Up to 30% of investment in geothermal heating and cooling
- **Interconnection Costs:** Interconnection costs now eligible for ITC for projects under 5 MW

## **PTC** Production Tax Credits

- **Clean Electricity:** Up to 2.5 cents per kWh of renewable or zero-carbon electricity, including solar
- **Clean Hydrogen:** Up to \$3 per kilogram of clean hydrogen produced



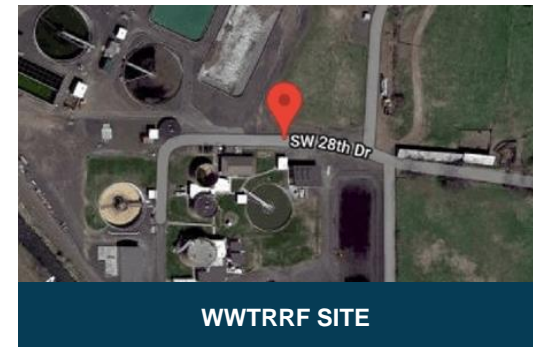
# Examples in Action



# Pendleton Project:

Construct a Solar PV cover over the chlorine contact chamber (CCC) at the WWTRRF.

- 238 kW Solar PV array with a triple-net benefit to the community
  - Power production
  - Reduced chemical loss
  - Cooling
- Calculated Production: ~325,000 kWh of electricity per year
- Offsetting approximately \$22,000 in energy costs





# Pendleton: Grant Funding and Savings

## Over 80% of Solar Canopy Costs Paid by Grants and Incentives!

<b>Project Costs</b>		<b>\$1,632,697</b>
ODOE's CREP Grant Funding	50%	-\$816,348
Federal Investment Tax Credit	30%	-\$489,809
Energy Trust of Oregon Solar Incentive		-\$19,800
<b>Net Customer Investment for Solar Canopy</b>		<b>\$306,740</b>
<b>Catwalk Addition*</b>		<b>\$222,403</b>

## *Electricity Savings of 27% Through Solar Net-Metering!*

Energy to Grid	325,193	kWh
Electricity Rate	\$0.065	per kWh
First Year Savings	\$23,666	3% annual escalation
Annual % Savings	20%	

Simple Payback	~12.2 Years
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\*Note: City intends to pay for catwalk using previously budgeted funds. Therefore, this is not factored into the payback calculation for the solar PV project.<sup>21</sup>

# City of Troutdale, Oregon WWTP Upgrades



This project alleviates the risk associated with aging equipment, while reducing the annual energy, gas, and water costs to the City.

## Project Highlights

- Upgrades to the blowers, diffusers, UV system, distribution piping and lighting throughout the 20-year old WWTP.
- The new effluent water distribution piping has been designed to reuse water from the effluent well, reducing the plant's need for potable water.
- Total Project Size: \$2,200,000

# City of Bend, Oregon street lighting & solar project



This project was implemented as part of Bend's Community Climate Action Plan to reduce their carbon emissions.

- Utility costs reduced by over \$200,000 annually
- Utility incentives totaled nearly \$340,000
- Solar grants totaled \$85,000

## Project Highlights

- 2,000 city- and utility-owned street lights were converted to LED
- Two solar arrays were installed at Water Filtration Facility, each having 123.12 kW capacity
- Two locations received new lighting and lighting control systems
- Multiple buildings received upgraded plumbing, HVAC, envelope, and lighting systems.



# Next Steps

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- Today: Answer Questions from the Board
- This week: Provide Project Development Proposal for review
  - Cogen, Solar, Battery Energy Storage Systems, Energy Efficiency
- This month: Dive into the technical and financial avenues available to RUSA for energy-related projects

# Thank you!



**Kathleen Kelleher**  
Account Executive  
[kkelleher@ameresco.com](mailto:kkelleher@ameresco.com)

**Gerry Glynn**  
Senior Account Executive  
[gglynn@ameresco.com](mailto:gglynn@ameresco.com)

**Jason Carver**  
Project Developer Manager  
[jcarver@ameresco.com](mailto:jcarver@ameresco.com)

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

	Budget FYE 22-23	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<b><u>GENERAL FUND</u></b>					
<b>EXPENDITURES</b>					
Administration & Engineering					
Personal Services	907,330	766,042	795,697	141,288	84.43%
Materials & Services	421,700	346,432	307,005	75,268	82.15%
Capital Outlay	218,400	84,078	21,209	134,322	38.50%
Treatment					
Materials & Services	2,435,100	2,025,790	2,013,599	409,310	83.19%
Capital Outlay	645,000	8,242	21,002	636,758	1.28%
Collection					
Personal Services	868,834	731,558	684,760	137,276	84.20%
Materials & Services	205,500	117,268	134,077	88,232	57.06%
Capital Outlay	694,500	126,150	227,398	568,350	18.16%
Finance					
Personal Services	513,320	437,346	398,957	75,974	85.20%
Materials & Services	95,300	93,128	80,132	2,172	97.72%
Capital Outlay	78,300	8,093	3,006	70,207	10.34%
Transfers	717,000	717,000	1,555,400	0	100.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,920,716	0	0	3,920,716	0.00%
Total Budget	12,271,000	5,461,125	6,242,242	6,809,875	44.50%

**RESOURCES**

Sewer Service Fees	5,466,000	5,708,730	5,448,208	(242,730)	104.44%
Miscellaneous Income	918,000	129,845	135,763	788,155	14.14%
Penalties	132,000	114,317	126,136	17,683	86.60%
Transfer from Other Funds	0	0	58,794	0	0.00%
Interest Income	25,000	159,319	35,384	(134,319)	637.28%
	6,541,000	6,112,211	5,804,285	428,789	93.44%
Beginning Fund Balance	5,730,000				
Total Budget	12,271,000				

**COLLECTION SYSTEM EXPANSION**

**EXPENDITURES**

Construction Projects	986,520	0	0	986,520	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	986,520	0	0	986,520	0.00%

**RESOURCES**

Interest Income	19,800	42,468	14,960	(22,668)	214.49%
System Development Charges	208,300	185,099	146,898	23,201	88.86%
	228,100	227,568	161,858	532	99.77%
Beginning Fund Balance	758,420				
Total Budget	986,520				

