



**Roseburg Urban Sanitary Authority**

**1297 N.E. Grandview Drive**

**Roseburg, OR 97470**

## **REGULAR MONTHLY BOARD MEETING**

**March 8, 2023**

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

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

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

**AGENDA  
REGULAR MONTHLY BOARD MEETING**

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**Board of Directors**

John Dunn, Chair  
David Campos

Rob Lieberman, Vice Chair  
Jerry Griesse

Kelsey Wood

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**1. Call to Order – John Dunn, Board Chair**

**2. Roll Call**

**3. Audience Participation – In-Person / via Zoom**

**4. Consider Minutes**

- a. February 8<sup>th</sup>, 2023; Board meeting

**5. General Managers' Report**

- a. Bisulfite Building Project
  - i. Pay request.
- b. Office remodel – Finance Department
  - i. Project update.
- c. North Deer Creek Trunk Rehabilitation Project
  - i. Project update.
- d. Biogas Feasibility Study – WRF
  - i. Project update.

**6. New Developments**

**7. Staff Report**

**8. Jacobs Plant Operations Report**

**9. Accounts Payable**

**10. Public Outreach**

- a. Umpqua Valley Home Builders Association – Home and Garden Show 2023

**11. 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 February 8, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

**Absent:** 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 and Jacobs Operations Supervisor Randy Turner.

**Consideration of the January 11, 2023, Regular Monthly Board Meeting Minutes.**

David Campos moved to approve the minutes for the January 11, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.  
Jerry Griese seconded the motion.  
The motion passed unanimously.

**Public Hearing**

Chair Dunn opened the public hearing for the second reading of Ordinance No. 2023-01. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Chair called for the return to the regular meeting.

**Ordinance No. 2023-01 – Second Reading**

Ordinance No. 2023-01 was presented for second reading.

David Campos made a motion to adopt Ordinance No. 2023-01 as presented.  
Jerry Griese seconded the motion.

### Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to accept Ordinance No. 2023-01:

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

The motion was passed with a 3/0 vote.

### **Resolution 23-01; A Resolution Modifying Sanitary Sewer Rates**

Staff presented Resolution 23-01; A Resolution Modifying Sanitary Sewer Rates. At this time the Board discussed the process of setting rates by resolution moving forward. After the discussion Board Member Jerry Griesse excused himself from the meeting. Due to no longer having a quorum Board Chair Dunn called for a stop to the meeting until a quorum could be met. Kelsey Wood arrived after a period of ten minutes. Chair Dunn resumed the meeting at this time.

David Campos made a motion to adopt Resolution No. 23-01 as presented.  
Kelsey Wood seconded the motion.

### Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to accept Resolution No. 23-01:

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

The motion was passed with a 3/0 vote.

### **2023-2024 Budget**

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2023 - 2024 Budget preparation.

Kelsey Wood made a motion to appoint Jim Baird as the Budget Officer for the 2023-2024 Budget.  
David Campos seconded the motion.

Staff developed the draft 2023-2024 Budget Process calendar. The process is anticipated to begin February 8<sup>th</sup> and end on July 15<sup>th</sup> with the adoption of the Appropriation Resolution.

Staff asked the Board to review the budget calendar.

Staff recommended that the Board adopt the Budget Calendar if there are no changes.

Kelsey Wood made a motion to approve the 2023-2024 Budget Calendar as presented.  
David Campos seconded the motion.

## **General Managers Report**

### **Bisulfite Building Project**

The Contractor is continuing the work on the project. The Contractor has completed the roof and poured the concrete floor. The Contractor has submitted pay request #4 in the amount of \$33,727 with \$1,686 withheld in retainage for a pay request of \$32,041.

Tom Rogers, with Rogers Engineering, has reviewed pay request #4 and recommends payment of the pay request.

Staff agrees with the engineer's recommendation to pay H3 General Contractors pay request #4 in the amount of \$32,041.

Kelsey Wood made a motion to approve pay request #4 in the amount of \$32,041.  
David Campos seconded the motion.

### **Office Remodel**

Tom Rogers of Rogers Engineering is working on plans for the office remodel to add an office space to the front office area. The engineer's schedule is to have 90% completed plans in February.

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

Rob Lee, with Leeway Engineering Solutions, and his team are working on the plans and specifications for the project. The engineer's schedule completed 50% plans completed. RUSA staff are reviewing the plans.

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

Jacobs has started the work on the feasibility study. The preliminary schedule anticipates the final report in September 2023. We have been approved by the Oregon Energy Trust for matching grant funding for 50% of the study cost.

## **Jacobs Plant Operations Report**

Randy Turner advised that the treatment facility averaged 90% BOD removal and 94% Total Suspended Solids removal during January. The total Effluent flow was 153.20 million gallons.

### **Accounts Payable**

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

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

### **Vote By Roll Call**

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

John Dunn                      Yes

Rob Lieberman

Jerry Griese

Kelsey Wood                  Yes

David Campos                Yes

The motion was passed with a 3/0 vote.

### **Other Business**

None.

### **Attached Additional Items Presented**

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams  
Office Assistant

# ADDENDUM TO FEBRUARY 8, 2023 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: Angie  
Printed: 2/8/2023 2:04 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51281	WP Jan 2023	Avista Utilities Monthly natural gas services	02/08/2023	465.09
Total for Check Number 51281:				465.09
51282	BIOMED 96281a 96281b	bio-MED Testing Services Inc Background check 5 FMCSA Clearing House	02/08/2023	47.00 25.00
Total for Check Number 51282:				72.00
51283	WATER INV17601	City of Roseburg Bulk water use & permit	02/08/2023	57.99
Total for Check Number 51283:				57.99
51284	Feena 36608	Feenaughty Machinery Co. Excavator annual maintenance	02/08/2023	1,743.32
Total for Check Number 51284:				1,743.32
51285	LYOUNG 70300571086	Lauren Young Tire 17 F150 Tires	02/08/2023	1,383.84
Total for Check Number 51285:				1,383.84
51286	NEXNET 19006	Nexcom, LLC Monthly digital telephone services	02/08/2023	332.80
Total for Check Number 51286:				332.80
51287	Occu 19256	OccuHealth DOT Physical	02/08/2023	110.00
Total for Check Number 51287:				110.00
51288	PPL Feb 2023 411LM Feb 2023 425LM Feb 2023 Admin Feb 2023 Brbn Feb 2023 BrbnC Feb 2023 Gate Feb 2023 High Feb 2023 Keady Feb 2023 LV Feb 2023 NBank Feb 2023 NTS Feb 2023 SBank Feb 2023 Wilb1 Feb 2023 Wilb2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS	02/08/2023	48.88 12.50 540.10 88.57 63.27 20.21 1,553.67 90.82 115.16 187.33 1,986.91 2,274.14 308.37 385.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Feb 2023 WWTP	Power Usage-WWTP 1		19,543.20
	Feb 2023 WWTP2	Power Usage-WWTP 2		27.71
				<hr/>
Total for Check Number 51288:				27,245.89
51289	RITZ 6433248	Ritz Safety Gloves	02/08/2023	426.83
				<hr/>
Total for Check Number 51289:				426.83
51290	SERV-CTR 56030	The Service Center Lock & lube	02/08/2023	41.00
				<hr/>
Total for Check Number 51290:				41.00
51291	SIERRASP 21794341 020423	Sierra Springs Bottled water delivery	02/08/2023	100.74
				<hr/>
Total for Check Number 51291:				100.74
51292	UBWA Jan 2023 411LM Jan 2023 606LM Jan 2023 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	02/08/2023	22.00 22.00 22.00
				<hr/>
Total for Check Number 51292:				66.00
				<hr/>
Total for 2/8/2023:				32,045.50
				<hr/>
Report Total (12 checks):				32,045.50
				<hr/>



## GENERAL MANAGERS REPORT

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Date: 3/3/2023

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

### **Bisulfite Building Project**

We have not received a pay request from the contractor at the time of this report. If we receive a pay request before the Board meeting we will provide the pay request and recommendation to the Board at the meeting.