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

	Budget FYE 22-23	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<b><u>INFRASTRUCTURE REPLACEMENT RESERVE FUND</u></b>					
<b>EXPENDITURES</b>					
Construction Projects	3,000,000	386,962	1,734,067	2,613,038	12.90%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	3,000,000	386,962	1,734,067	2,613,038	12.90%
<b>RESOURCES</b>					
Interest Income	5,000	40,946	7,152	(35,946)	818.91%
Transfers from Other Funds	1,433,825	1,433,825	766,000	0	100.00%
Sewer Service Fees	265,575	267,408	264,854	(1,833)	100.69%
	1,704,400	1,742,179	1,038,006	(35,946)	102.22%
Beginning Fund Balance	1,295,600				
Total Budget	3,000,000				
<b><u>TREATMENT PLANT EXPANSION</u></b>					
<b>EXPENDITURES</b>					
Construction Projects	630,320	0	0	630,320	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	630,320	0	0	630,320	0.00%
<b>RESOURCES</b>					
Interest Income	11,000	25,679	8,505	(14,679)	233.45%
System Development Charges	108,000	97,357	77,317	10,643	90.14%
	119,000	123,036	85,821	(4,036)	103.39%
Beginning Fund Balance	511,320				
Total Budget	630,320				
<b><u>PLANT EQUIPMENT REPLACEMENT</u></b>					
<b>EXPENDITURES</b>					
Misc Plant Equipment Projects	1,872,000	416,522	152,876	1,455,478	22.25%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,872,000	416,522	152,876		22.25%
<b>RESOURCES</b>					
Interest Income	11,000	49,850	6,434	(38,850)	453.18%
	11,000	49,850	6,434	(38,850)	453.18%
Beginning Fund Balance	1,861,000				
Total Budget	1,872,000				
<b><u>ASSET ACQUISITION &amp; REPLACEMENT FUND</u></b>					
<b>EXPENDITURES</b>					
Transfers to Other Funds	716,825	716,825	0	0	100.00%
Unappropriated Ending Fund Balance	3,160,975	0	0	3,160,975	0.00%
Total Budget	3,877,800	0	0	3,160,975	0.00%
<b>RESOURCES</b>					
Sewer Service Fees	1,063,300	1,069,619	1,059,346	(6,319)	100.59%
Interest Income	12,500	100,572	12,842	(88,072)	804.58%
Transfer From General Fund	0	0	0	0	0.00%
	1,075,800	1,170,191	1,072,189	(94,391)	108.77%
Beginning Fund Balance	2,802,000				
Total Budget	3,877,800				



# Board Workshop- August 31, 2023

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Credit Card overview

# Review of 6/14/23 Presentation

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- RUSA Customers been using CC payments since January 2014.
- Customers currently pay: \$1.50 up to \$60 or 2.5% for Credit/Debit cards. Or flat \$1.50 for electronic check payment.
- Civic pay proposal:
  - Board was presented with 3 options:
    - 1) RUSA picks up \$1 Springbrook fee, customer pays 2.5% convenience fee.
    - 2) RUSA passes all fees to customer at 4.3% transaction fee (since this meeting we realized we are limited to 4% fee).
    - 3) RUSA picks up all the fees - \$1.00 Springbrook transaction fee plus \$.75 Utility rate CC fee.
- Motion from RUSA Board was to pick up \$1.75 per transaction fee.

## Since the 6/14/23 Meeting

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- Upon further inquiry with Springbrook:
- 1) Learned more about how CC fees REALLY work. There are also gateway & interchange fees that added approximately \$.35 to a \$40 customer bill.
- 2) There are outliers – Corporate Reward & Purchase cards have higher fees (2.7% - 3%). \$.75 utility rate does not apply.
- 3) Each account in the cart would get a \$1.00 SB transaction fee.
- 4) We had a second option (a new player) – **Xpress Bill Pay**. Springbrook likes their platform better than their own (Civic Pay) and plan to switch all of their SB customers to **Xpress Bill Pay**.





## Xpress Bill Benefits

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- All customers have access to their statements online.
- Posts immediately to Springbrook, so customers get immediate up to day balance (avoids duplicate customer payments).
- Customers have control over their account such as changing address, auto pay, payment options, payment history, e-mail & text reminders.
- Paperless billing only option which will save RUSA in postage.
- \$1.00 transaction fee is for ALL items in the cart, not by account.





## Xpress Bill Pay - Quotes

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- Estimates from **Xpress Bill Pay** were based on:
- The Averages of 37 **Xpress Bill Pay** clients with more than 8,000 customers accounts billed monthly.
- 32% of those client customers paid thru the **Xpress Bill Pay** system
  - 56.8% were by credit card
  - 43.2% were EFT (e-checks)

## Xpress Bill Pay Estimate – RUSA pays fees

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- Assuming 11,000 monthly bills, 1999 CC transactions, 1520 EFT transactions.
- Average cost of per transaction (assuming \$40 bill) is approximately \$1.81 per customer.
- See Appendix 1 for breakdown of costs for estimate.
- See Appendix 2 for individual costs
- This estimate does not include the corporate cards & P cards which don't qualify for Utility rate. Will cost RUSA 2.7% - 3% rate.

# APPENDIX 1

## Roseburg Urban Sanitary Authority

Projections based on Averages - RUSA PICKS UP FEE

Utility Bills:
11000

Average Payment Amount:
\$40.00

Settled Batches:
30

Credit Card Transactions:
1999

EFT Transactions:
1520

Online Banking Transactions:
N/A

### UTILITY RATE

#### Credit Card Brands

Interchange Fees	\$1,499.25
Assessment Fees	\$111.94
Association Fees	\$38.98

#### Credit Card Processor

Discount Fees	\$359.82
Authorization Fees	\$599.70
Batch Settlement Fees	\$0.00
Monthly Service Fee	\$5.00
<b>Total Merchant Fees</b>	<b>\$2,614.69</b>

### XPRESS BILL PAY RATES

#### Transaction Fees

Credit Card Fee	\$1,999.00
EFT Fee	\$1,520.00
Online Banking Fee	N/A

#### Monthly Fees

Hosting/Tech Support Fee*	\$220.00
Statement Fee	\$29.00
Recurring Setup Fees (if any)	\$0.00
<b>Total Xpress Bill Pay Fees</b>	<b>\$3,768.00</b>

*\*Fee is per bill hosted online. However, there is a minimum charge per month if you have fewer than 5,000 bills hosted online.*

### UTILITY RATE

Merchant Service Fees	\$2,614.69
Xpress Bill Pay Fees	\$3,768.00

**Total Monthly Cost** **\$6,382.69**

*Cost per transaction* **\$1.81**

## Appendix 2

### Roseburg Urban Sanitary Authority

*Projected Cost of Processing Payments via Xpress Bill Pay:*

Current Merchant Fees Paid	\$0.00
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Utility Bills:
11,000

Average Payment Amount:
\$40.00

Settled Batches:
30

Credit Card Transactions:
1

EFT Transactions:
0

Online Banking Transactions:
0

#### MERCHANT RATES *(Estimated)*

##### UTILITY RATE

##### Credit Card Brands

Interchange Fee	\$0.75
Assessment Rate	0.14%
Association Fee	\$0.0195

##### Credit Card Processor

Discount Rate	0.45%
Authorization Fee	\$0.30
Batch Settlement Fee	\$0.00
Monthly Service Fee	\$5.00

#### GATEWAY FEES

##### XPRESS BILL PAY RATES

##### Transaction Fees

Credit Card Fee	\$1.00
EFT Fee	\$1.00
Online Banking Fee	\$0.25

##### Monthly Fees

Hosting/Tech Support Fee*	\$0.02
Statement Fee	\$29.00
Recurring Setup Fees <i>(if any)</i>	\$0.00

*\*Fee is per bill hosted online. However, there is a minimum charge per month if you have fewer than 5,000 bills hosted online.*



## RUSA Stats:

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- Currently 13.2% of accounts are paying by credit card or electronic check.
- RUSA currently has 10,698 accounts
- Current \$ Balances:
  - 68 accounts with balances greater than \$1,000, 4 of those greater than \$10,000



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## INTEROFFICE MEMORANDUM

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**TO: BOARD OF DIRECTORS**  
**FROM: JIM BAIRD, GENERAL MANAGER**  
**SUBJECT: CREDIT CARD CHARGES**  
**DATE: 9/07/23**  
**CC:**

---

The Finance Department is working on a major upgrade to the accounting software (Springbrook). As part of this upgrade, we will have enhanced credit/debit card and electronic check payment options.

At the June 14, 2023 Board meeting staff provided information on the new system fees for paying with credit/debit and electronic checks. The Board was in favor of not transferring those fees to the customers. Kelsey Wood made a motion to approve option 3 with RUSA paying \$1.75 in convenience fees per transaction. The motion was seconded by David Campos and passed by the majority.

The upgrade is moving forward, and additional information has been obtained by the staff that has provided more detail regarding all the costs associated with credit /debit cards, electronic payments, and posting of those payments to the accounting software. Our understanding of the costs associated with these payments will exceed the June 14<sup>th</sup>, 2023, motion.

**Recommendation:**

Staff would recommend that the Board consider the following motions.

**Suggested Motions**

First motion:

"I move to rescind the June 14<sup>th</sup>, 2023, motion to approve option 3 with RUSA paying \$1.75 in convenience fees per transaction."

Second motion:

"I move for RUSA to pay all of the credit/debit, electronic check, and processing fees for customer sewer service fees."

May 3, 2023

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

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

Dear Mr. Baird:

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

**Introduction and Scope**

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

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

**Approach**

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

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

**1.1 Monitoring Data Review**

As described in the MOA, surface water quality parameters of interest include temperature, daily maximum pH, daily minimum dissolved oxygen, total dissolved inorganic nitrogen (sum of nitrate [NO<sub>3</sub>-], nitrite [NO<sub>2</sub>-], and ammonia [NH<sub>4</sub>+]), total phosphorus, and dissolved Ortho-phosphorus (PO<sub>4</sub>-2). All 2022 data will be reviewed and checked for outliers and errors and compared to previous years to provide confidence that data to be used in the reports are valid.



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

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

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

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

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

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

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

## **Schedule**

Review of the monitoring data will occur primarily in November and December 2022. Year-end analysis of the water quality data and preparation of the Monitoring report will occur in December 2022 through February 2023. The Farm Operating Plan will be prepared in November 2022 through January 2023. Input from operations staff will be provided but not charged against this Letter Agreement since the operations staff labor is funded separately by the facility operations and maintenance project. The Annual Monitoring Report and the Farm Operating Plan will be submitted for DEQ review in February of 2023 after RUSA review and approval.



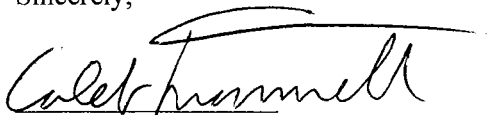
**Budget**

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

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

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

Sincerely,



Caleb Trammell  
Project Manager Intern, OMI

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

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

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

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

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

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

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

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

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

## GENERAL MANAGERS REPORT

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Date: 09/06/23

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

### **Office Remodel**

The contractor has completed the remodel work included in the plans. The contractor is working to complete a few punch list items.

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

The contractor has measured and ordered the lining material. Work started installing new cleanouts on August 28, 2023.

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

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

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

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract. The contractor is completing the work on the punch list. The contractor has submitted a pay estimate.

### **Administrative Offices Reroofing Project**

The contractor, Roseburg Roofing, has ordered the material and is scheduled to begin work in September.

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

The contractor, Cradar Enterprises, Inc., has begun the work included in the contract but has been hampered by heat and smoke work constraints. The contract period has the project completion on or before September 29<sup>th</sup>.

### **Selection of an Energy Service Company**

We have been working with Ameresco to identify energy projects to implement. At this time, I would request that the Board make a motion to select Ameresco as RUSA's Energy Service Company (ESCO).

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Thyme Subdivision and sewer main extension– Now in Warranty period.
- Sunshine Road Apartments and sewer main extension – testing mostly complete on mainline- waiting on manhole testing.
- Ash Spring Apartments and sewer main extension – Sewer Work completed waiting on testing on easements.
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Hanna Heritage Plaza Sewer Main Relocation
- 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:**

- Chadwick-Atlanta Street Main Extension -Work complete
- Deer Creek sewer trunk line rehabilitation project Underway. Service work has begun
- WWTP Water Main extension to begin Unknown Start Date
- Paving at WWTP awarded to Straton Brothers.

# ROSEBURG URBAN SANITARY AUTHORITY

## August 2023 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 42 work orders.
- Cleaned and CCTV 9,142 feet or 1.7 miles of mainline.
- Cleaned 5,446 feet or 1.0 miles of mainline.
- Conducted root removal for 610 feet of mainline.
- Completed 49 manhole inspections.
- Cleaned the Pine Street Bunker and Syphon.
- Completed prep work for paving at Bisulfate building.
- Completed 2 building sewer taps on Greenley.
- Completed annual drawdown tests for the Wilbur 1, Wilbur 2, and North Bank stations.
- Cleaned Winchester Lift Station wet well.
- Completed monthly air release valve inspections.
- Completed monthly trouble spot inspections.