### **Office Remodel**

Tom Rogers of Rogers Engineering has completed 90% plans. The staff has reviewed the plans and made comments and changes. Once the plans have been completed staff will submit the plans and an application for construction to the City. Tom Rogers will make any changes that are required as part of that review.

Staff will solicit bids when the plans have been approved.

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

Staff is working with Rob Lee, with Leeway Engineering Solutions, and his team to answer a few outstanding items before the plans can be completed.

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

Jacobs has started the work on the feasibility study. The preliminary schedule anticipates the final report in September 2023.

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

Bids were opened on March 01, 2023, at 2:00 pm for the Chadwick St. and Atlanta St. sewer replacement project. Three bids were received and Cradar Enterprises, Inc. submitted the lowest bid in the amount of \$212,748. The project Engineer, Alex Palm, and staff have reviewed the bids and would recommend that the Board award Cradar Enterprises, Inc. the project in the amount of \$212,748.

### **Pacific Power Demand Response Program**

RUSA has been approached by Pacific Power and Enel North America to consider joining a demand response program. The program works with large electric power users that may be able to shed load from the power grid for short periods of time to ensure the remaining power customers do not experience brownouts or power interruptions.

The Water Reclamation Facility can use backup generators for power and could, for short periods of time, switch to backup power and not use utility power. The Natural Treatment System has adequate storage for effluent and could be shut down for short periods of time. The program is voluntary and if the request to shed load could not accommodate the request we would not be required to disconnect from the power grid.

Participants in this program are financially compensated to be part of this program. This program is part of Pacific Power's resilience program to plan for the few times the demand on the system is greater than the available electric power. We are in the information-gathering step of the process and will bring additional information to the Board as we gain a fuller understanding of the benefits and any disadvantages of the program.

SE CHADWICK St and ATLANTA ST SEWER REPLACEMENT  
ROSEBURG, OR

ITEM NO.	ITEM NAME	UNIT	TOTAL QUANTITY	Cradar Enterprises		i.e. Engineering Engineers Estimate	
				UNIT COST (in figures)	TOTAL COST (in figures)	UNIT COST (in figures)	TOTAL COST (in figures)
1	MOBILIZATION	LS	1	\$ 35,458.00	\$ 35,458.00	\$ 25,000.00	\$ 25,000.00
2	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 17,500.00	\$ 17,500.00
3	CONSTRUCTION SURVEY WORK	LS	1	\$ 6,250.00	\$ 6,250.00	\$ 7,500.00	\$ 7,500.00
4	REMOVAL OF WALKS AND DRIVEWAYS (SAWCUT INCIDENTAL)	SY	45	\$ 50.00	\$ 2,250.00	\$ 130.00	\$ 5,850.00
5	REMOVAL OF SURFACINGS (SAWCUT INCIDNTAL)	SY	585	\$ 20.00	\$ 11,700.00	\$ 30.00	\$ 17,550.00
6	LEVEL 2, 1/2" DENSE GRADED ACP MIXTURE	TON	140	\$ 150.00	\$ 21,000.00	\$ 150.00	\$ 21,000.00
7	LEVEL 3, 1/2" DENSE GRADED ACP MIXTURE	TON	50	\$ 175.00	\$ 8,750.00	\$ 175.00	\$ 8,750.00
8	REMOVAL OF CLEANOUT	EA	5	\$ 500.00	\$ 2,500.00	\$ 1,200.00	\$ 6,000.00
9	REMOVE CONE & FILL ABANDONED MANHOLE IN-PLACE	EA	2	\$ 3,000.00	\$ 6,000.00	\$ 5,000.00	\$ 10,000.00
10	4" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES	LF	120	\$ 65.00	\$ 7,800.00	\$ 70.00	\$ 8,400.00
11	8" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES	LF	520	\$ 87.00	\$ 45,240.00	\$ 90.00	\$ 46,800.00
12	CONCRETE SANITARY SEWER MANHOLES	EA	3	\$ 6,500.00	\$ 19,500.00	\$ 6,500.00	\$ 19,500.00
13	CONCRETE SANITARY SEWER MANHOLES, OUTSIDE DROP	EA	1	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
14	H <sub>2</sub> S ADDITIVE	LS	1	\$ 1,500.00	\$ 1,500.00	\$ 4,000.00	\$ 4,000.00
15	8"X4" PIPE TEE	EA	5	\$ 500.00	\$ 2,500.00	\$ 750.00	\$ 3,750.00
16	EXTRA FOR MANHOLES OVER EXISTING SEWERS	EA	1	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ 4,000.00
17	CONNECT TO EXISTING STRUCTURE	EA	1	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
18	PAVEMENT BAR, TYPE AB	SF	12	\$ 100.00	\$ 1,200.00	\$ 100.00	\$ 1,200.00
19	SS CLEANOUT	EA	5	\$ 1,000.00	\$ 5,000.00	\$ 1,500.00	\$ 7,500.00
20	MONOLITHIC CURBS, SIDEWALKS & GUTTERS (BASE ROCK INCI	SF	400	\$ 30.00	\$ 12,000.00	\$ 55.00	\$ 22,000.00
21	INLET PROTECTION	EA	4	\$ 150.00	\$ 600.00	\$ 150.00	\$ 600.00
TOTAL =				\$	212,748.00	TOTAL =	\$ 249,900.00