### ENGINEERING DEPARTMENT:

- Issued 14 permits and 26 completed inspections.
- Work to begin on the WWTP water line Unknown start date
- Admin Building Roof Big Awarded to Roseburg Roofing
- Admin Remodel has reached substantial completion.

### FINANCE DEPARTMENT:

- Vacancy Credits: 7 were processed for a total of \$680.00.
- Credit cards/checks: 1598 payments totaling \$111,522.18 or approximately 13.6% of monthly billing was collected. 158 payments were received by voice response system, 50 payments received at the counter and 1390 on-line.
- Automatic Payments: 2252 customer accounts are signed up. Received \$138,158.73 or approximately 16.9% of monthly billing.





TO: Jim Baird, General Manager-RUSA  
FROM: Caleb Trammell, Project Manager-Jacobs  
DATE: 09/06/2023  
SUBJECT: August 2023 Monthly Report

### **OPERATIONAL ACTIVITIES**

- We met all permit parameters this month.
- The treatment facility averaged 96% BOD removal (estimate) 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 August 2023, was 236,000 KWHRS with a total Effluent flow of 83.13 million gallons all of which went to the NTS at Outfall 002. The August 2022 electrical consumption was 334,000 KWHRS with a total Effluent flow of 89.15 million gallons all of which went to the NTS at Outfall 002.
- Flow from the plant was sent to the Natural Treatment System the entire month.
- Power outages from the grid happened several times at lift stations as well as the NTS. At the lift stations, generators were started and at the NTS, power was restored within 4 hours at each occurrence.

### **PRETREATMENT ACTIVITIES**

- Mailed out 10 Industrial and Commercial Waste surveys to local businesses.

The following pretreatment inspections were completed in August:

- Drapers Brewing: This inspection was for a newer food trailer behind the building. The flow goes to a manhole nearby and no problem was found.
- Rainbow Kitchen: This business is in the Grand Hotel, and we found the interceptor to be clean at the sample box.
- Roseburg High School: Their interceptor with the sludge judge was found to be with 1% solids in the tank.
- Smokin' Friday BBQ: From a cleanout, the line was in OK condition.
- Urban NY Pizza & Grill: Using a push camera at the cleanout, some FOG was noticed.

## NATURAL TREATMENT SYSTEM (NTS)

- The NTS ran the entire month on the low zones and generated fair phosphorus removal.
- The flows in the South Umpqua River continued to go down throughout the month.
- Repairs on the High Zone Pump VFD are still under way.
- Herbicide applications for blackberries have begun.

## MAINTENANCE ACTIVITIES

- Maintenance Team completed **302** Preventative Maintenance items for the month.
- Maintenance Team completed **71** Corrective Maintenance items for the month.

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

- Power Failure at Highland Lift station 3x.
- Power Failure for 5 Lift stations 4x.
- Boiler Failure Alarm 2x.

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

- **Total Approx.** Flow from all Lift Stations for the month – **40,761,231 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - **1,314,878 Gallons**

### **Current Month Repairs**

- Highland Pump #2 repairs completed.
- Highland Lift station exterior lights repaired.
- Highland generator has been repaired and is working again.
- Ventilation systems on facility have been looked at and many have been worked on to bring them back up to par. A few of them needed more in-depth help to work more appropriately.
- Missions batteries have been replaced.
- Freightliner battery cables replaced.

## LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO<sub>4</sub>) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- TKN and Nitrite-Nitrate are tested weekly for SW5.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO<sub>4</sub> at SW5.
- Number of Tests for permit: 139

- Eureka probes were calibrated and deployed at SW1, SW6, and SW5, on August 2nd and on August 16th Probes were pulled, down loaded and recalibrated and redeployed. (is this the same as above)
- On August 29th lab water was sampled and sent out to NRC.
- August 28th, 29th, and 30th collected Semi Annual Cyanide and Metals. Shipped samples to NRC on the 31st.

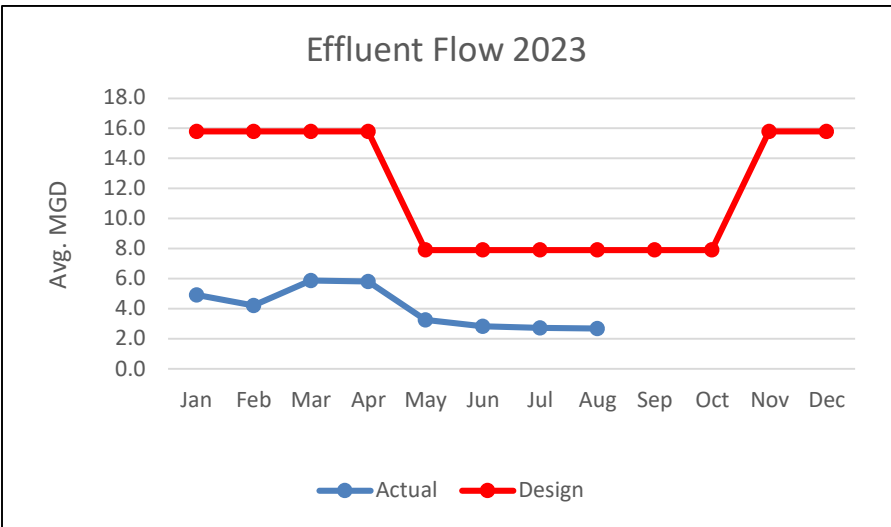
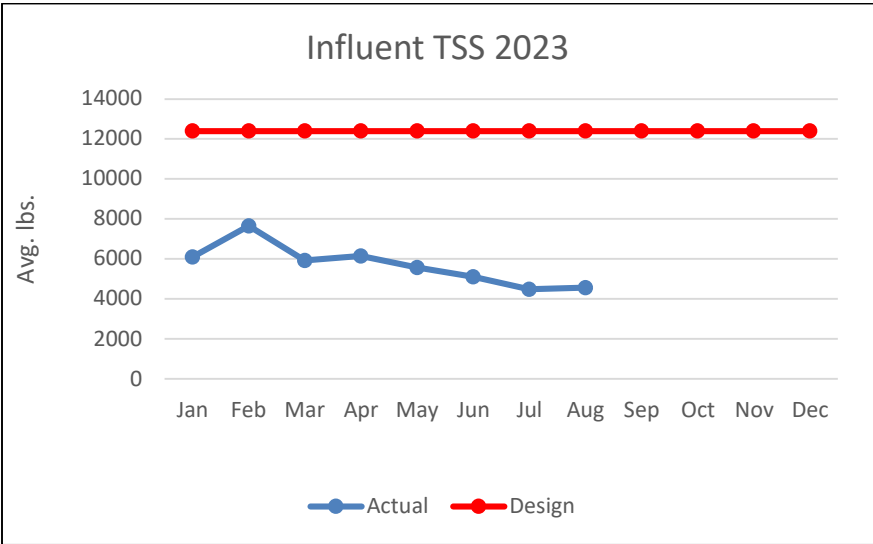
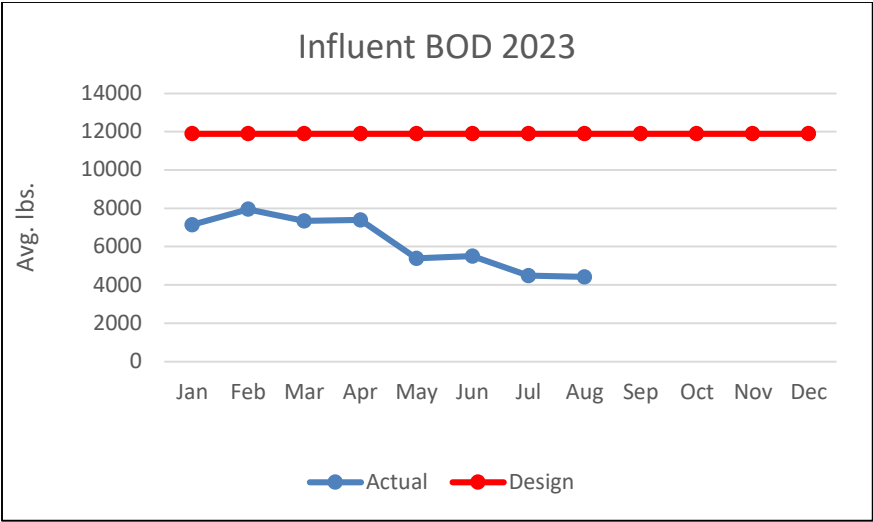
### **BIOSOLIDS**

- Two dewatered biosolids were finished this month and the liquid site will continue application throughout the month.

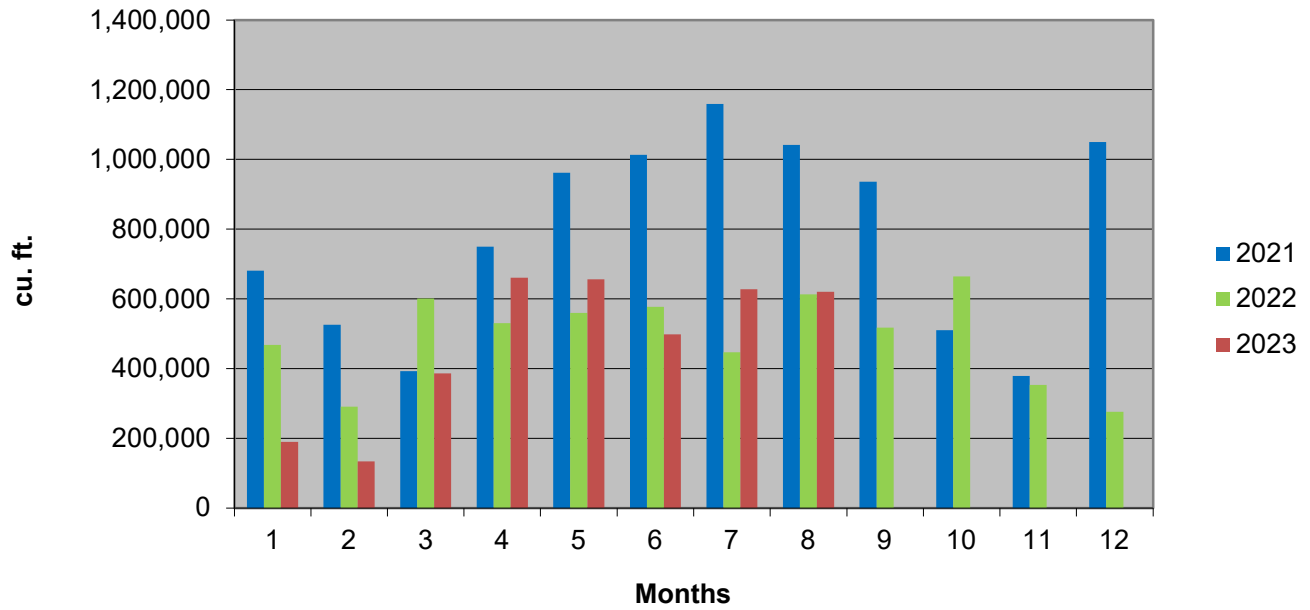
### **UPCOMING EVENTS:**

- State boiler inspections.
- Jacobs Engineering design for bisulfite building controls.
- Jacobs Engineering technology assessment for gravity belt thickener replacement.
- Installation of a modified 'pigging port' at Highland lift station to allow pumping around the station in case of back-up power failure.
- Quotes for a new chopper pump for Highland have been submitted. Waiting for direction from GM.