SE CHADWICK St and ATLANTA ST SEWER REPLACEMENT  
ROSEBURG, OR

ITEM NO.	ITEM NAME	UNIT	TOTAL QUANTITY	JRT Construction		i.e. Engineering Engineers Estimate	
				UNIT COST (in figures)	TOTAL COST (in figures)	UNIT COST (in figures)	TOTAL COST (in figures)
1	MOBILIZATION	LS	1	\$ 28,300.00	\$ 28,300.00	\$ 25,000.00	\$ 25,000.00
2	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 50,000.00	\$ 50,000.00	\$ 17,500.00	\$ 17,500.00
3	CONSTRUCTION SURVEY WORK	LS	1	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00
4	REMOVAL OF WALKS AND DRIVEWAYS (SAWCUT INCIDENTAL)	SY	45	\$ 44.00	\$ 1,980.00	\$ 130.00	\$ 5,850.00
5	REMOVAL OF SURFACINGS (SAWCUT INCIDNTAL)	SY	585	\$ 10.00	\$ 5,850.00	\$ 30.00	\$ 17,550.00
6	LEVEL 2, 1/2" DENSE GRADED ACP MIXTURE	TON	140	\$ 187.00	\$ 26,180.00	\$ 150.00	\$ 21,000.00
7	LEVEL 3, 1/2" DENSE GRADED ACP MIXTURE	TON	50	\$ 197.00	\$ 9,850.00	\$ 175.00	\$ 8,750.00
8	REMOVAL OF CLEANOUT	EA	5	\$ 275.00	\$ 1,375.00	\$ 1,200.00	\$ 6,000.00
9	REMOVE CONE & FILL ABANDONED MANHOLE IN-PLACE	EA	2	\$ 2,250.00	\$ 4,500.00	\$ 5,000.00	\$ 10,000.00
10	4" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES	LF	120	\$ 85.00	\$ 10,200.00	\$ 70.00	\$ 8,400.00
11	8" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES	LF	520	\$ 115.00	\$ 59,800.00	\$ 90.00	\$ 46,800.00
12	CONCRETE SANITARY SEWER MANHOLES	EA	3	\$ 7,000.00	\$ 21,000.00	\$ 6,500.00	\$ 19,500.00
13	CONCRETE SANITARY SEWER MANHOLES, OUTSIDE DROP	EA	1	\$ 14,000.00	\$ 14,000.00	\$ 8,000.00	\$ 8,000.00
14	H <sub>2</sub> S ADDITIVE	LS	1	\$ 6,145.00	\$ 6,145.00	\$ 4,000.00	\$ 4,000.00
15	8"X4" PIPE TEE	EA	5	\$ 200.00	\$ 1,000.00	\$ 750.00	\$ 3,750.00
16	EXTRA FOR MANHOLES OVER EXISTING SEWERS	EA	1	\$ 7,250.00	\$ 7,250.00	\$ 4,000.00	\$ 4,000.00
17	CONNECT TO EXISTING STRUCTURE	EA	1	\$ 9,250.00	\$ 9,250.00	\$ 5,000.00	\$ 5,000.00
18	PAVEMENT BAR, TYPE AB	SF	12	\$ 12.50	\$ 150.00	\$ 100.00	\$ 1,200.00
19	SS CLEANOUT	EA	5	\$ 475.00	\$ 2,375.00	\$ 1,500.00	\$ 7,500.00
20	MONOLITHIC CURBS, SIDEWALKS & GUTTERS (BASE ROCK INCI	SF	400	\$ 35.00	\$ 14,000.00	\$ 55.00	\$ 22,000.00
21	INLET PROTECTION	EA	4	\$ 72.00	\$ 288.00	\$ 150.00	\$ 600.00
TOTAL =				\$	283,493.00	TOTAL =	\$ 249,900.00

SE CHADWICK St and ATLANTA ST SEWER REPLACEMENT  
ROSEBURG, OR

ITEM NO.	ITEM NAME	UNIT	TOTAL QUANTITY	Knife River Materials		i.e. Engineering Engineers Estimate	
				UNIT COST (in figures)	TOTAL COST (in figures)	UNIT COST (in figures)	TOTAL COST (in figures)
1	MOBILIZATION	LS	1	\$ 45,377.00	\$ 45,377.00	\$ 25,000.00	\$ 25,000.00
2	TEMPORARY WORK ZONE TRAFFIC CONTROL, COMPLETE	LS	1	\$ 11,500.00	\$ 11,500.00	\$ 17,500.00	\$ 17,500.00
3	CONSTRUCTION SURVEY WORK	LS	1	\$ 6,902.00	\$ 6,902.00	\$ 7,500.00	\$ 7,500.00
4	REMOVAL OF WALKS AND DRIVEWAYS (SAWCUT INCIDENTAL)	SY	45	\$ 27.50	\$ 1,237.50	\$ 130.00	\$ 5,850.00
5	REMOVAL OF SURFACINGS (SAWCUT INCIDNTAL)	SY	585	\$ 22.50	\$ 13,162.50	\$ 30.00	\$ 17,550.00
6	LEVEL 2, 1/2" DENSE GRADED ACP MIXTURE	TON	140	\$ 172.00	\$ 24,080.00	\$ 150.00	\$ 21,000.00
7	LEVEL 3, 1/2" DENSE GRADED ACP MIXTURE	TON	50	\$ 315.00	\$ 15,750.00	\$ 175.00	\$ 8,750.00
8	REMOVAL OF CLEANOUT	EA	5	\$ 100.00	\$ 500.00	\$ 1,200.00	\$ 6,000.00
9	REMOVE CONE & FILL ABANDONED MANHOLE IN-PLACE	EA	2	\$ 1,700.00	\$ 3,400.00	\$ 5,000.00	\$ 10,000.00
10	4" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES	LF	120	\$ 27.00	\$ 3,240.00	\$ 70.00	\$ 8,400.00
11	8" SS PIPE INCLUDING ALL FITTINGS AND APPURTENANCES	LF	520	\$ 168.50	\$ 87,620.00	\$ 90.00	\$ 46,800.00
12	CONCRETE SANITARY SEWER MANHOLES	EA	3	\$ 10,920.00	\$ 32,760.00	\$ 6,500.00	\$ 19,500.00
13	CONCRETE SANITARY SEWER MANHOLES, OUTSIDE DROP	EA	1	\$ 20,900.00	\$ 20,900.00	\$ 8,000.00	\$ 8,000.00
14	H <sub>2</sub> S ADDITIVE	LS	1	\$ 1,160.00	\$ 1,160.00	\$ 4,000.00	\$ 4,000.00
15	8"X4" PIPE TEE	EA	5	\$ 133.00	\$ 665.00	\$ 750.00	\$ 3,750.00
16	EXTRA FOR MANHOLES OVER EXISTING SEWERS	EA	1	\$ 8,380.00	\$ 8,380.00	\$ 4,000.00	\$ 4,000.00
17	CONNECT TO EXISTING STRUCTURE	EA	1	\$ 3,840.00	\$ 3,840.00	\$ 5,000.00	\$ 5,000.00
18	PAVEMENT BAR, TYPE AB	SF	12	\$ 45.00	\$ 540.00	\$ 100.00	\$ 1,200.00
19	SS CLEANOUT	EA	5	\$ 418.00	\$ 2,090.00	\$ 1,500.00	\$ 7,500.00
20	MONOLITHIC CURBS, SIDEWALKS & GUTTERS (BASE ROCK INCI	SF	400	\$ 19.00	\$ 7,600.00	\$ 55.00	\$ 22,000.00
21	INLET PROTECTION	EA	4	\$ 122.00	\$ 488.00	\$ 150.00	\$ 600.00
TOTAL =				\$	291,192.00	TOTAL =	\$ 249,900.00

March 02, 2023

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

Re: Chadwick St and Atlanta St Sewer Replacement

Dear Mr. Kershner,

After reviewing the three bids received for the Chadwick St and Atlanta St Sewer Replacement project that opened at 2:00 p.m. on March 01, 2023, we recommend that RUSA consider Cradar Enterprises, Inc., as the General Contractor for this project based on their lowest bid(s) of \$212,748.00.