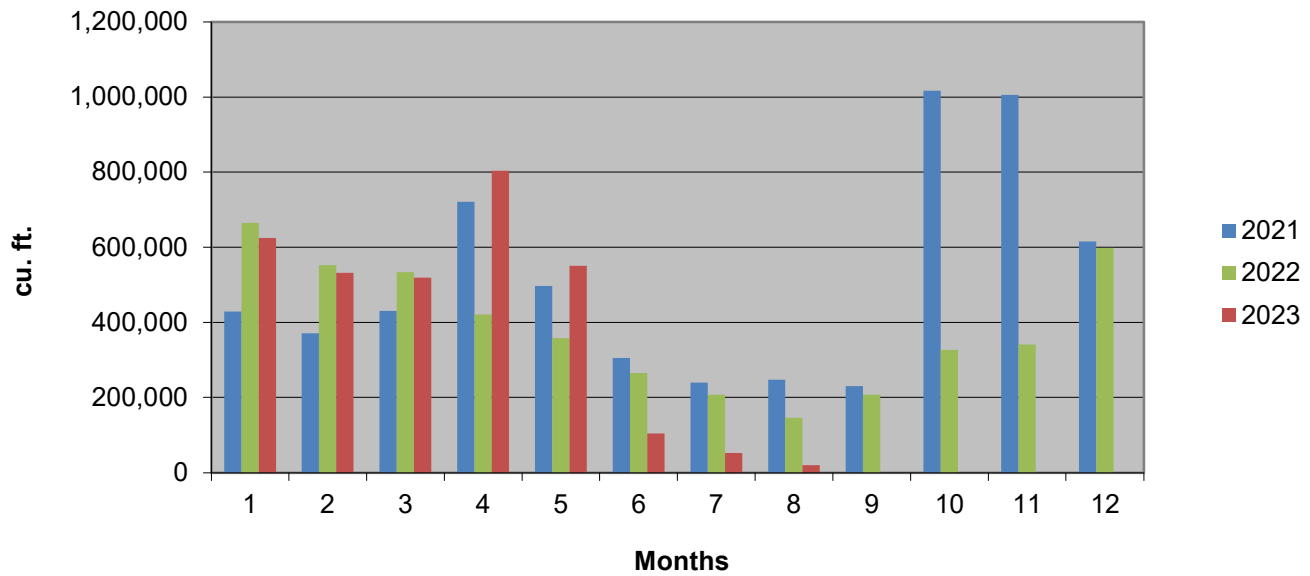
Enclosures:           Boiler/Flare Gas Usage graphs  
                               Influent TSS/BOD and Effluent Flow Graphs  
                               12 Month Moving Avg.



### FLARE GAS USAGE 2021 - 2023



### BOILER GAS USAGE 2021 - 2023



### 12 MONTH MOVING AVERAGES



Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD</b> /BOD	Plnt Inf Average lbs/day TSS
Sep-22	2.86	5128	4788
Oct-22	2.74	4866	4494
Nov-22	3.75	5840	4940
Dec-22	5.18	7962	7029
Jan-23	4.94	7143	6094
Feb-23	4.24	7956	7654
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
Aug-23	2.68	4424	4559
SUM	46.84	73425	66852
AVE	3.90	6119	5571
MAX	5.87	7962	7654
MIN	2.68	4424	4483

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

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	103,111.33
Total of Regular Checks & ACH Transactions	<u>227,154.13</u>

Total Expenditures (not including Payroll)	<u>330,265.46</u>
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Payroll:

Net Payroll - August 31, 2023	79,207.66
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All Checks & ACH Transactions since the Board Meeting of August 9, 2023	<u>409,473.12</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 9/7/2023 12:35 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032580707AQY	ASIFlex FSA Admin Fees-July	08/10/2023	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
Total for 8/10/2023:				37.50
ACH	02669	PERS Deposit	08/11/2023	
	July 23 PR	PR Batch 00001.07.2023 PERS Pick-Up	PR Batch 00001.07.2023 PER	1,005.30
	July 23 PR	PR Batch 00001.07.2023 OPSRP-Not W/Held	PR Batch 00001.07.2023 OPS	9,902.87
	July 23 PR	PR Batch 00001.07.2023 PERS W/Held	PR Batch 00001.07.2023 PER	5,033.37
	July 23 PR	PR Batch 00001.07.2023 PERS - Not W/Held	PR Batch 00001.07.2023 PER	11,034.66
	July PERS Round	PERS July Rounding Adjustment		0.01
Total for this ACH Check for Vendor 02669:				26,976.21
Total for 8/11/2023:				26,976.21
ACH	ASIFLEX AUG 23 PR	ASIFlex PR Batch 00001.08.2023 Flexible Spending Acco	08/31/2023 PR Batch 00001.08.2023 Flex	1,079.84
Total for this ACH Check for Vendor ASIFLEX:				1,079.84
ACH	DNB	Internal Revenue Service	08/31/2023	
	AUG 23 PR	PR Batch 00001.08.2023 Federal Income Tax	PR Batch 00001.08.2023 Fed	9,019.98
	AUG 23 PR	PR Batch 00001.08.2023 FICA - Employee	PR Batch 00001.08.2023 FIC	7,158.78
	AUG 23 PR	PR Batch 00001.08.2023 Medicare - Employee	PR Batch 00001.08.2023 Med	1,674.23
	AUG 23 PR	PR Batch 00001.08.2023 Medicare - Employer	PR Batch 00001.08.2023 Med	1,674.23
	AUG 23 PR	PR Batch 00001.08.2023 FICA - Employer	PR Batch 00001.08.2023 FIC	7,158.78
Total for this ACH Check for Vendor DNB:				26,686.00
ACH	OR-Rev AUG 23 PR	Oregon Dept. of Revenue PR Batch 00001.08.2023 Oregon W/Held	08/31/2023 PR Batch 00001.08.2023 Ore	6,785.54
Total for this ACH Check for Vendor OR-Rev:				6,785.54
ACH	PEBSCO AUG 23 PR AUG 23 PR	Nationwide Retirement Solutions PR Batch 00001.08.2023 Nationwide-Deferred C PR Batch 00001.08.2023 Roth Contribution	08/31/2023 PR Batch 00001.08.2023 Nati PR Batch 00001.08.2023 Rotl	3,725.00 200.00
Total for this ACH Check for Vendor PEBSCO:				3,925.00
ACH	CENTURY Aug 2023 Fx/Al Aug 2023 Gate	CenturyLink Analog phone line for fax and alarm Analog phone line for NTS Gate	08/31/2023	141.74 62.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor CENTURY:				204.16
ACH	PBPP 27218023	Pitney Bowes Purchase Power Refill postage machine	08/31/2023	50.00
Total for this ACH Check for Vendor PBPP:				50.00
51615	CIS INS	CIS Trust	08/31/2023	
	AUG 23 PR	PR Batch 00001.08.2023 Accident Insurance	PR Batch 00001.08.2023 Acc	152.44
	AUG 23 PR	PR Batch 00001.08.2023 CCIS Insurance AD&I	PR Batch 00001.08.2023 CCI	16.40
	AUG 23 PR	PR Batch 00001.08.2023 Critical Illness Insuran	PR Batch 00001.08.2023 Criti	109.00
	AUG 23 PR	PR Batch 00001.08.2023 Dental & Vision	PR Batch 00001.08.2023 Den	2,450.61
	AUG 23 PR	PR Batch 00001.08.2023 Voluntary Dependent I	PR Batch 00001.08.2023 Volu	34.58
	AUG 23 PR	PR Batch 00001.08.2023 Hospital Indemnity	PR Batch 00001.08.2023 Hos	144.90
	AUG 23 PR	PR Batch 00001.08.2023 Identity Protection	PR Batch 00001.08.2023 Iden	81.75
	AUG 23 PR	PR Batch 00001.08.2023 Voluntary Life Insuran	PR Batch 00001.08.2023 Volu	402.22
	AUG 23 PR	PR Batch 00001.08.2023 Life Insurance - er	PR Batch 00001.08.2023 Life	97.89
	AUG 23 PR	PR Batch 00001.08.2023 Life Insurance - Spous	PR Batch 00001.08.2023 Life	186.10
	AUG 23 PR	PR Batch 00001.08.2023 CCIS Insurance Long-	PR Batch 00001.08.2023 CCI	163.52
	AUG 23 PR	PR Batch 00001.08.2023 Medical Ins w/RX	PR Batch 00001.08.2023 Med	26,293.13
	AUG 23 PR	PR Batch 00001.08.2023 Short-Term Disability	PR Batch 00001.08.2023 Sho	146.43
	AUG 23 PR	PR Batch 00001.08.2023 Trauma	PR Batch 00001.08.2023 Trau	95.00
Total for Check Number 51615:				30,373.97
51616	WATER	City of Roseburg	08/31/2023	
	July 2023 LV	Water service for Loma Vista Lift Station		34.02
	July 2023 SBank	Water service for South Bank Lift Station		113.76
Total for Check Number 51616:				147.78
51617	BOLI	Prevailing Wage Rate Unit	08/31/2023	
	Deer Crk Trunk	Deer Creek Trunk Rehabilitation Public Works F		2,351.81
	WRF Waterline	RUSA WRF Waterline Public Works Fee		250.00
Total for Check Number 51617:				2,601.81
51618	SIERRASP	Sierra Springs	08/31/2023	
	21794341 072223	Bottled water delivery		83.64
	21794341 081923	Bottled water delivery		103.54
Total for Check Number 51618:				187.18
51619	USPS	US Postal Service	08/31/2023	
	Aug 2023	Postage to mail August utility bills		3,486.12
Total for Check Number 51619:				3,486.12
51620	VERIZON	Verizon Wireless	08/31/2023	
	9942011108	Monthly wireless telephone services		570.22
Total for Check Number 51620:				570.22
Total for 8/31/2023:				76,097.62
Report Total (14 checks):				103,111.33