Their bid appears to be completed fairly and in conformance with the conditions outlined in the bid documents and is summarized in the attached bid tabulation sheets.

Sincerely,



Alex M. Palm, P.E.

**From:** [Stoker, Christopher \(Enel North America - USA\)](#)  
**To:** [Jim Baird](#)  
**Cc:** [Carter, Sam \(PacifiCorp\)](#); [Dreske, Michael \(Enel North America - USA\)](#)  
**Subject:** Enel Follow Up // Thank You!  
**Date:** Friday, March 3, 2023 6:56:02 AM  
**Attachments:** [RUSA - Pacific Power - 2023 - Order Form Original DR Order Form - US v2\\_2023-03-03.doc](#)  
[Pacific Power Demand Response - ROSEBURG URBAN SANITARY AUTHORITY.pdf](#)

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INTERNAL

Hi Jim-

Thanks again for your time yesterday. Based on our conversation, I am confident that RUSA is a great candidate for our Demand Response program. As discussed, I will summarize the program, revenue potential and next steps below.

Pacific Power has recently partnered with my company, Enel, to offer a program called demand response to its customers. Demand response provides advanced warning of any power grid instability and incentives large, local energy users to be on standby and temporarily reduce their electrical draw or switch to alternative generation if there is a potential threat to the grid, such as a black-out. The program is free to join, carries no risk of penalties, provides free real time monitoring software and significant payments to those enrolled.

- **Annual Payments:** RUSA will be paid for participation in the program (\$55-\$85 per kW). The more kW reduced, the higher the payments.
  - 3485 W Goedeck Ave
    - Pending the approval of generator use in the 7min product, RUSA would simply receive notification, decide if participation was possible and run their generators for the duration of the dispatch. This lessens the impact of the program, simply hold off on your monthly generator tests until the end of the month. If we have a dispatch, count that as your typical monthly test.
    - Nomination: 450kW
    - Annual Revenue: \$34k (paid out quarterly)
      - \*NOTE\* Enel is exploring potential to dual enroll generators with closed ATS systems into both the 7min and Real Time Product. This would increase potential annual revenue to \$72k.
  - 411 Long Meadows Ln
    - Leverage 3 days of storage to ramp down operations for the summer only, 60min product dispatches.
    - Nomination: 250kW
    - Annual Revenue: \$8k (paid out annually, one lump sum)
- **Advanced Warning of Potential Grid Emergencies:** RUSA will be provided with advanced notification of potential grid emergencies.
  - 60-minute minimum advanced notice will be provided for the 60min product.
  - 20-minute minimum advanced notice will be provided for the 20min product.
  - 7-minute minimum advanced notice will be provided for the 7min product.
  - The Real Time product will be no notification when active in program (you can change your nomination monthly, manually disable the equipment, etc.).

**Sustainability:** Through participation, RUSA will be helping the local community experience several sustainability benefits, including:

- Greener Peak Capacity
- Improved Renewables Integration
- Improved Grid Reliability
- **Free Real Interval Meters:** Enel X installs energy monitoring equipment at no cost. RUSA can access the data for Demand Response events and for other energy management activities.
- **Zero Cost:** Cash Flow is always one way, from Enel X to RUSA.
- **No Risk (Penalties):** Enel X will shield RUSA from penalties if the site cannot curtail during an event (payments will simply reflect performance).

**Order Form (attached):** Pretty straight forward document which when signed, secures your capacity for the program and kicks off the meter upgrade process. As discussed, even though it's a 60 month contract (aligns with current program) it is flexible. There is nothing binding you to actual curtailment, during the program season if you do not want to participate you can simply not reduce your load during the called audits/events. There are no penalties, but payment will reflect performance. Pre- and post-season, you can always remove yourself from the program by notifying us and changing your nomination to 0kW. This would also allow you to opt back into the program at any time during the term by reaching back out and increasing your nominated kW value.

Please let me know if you have any questions on the above / attached material. As discussed, we'll plan on circling back up on Tuesday.

Thanks again!  
Chris

**Chris Stoker**

Business Development Manager  
Flexibility Solutions  
**Enel X North America, Inc.**  
[Christopher.stoker@enel.com](mailto:Christopher.stoker@enel.com)  
774-364-0603

**CAUTION:** This email originated from outside of the RUSA organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

# Pacific Power Demand Response



7.7 GW	Demand Response capacity managed	324K (#)	Charging Points managed (both private and public charging points)	375 MW	Battery Energy Storage installed capacity (both Behind the Meter and Front of the Meter)	158 MW	Distributed Energy Generation assets installed	14B €	Customer Spend Under Management (Advisory / per year)
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Numbers updated as of January 2022

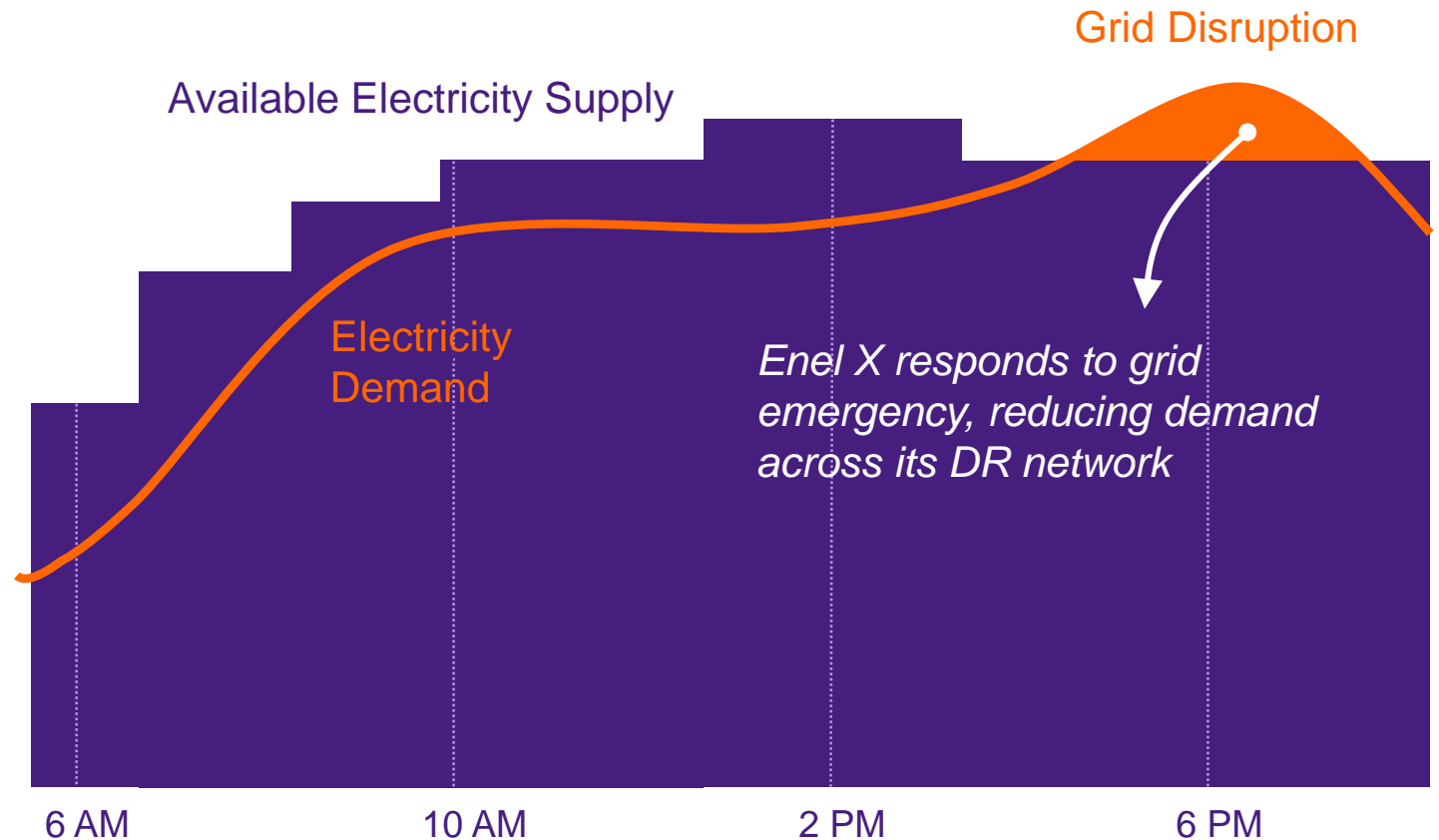
3.5 GW	Green PPA procured through Enel X Connect (Advisory)	60M MWh	Renewable Energy transacted through Enel X Connect (Advisory)	1.3M (#)	Utility Bills Processed and Managed per year 16	+100 (#)	Countries served through Enel X Connect		CDP Accredited Solutions Provider
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# Pacific Power Demand Response pays companies for their ability to reduce energy use in response to grid emergencies



Demand response is a simple and cost-effective resource for balancing **supply** and **demand** on the electricity grid

- Curtailing usage during grid emergencies is a **cost-effective alternative** to building more power plants
- Grid emergencies can be due to extreme weather, wholesale price spikes, or unexpected system issues



# Benefits of Enrolling in Demand Response



- Enel X has a **dedicated Account Management team** that gives world class service to foster a strong and lasting relationship
- Advanced **energy monitoring software** that enables users to observe their usage at any time
- We will work with your facilities to create a **customized offering** to meet all of your sustainability goals



**Earn  
Payments**



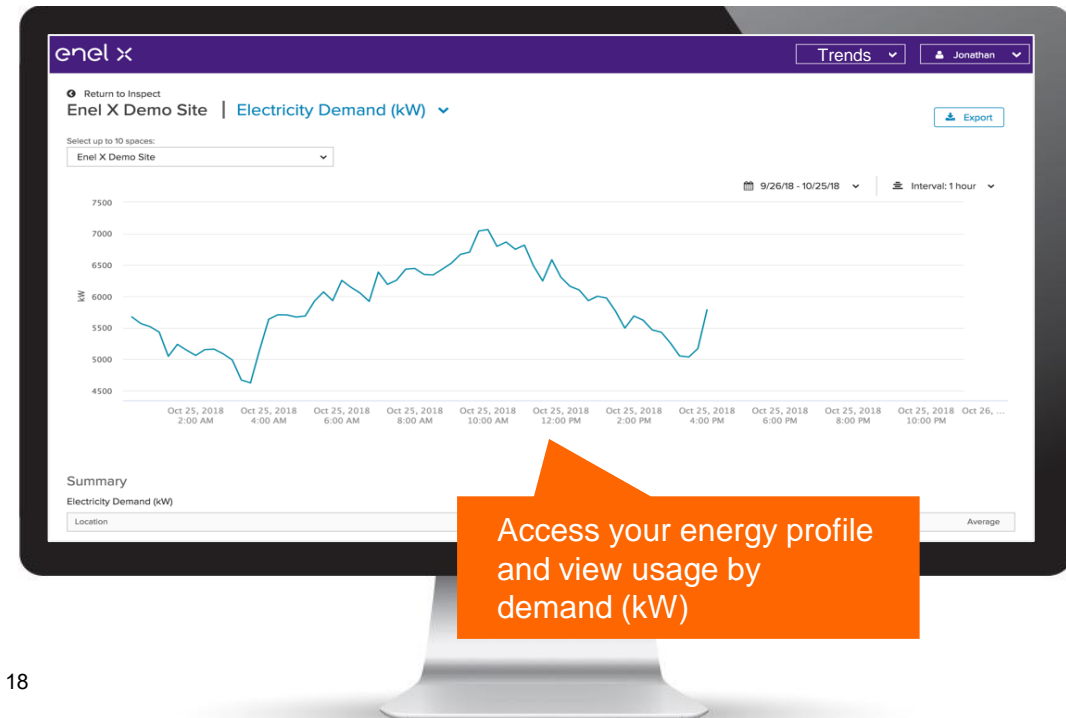
**Improve Operational  
Reliability**



**Strengthen  
the Grid**



**Increase Sustainability**



# Comparison of DR Programs in Pacific Power



	60 Minute	20 Minute	7 Minute	Real-Time
Seasonality	May 1 to September 30	Year-round	Year-round	Year-round
Complexity Required	<p><b>LOW</b></p> <ul style="list-style-type: none"> <li>- 5-8 dispatches expected</li> <li>- Dispatches range from 1-3 hours.</li> <li>- Get notified at least 60 minutes in advance.</li> </ul>	<p><b>MEDIUM</b></p> <ul style="list-style-type: none"> <li>- Dispatches can last 15 minutes to 4 hours, but are expected to be around 20 minutes.</li> <li>- Curtailment eligible with a 20 minute lead time prior to a dispatch.</li> <li>- Must be able to quickly curtail once notified.</li> </ul>	<p><b>HIGH</b></p> <ul style="list-style-type: none"> <li>- Response type eligible for Contingency Reserve, and other DR applications. Must have ability to stay down for 60 min</li> <li>- Dispatches are 15 minutes – 4 hours, but on average are less than 1 hour</li> <li>- Get notified at least 7 minutes in advance.</li> </ul>	<p><b>HIGH</b></p> <ul style="list-style-type: none"> <li>- Real time dispatching based on a response to frequency issues on the grid.</li> <li>- No advanced notice, since your site will be automatically curtailed</li> <li>- Events can last up to 15 minutes</li> </ul>
Reward Potential	<p><b>LOW</b></p> <p><b>Earn \$30k per year</b> for agreeing to reduce 1 MW at 100% event performance</p>	<p><b>MEDIUM</b></p> <p><b>Earn \$55K per year</b> for reducing 1 MW of demand at 100% event performance</p>	<p><b>HIGH</b></p> <p><b>Earn \$75k per year</b> with a 1 MW nomination and assuming 1kW available all hours of a year and delivered in all/any events.</p>	<p><b>HIGH</b></p> <p><b>Earn \$85k per year</b> with a 1 MW nomination and assuming 1kW available all hours of a year and delivered in all/any events.</p>
Program Requirements	Open to all Pacific Power C&I customers	Open to all Pacific Power C&I customers	Only available to Pacific Power customers with > 500 kW to curtail	Only available to Pacific Power customers with > 500 kW to curtail