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 9/7/2023 12:59 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51621	AIRGASUS 9140569536	Airgas USA, LLC Rescue Winch	09/08/2023	1,982.05
Total for Check Number 51621:				1,982.05
51622	WP Aug 2023	Avista Utilities Natural gas service	09/08/2023	30.30
Total for Check Number 51622:				30.30
51623	BANNERMC	BANNER BANK	09/08/2023	
	AB 081123	Airgas - New parts for confined space gear		189.25
	CM 082523	The Point - Lunch - Christine, Angie, RVSS for !		82.50
	DF 080323	Lowes - Parts/supplies to hang camera at Loma V		20.50
	DF 081023a	Zoom - Electronic meeting software		99.00
	DF 081023b	Amazon - Webcam for Harmony		119.99
	DF 081523	Amazon - Com'l router to replace Winchester PS		63.95
	DF 081823	Amazon - Equipment to repair camera at Highl		91.88
	DF 082923a	Datacomm Cables - Patch cables for office remo		44.64
	DF 082923b	Datacomm Cables - Patch cables for office remo		139.90
	GO 080723	Lowes - Cable hangers for new office		18.25
	HW 080223	Costco - Kitchen supplies		84.16
	HW 080923a	Amazon - Clock for Crew Room		39.99
	HW 080923b	Safeway - Board Meeting Snacks		15.00
	HW 081923	Uline - First Aid kits for vehicles		606.33
	HW 082123	Costco - Office/janitorial supplies		128.44
	HW 083023	Walgreens - Headphones for ORMS Zoom Meet		9.99
	JB 073123	McDonalds - Lunch for Collection Crew - Highl		57.00
	KB 081123	Phoenix Hydraulic - Valve for B6 High Pressure		70.33
	KB 081823	Home Depot - Concrete brushes and mixing tub		39.28
	NS 081023	Bagel Tree - Bagels for Staff Meeting		56.75
	RC 082123	Handyman Hardware - Parts for CCTV Transpor		10.99
	RK 082823	Amazon - Air filters for purifiers for office (smo		66.56
	SL 073123	SDAO - Registration fee - KB, Dev, RC, NS		220.00
	SL 080823	DEQ - Public records request - collection operat		30.00
	SL 080823b	Willee's Cafe - Recruitment lunch - KB, SL, pote		50.00
Total for Check Number 51623:				2,354.68
51624	BHEC	Bassett-Hyland Energy Company	09/08/2023	
	CL18432-IN	Vehicle fuel use		1,474.41
	CL18838-IN	Vehicle fuel use		1,055.19
Total for Check Number 51624:				2,529.60
51625	CH2M	CH2M Hill Engineers, Inc.	09/08/2023	
	107769CH010	WRF-Bisulfite SCADA		10,561.52
	107769CH010misc	Professional engineering services		196.76