# Pacific Power Frequency Response Market

How Enel X Customers Participate



## Climate-Controlled Agriculture

Enel X **automatically transfers load onto backup generation via remote controls** when a dispatch has been called, and automatically restores facility load when dispatch has ended



## Steel Manufacturer

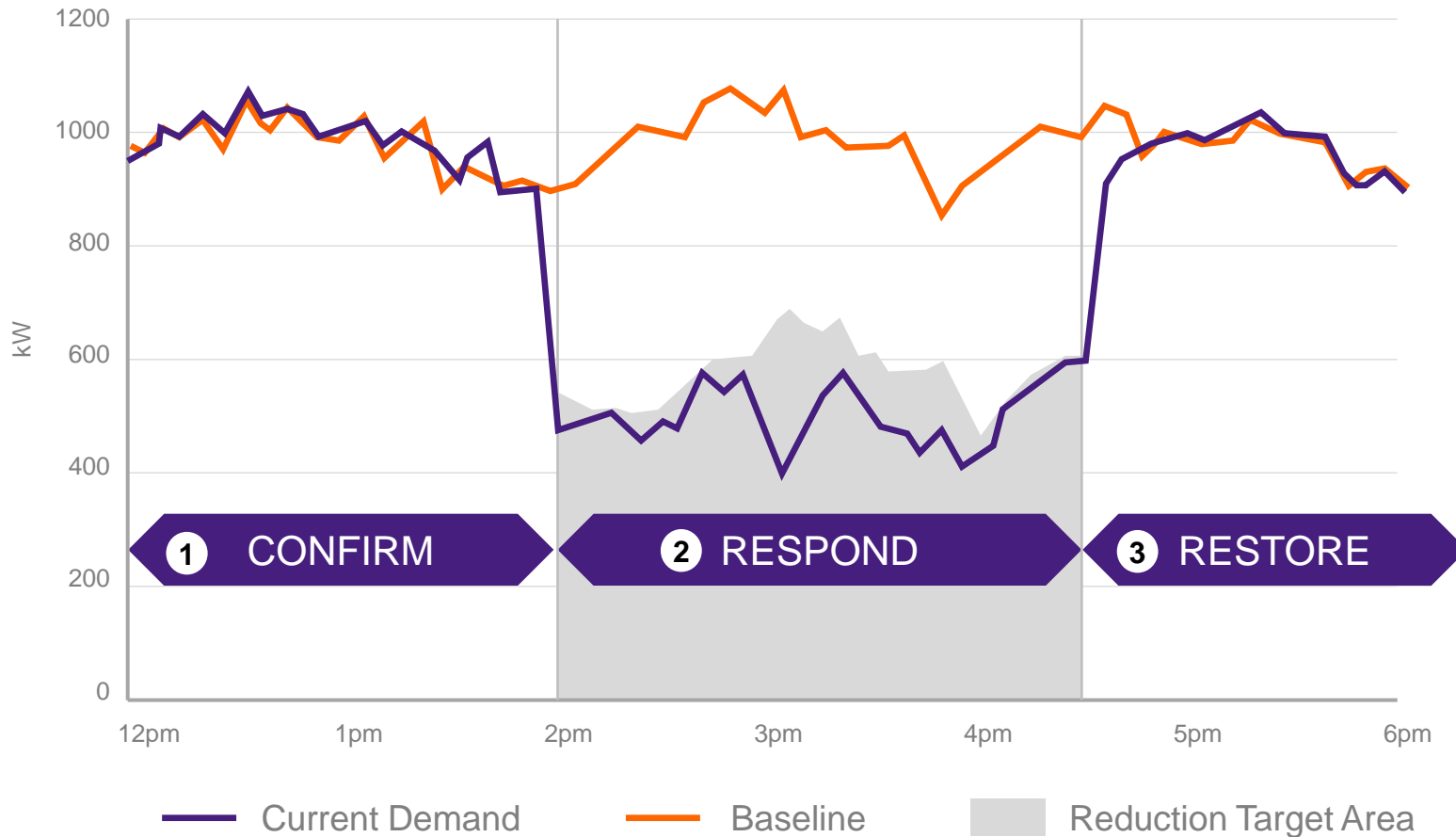
Receives automated **strobe alert** from Enel X when a dispatch has been called and **shuts off arc furnace**. Strobe continues until dispatch has ended



## Cold Storage Facility

Receives automated **strobe alert** from Enel X when a dispatch has been called and **adjusts temperature set points on refrigerators and freezers** and turns off battery chargers until dispatch has ended

# When a DR dispatch occurs, Enel X will notify you immediately to enact your participation plan



## 1. Confirm

When a dispatch is called, we immediately notify your site contacts via phone, text and/or email.

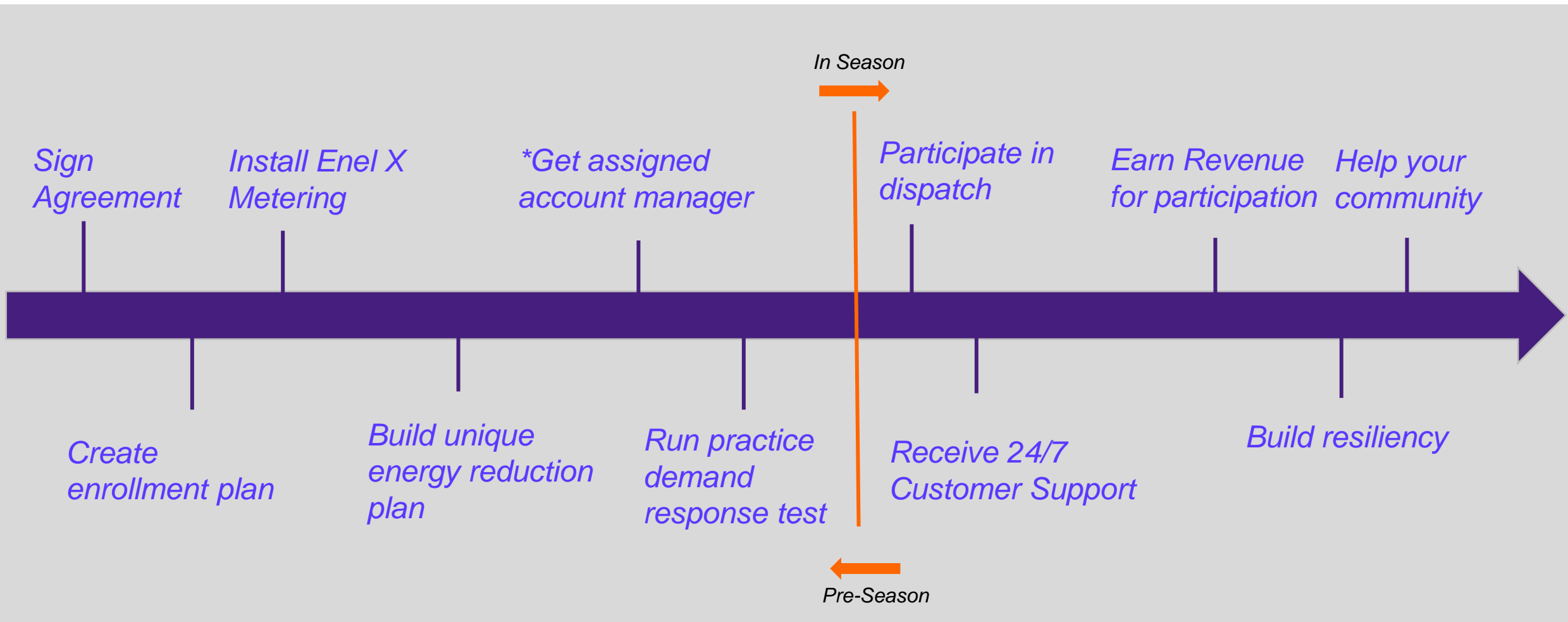
## 2. Respond

Your site responds by curtailing load or shifting load to a generator, manually or automatically

## 3. Restore

When the dispatch is over, your operations can return to normal levels.

# Demand Response Customer Process



# Benefits of Participating with Enel X

A new revenue source without any exposure to out-of-pocket costs



Product	160kW	320kW	480kW	640kW	800kW
60min	\$ 4,800	\$ 9,600	\$ 14,400	\$ 19,200	\$ 24,000
20min	\$ 8,800	\$ 17,600	\$ 26,400	\$ 35,200	\$ 44,000
7min			\$ 36,000	\$ 48,000	\$ 60,000
Real Time			\$ 40,800	\$ 54,400	\$ 68,000

**Annual Payments:** Customers receive payments for participating. The more KW a customer can deliver, the higher the payments.

**Advance Warning of Grid Disruption/Blackout:** Protects sensitive equipment and product from 'dirty power.'

**Free Interval Metering:** Enel X & PPL to install energy monitoring equipment at each location at no cost. Customers can access the data for Demand response settlement and for day-to-day energy management activities.

**Zero Cost:** Cash Flow is always from Enel X to you.

**No Penalties:** Customer remains in full control of energy usage at all times and Enel X will shield Customer from penalties if the site cannot curtail during an event (payments will simply reflect performance).





# Pacific Power Demand Response Products

# Pacific Power '60 Minute' Demand Response



## Traditional curtailment

### Hours of Availability



May 1 – Sep 30, business days  
3:00 p.m. – 9:00 p.m. PST

### Performance Baseline



Your sites baseline is calculated  
by the high 4 of 5 with symmetric  
day-of adjustment

### Dispatch Duration



Events will last **1 - 3 hours**. Only  
one dispatch per day may be  
called with and estimated **8 events**  
**per year**.

### Advance Notice



At least **60 Minutes** before  
dispatch start, with additional  
advance warnings where possible

Most likely event period

April

May

June

July

August

September

October

# Pacific Power '20 Minute' Demand Response

## Traditional curtailment



### Hours of Availability



Year round, business days  
8:00 a.m. – 9:00 p.m. PST

### Performance Baseline



Your sites baselines is calculated  
by the high 4 of 5 with symmetric  
day-of adjustment

### Dispatch Duration



Events will last **15 min - 4 hours**.  
Only one dispatch per day may be  
called with and estimated **5 events**  
**per year**.

### Advance Notice



At least **20 Minutes** before  
dispatch start, with additional  
advance warnings where possible

Most likely event period

January February March April May June July August September October November December

# Pacific Power '7 Minute' Demand Response

## Anncillary demand response program



### Availability



Program timing: **24x7x365**

Events will last a **maximum of 4 hours**, and on average less than 1 hour

### Eligibility



- Customers with > 500 kW to curtail
- Must be available to stay down for 60 minutes

### Payments



Up to \$75 kW/year

Assuming 1kW available all hours of a year and delivered in all/any events

### Advance Notice



At least **7 Minutes** before dispatch start, with additional advance warnings where possible

Most likely event period

January February March April May June July August September October November December

# Pacific Power Real-Time Demand Response

## Frequency demand response program



### Availability



Program timing: **24x7x365**

Events will last **less than 15 minutes**

### Eligibility



- Customers with > 500 kW to curtail
- Auto curtailment is necessary

### Payments



Up to \$85 kW/year

Assuming 1kW available all hours of a year and delivered in all/any events

### Advance Notice



None, real-time curtailment based on grid frequency need

Most likely event period

January February March April May June July August September October November December

## Contact Info

**Chris Stoker**

Business Development Manager  
[christopher.stoker@enel.com](mailto:christopher.stoker@enel.com)  
774.364.0603

**Order Form #:** 00427628.0  
**Order Effective Date:** 4/1/2023  
**Order Expiration Date:** 3/31/2028

**Name:** Roseburg Urban Sanitary Authority  
**DR Payment Contact:** Jim Baird

**DR Payment Address:** jbaird@rusa-or.org  
3485 West Goedeck Avenue  
Roseburg, OR 97471

This Order Form (this "Order Form"), made by and between the provider identified above ("Provider") and the customer identified above ("Customer"), is subject to and governed by Provider's: (i) applicable program rule attachment(s) attached hereto (each a "PRA") for the demand response solutions (the "Solutions"), and (ii) general terms and conditions available at <https://www.enelx.com/n-a/terms-and-conditions-1.4-order-form-US.pdf> ("Terms and Conditions"), which are hereby incorporated by reference. Provider and Customer are referred to herein collectively as the "Parties" and each individually as a "Party" to this Order Form.

Demand Response Program	Response Type	Aggregate Anticipated Capacity (kW)	Capacity Payment Rate	Energy Payment Rate
Pacific Power Commercial and Industrial Demand Response Program	Pacific Power 7-Minute	450	\$75.00/kW Year	N/A
Pacific Power Commercial and Industrial Demand Response Program	Pacific Power 60-Minute	0	\$30.00/kW Year	N/A

#### Demand Response Terms:

- 1. Term.** The term of this Order Form shall commence on the Order Effective Date and continue until the later of (i) the Order Expiration Date ("Initial Order Term") or (ii) the expiration of the last Program Period (as defined in the PRA) then in effect; provided that this Order Form shall automatically renew for successive terms equal in duration to the Initial Order Term (each a "Renewal Order Term" and collectively with the Initial Order Term, the "Order Term") unless either Party gives the other Party written notice of non-renewal at least one hundred and eighty (180) days' prior to the expiration of the Initial Order Term or any Renewal Order Term, as applicable.
- 2. Demand Response Solutions.** The Parties understand that the "Anticipated Capacity" value set forth on this Order Form is solely the Parties' best estimate of performance and does not necessarily represent the Customer's Accepted Capacity (as defined in the applicable PRA incorporated by reference).
- 3. Demand Response Payments.** Subject to this section of the Order Form, Provider shall pay Customer in accordance with the applicable PRA for any Customer site address(es) that are enrolled in a demand response program. Provider shall make any payment(s) to Customer via Automated Clearing House ("ACH"). Customer shall provide all necessary ACH banking information following Provider's request, and Customer will notify Provider promptly upon any change to the DR Payment Contact information identified above. Unless otherwise indicated on the applicable PRA, any reference to a payment "%" shall mean (i) the capacity payment rate identified on this Order Form as a percent of the price obtained by Provider for the applicable demand response program and/or product, and (ii) the energy payment rate identified on this Order Form as a percent of the energy payments available to Provider.