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51625:				10,758.28
51626	DRAUTO	D & R Auto & Truck Supply Corp	09/08/2023	
	092328	Windshield washer fluid		17.17
	094195	Gauge to repair air tank		77.39
	095316	Bar chain oil		25.99
Total for Check Number 51626:				120.55
51627	OR-CBS	Dept of Consumer & Business Services	09/08/2023	
	730003010653a	Permit #0000004838. NB/State #ST0392-86		123.20
	730003010653b	Permit #0000021407. NB/State #ST1546-87		123.20
	730003010653c	Permit #0000050375 Air Tanks		112.00
	730003010653d	Permit #0000050377 Air Tanks		112.00
Total for Check Number 51627:				470.40
51628	DFN	Douglas Fast Net	09/08/2023	
	Sept 2023 Admin	Internet Services-Admin	Service: 14806	218.99
	Sept 2023 Brbn	Internet Services-Bourbon St	Service: 205697	100.21
	Sept 2023 High	Internet Services-Highland PS	Service: 105797	76.84
	Sept 2023 Host	Admin Hosting		10.55
	Sept 2023 Keady	Internet Services-Keady Ct	Service: 106289	76.84
	Sept 2023 LV	Internet Services-Loma Vista P	Service: 205950	104.21
	Sept 2023 NBank	Internet Services-No. Bank PS	Service: 105793	73.84
	Sept 2023 NTS	Internet Services-NTS	Service: 237686	84.39
	Sept 2023 Ph/Ca	Phones/Security Cams	Service: 141784	98.94
	Sept 2023 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	73.84
	Sept 2023 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	73.84
	Sept 2023 Winch	Internet Services-Winchester P	Service: 105795	82.67
Total for Check Number 51628:				1,075.16
51629	FASTENAL	Fastenal Company	09/08/2023	
	ORROS231259	Batteries and bolts		187.73
Total for Check Number 51629:				187.73
51630	FLURY	Flury Supply Company	09/08/2023	
	E 4651	Repair B6 Hose		25.88
Total for Check Number 51630:				25.88
51631	GENEQ	General Equipment Company	09/08/2023	
	85387	Unloader valve for B6		670.22
Total for Check Number 51631:				670.22
51632	HANDY	Handyman Hardware	09/08/2023	
	122206	Bolts for manholes		79.38
Total for Check Number 51632:				79.38
51633	Jacobs	Jacobs Engineering Group Inc	09/08/2023	
	35128936-02	Professional services per agreement		140,624.42
Total for Check Number 51633:				140,624.42
51634	LOWES	Lowe's	09/08/2023	
	01011	NTS pipe		28.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51634:	28.46
51635	MSTRCR 15994-J	MasterCare Cleaning Co Inc Monthly janitorial services	09/08/2023	390.00
			Total for Check Number 51635:	390.00
51636	EDURED1 R70507	Curtis & E Ilona McCracken EDU Reduction for 1240-1242 SE Cass, R70507	09/08/2023	10.00
			Total for Check Number 51636:	10.00
51637	UB*00063	STEPHANIE NEWMAN Refund Check	09/08/2023	40.00
			Total for Check Number 51637:	40.00
51638	NEWS-REV 2018212	The News-Review Newspaper delivery	09/08/2023	193.43
			Total for Check Number 51638:	193.43
51639	Ninja INV08686959 INV08686959a	NinjaOne, LLC Ninja One & Sentinal One (this is remote manag Ninja One & Sentinal One (this is remote manag	09/08/2023	589.21 6,617.16
			Total for Check Number 51639:	7,206.37
51640	NORTHCOA S012784869.001	NORTH COAST ELECTRIC COMPANY Conduit sweeps-Bisulfite Bldg	09/08/2023	163.97
			Total for Check Number 51640:	163.97
51641	DEQ WQ24DOM-0828	Oregon DEQ NPDES-DOM-Ba Sewage Disposal Permit	09/08/2023	33,279.00
			Total for Check Number 51641:	33,279.00
51642	OR-LIN 977601 983036 988526	Oregon Linen, Inc. Laundry & mat services Laundry & mat services Laundry & mat services	09/08/2023	30.88 52.44 41.88
			Total for Check Number 51642:	125.20
51643	OR-TOOL 851451	Oregon Tool & Supply Tap & die	09/08/2023	59.90
			Total for Check Number 51643:	59.90
51644	PKGDEPOT 101257	Package Depot Ship B6 Bulldog nozzle for repair	09/08/2023	89.29
			Total for Check Number 51644:	89.29
51645	PLATT2 4124002 4125700	Platt Electric Supply Networking supplies for new office Networking supplies for new office	09/08/2023	149.86 229.06
			Total for Check Number 51645:	378.92
51646	REFUND	Claire Pollard	09/08/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	64000632	Refund on bill pay payments made to 1110 NW 1		60.00
			Total for Check Number 51646:	60.00
51647	Premium 25833	Premium Landscape, Inc. Monthly landscape maintenance	09/08/2023	225.00
			Total for Check Number 51647:	225.00
51648	SERV-CTR 56965	The Service Center Re-key padlock	09/08/2023	21.00
			Total for Check Number 51648:	21.00
51649	Sims 10496	Sims Electric, Inc Remove & safe off old server receptacle and circ	09/08/2023	112.88
			Total for Check Number 51649:	112.88
51650	SHRED-IT 8004510099	Stericycle, Inc. Monthly document shredding services	09/08/2023	87.59
			Total for Check Number 51650:	87.59
51651	SWS EQ 0159312-IN	SWS Equipment, LLC Nozzle	09/08/2023	4,020.00
			Total for Check Number 51651:	4,020.00
51652	TECHUNL 371785	Technology Unlimited, Inc Annual License & Support for Check scanning s	09/08/2023	505.00
			Total for Check Number 51652:	505.00
51653	TEKMAN 86851 86945 86945 86945 86945 86945	TEKMANAGEMENT, INC. Network penetration testing Backup & Recovery Services Server Maint & monitoring Encryption of laptops DNS Filter (security) Cloud storage-server backups	09/08/2023	209.92 565.00 1,578.87 107.25 40.00 84.00
			Total for Check Number 51653:	2,585.04
51654	TIM ALLE 14068 14145	Tim Allen Equipment Double drum roller-rd for Bisulfite Bldg Boom lift for hanging camera at Loma Vista	09/08/2023	370.45 183.60
			Total for Check Number 51654:	554.05
51655	UB*00062	KAY TROXEL Refund Check	09/08/2023	30.00
			Total for Check Number 51655:	30.00
51656	UBWA Aug 2023 411LM Aug 2023 606LM Aug 2023 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	09/08/2023	22.01 22.00 22.00
			Total for Check Number 51656:	66.01
51657	UMPQUARF	Umpqua Quarries, LLC	09/08/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	65427	Rock-road to Bisulfite Bldg		611.79
	65501	Rock-road to Bisulfite Bldg		475.68
	65531	Rock-road to Bisulfite Bldg		44.88
				<hr/>
Total for Check Number 51657:				1,132.35
51658	UNITED 222746920-001	UNITED RENTALS (NORTH AMERICA) Generator rental for Highland LS after generator	09/08/2023	
				<hr/>
Total for Check Number 51658:				8,397.50
51659	WILLGRAY 27637844	Willamette Graystone, LLC Speedcrete for stock	09/08/2023	
				<hr/>
Total for Check Number 51659:				317.46
51660	WilsonA 23011-04	Wilson Architecture Design for new roof at RUSA Office Building an	09/08/2023	
				<hr/>
Total for Check Number 51660:				6,167.06
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Total for 9/8/2023:				227,154.13
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Report Total (40 checks):				227,154.13
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