#### Provider

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

#### Customer

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

### Site Address Attachment

The following reflects current estimates provided by Customer, which may change during the Order Term. Provider reserves the right to amend the Site Address Attachment by providing written notice to Customer and with no further act required by Provider or Customer.

Site Address	Demand Response Program	Response Type	Anticipated Capacity (kW)
3485 W GOEDECK AVE Roseburg, OR 97471	Pacific Power Commercial and Industrial Demand Response Program	Pacific Power 7-Minute	450
411 LONG MEADOWS LN # SEWER Roseburg, OR 97471	Pacific Power Commercial and Industrial Demand Response Program	Pacific Power 60-Minute	250



## Program Rule Attachment

### Pacific Power Commercial and Industrial Demand Response Program

1. **Program Description.** Provider shall enroll and manage Customer's Accepted Capacity in one or more demand response products offered to commercial and industrial customers by Pacific Power (each a "DRP" or "Program" and collectively, the "Pacific Power Commercial and Industrial Demand Response Program"). The Pacific Power Commercial and Industrial Demand Response Program enables Program participants to receive revenue for being available to reduce electricity consumption when demand for electricity is high and maintain system balance.
2. **Program Rules.** The terms herein will reflect Pacific Power Commercial and Industrial Demand Response Program terms and conditions, which may be amended from time to time by Pacific Power, and the current terms of which are summarized in the table below:

<i>Programs</i>	<p>The current Programs are:</p> <ul style="list-style-type: none"> <li>• the 60-min Ahead Program;</li> <li>• the 20-min Ahead Program;</li> <li>• the 7-min Ahead Program; and</li> <li>• the Real Time Program,</li> </ul> <p>as each is further described below.</p>
<i>Program Availability</i>	<p>For the 60-min Ahead Program, the period which the Program is in effect (the "Program Period") shall be from May 1 through September 30.</p> <p>For the 20-min Ahead, 7-min Ahead and Real Time Programs, the Program Period shall be comprised of twelve (12) Program months and shall be defined as January 1 through December 31.</p> <p>For the 60-min Ahead Program, the hours of the day during which the Program is in effect (the "Program Hours") will be from 3:00 p.m. to 9:00 p.m. Pacific Time  For the 20-min Ahead Program, the Program Hours are from 8:00 a.m. to 9:00 p.m. Pacific Time  For the 7-min Ahead and Real Time Program, the Program Hours are from 12:00 a.m. to 11:59 p.m. Pacific Time</p> <p>For the 60-min Ahead and 20-min Ahead Programs, the days of the week during which Program dispatches can occur ("Dispatch Days") are business days (Monday through Friday, non-holidays).</p> <p>For the 7-min Ahead and Real Time Programs, the Dispatch Days are Monday through Sunday.</p>
<i>Program Enrollment</i>	<p>Customer authorizes Enel X (Provider) to enroll Customer in the 60-min Ahead, 20-min Ahead, 7-min Ahead and Real Time Programs, and/or any other DRP offered by Pacific Power at any time during the Order Term.</p> <p>For the 60-min Ahead Program: Enrollment takes place prior to the Program Period. Each year, Provider will provide Customer with an enrollment notification email that confirms Customer enrollment and any additional terms relevant to the DRP.</p> <p>For the 20-min Ahead, 7-min Ahead, and Real Time Programs: Enrollment takes place each month during the Program Period for participation in the following month.</p>
<i>Event Trigger</i>	<p>For all DRPs, electricity consumption reduction periods ("Program Events") may be called at Pacific Power's discretion, and they are typically coincident with emergency conditions or peak demand on the electric grid.</p>
<i>Advanced Notification</i>	<p>For the 60-min Ahead Program: Customers will be notified at least 60 minutes before a Program Event. Customers are expected to respond to the Program Event notification as soon as it is received and reach full electricity consumption reduction within 60 minutes of notification from Provider.</p> <p>For the 20-min Ahead Program: Customers will be notified at least 20 minutes before a Program Event. Customers are expected to respond to the Program Event notification as soon as it is received and reach full electricity consumption reduction within 20 minutes of notification from Provider.</p>

	<p>For the 7-min Ahead Program: Customers will be notified at least seven (7) minutes before a Program Event. Customers are expected to respond to the Program Event notification as soon as it is received and reach full electricity consumption reduction within seven minutes of notification from Provider.</p> <p>For the Real Time Program: Customers will not receive advanced notification prior to Program Events. Provider's system installed at Customer's site will automatically reduce electricity consumption in accordance with Customer predetermined energy reduction plan.</p>
<i>Event Frequency &amp; Duration</i>	<p>For the 60-min Ahead Program: Program Events will have a duration ranging from a minimum of one (1) hour to a maximum of three (3) hours. There is a maximum of one (1) Program Event per day and forty (40) Program Event hours per Program Period.</p> <p>For the 20-min Ahead Program: Program Events will have a duration ranging from a minimum of fifteen (15) minutes to a maximum of four (4) hours. There is a maximum of one (1) Program Event per day and sixty (60) Program Event hours per Program Period.</p> <p>For the 7-min Ahead Program: Program Events will have a duration ranging from a minimum of fifteen (15) minutes to a maximum of four (4) hours. There is a maximum of 25 Program Events per year and sixty (60) Program Event hours per Program Period.</p> <p>For the Real Time Program: Program Events will have a duration of up to a maximum of 15 minutes. There is a maximum of 50 Program Events per year and five (5) Program Event hours per Program Period.</p>
<i>Testing Requirement</i>	<p>For the 60-min Ahead Program: One (1) test may be permitted at Provider's discretion after August 15 of the Program Period if a Program Event has not occurred prior to August 15<sup>th</sup> of such Program Period.</p> <p>For the 20-min Ahead, 7-min Ahead, and Real Time Programs: One (1) test may be permitted at Provider's discretion if a Program Event has not occurred within the previous six (6) months.</p>

Customer shall be considered enrolled in the Program and eligible to earn demand response payments as of the date indicated in the Program enrollment notification sent by Provider to Customer; provided that Pacific Power has approved such enrollment.

### 3. Customer Capacity.

- a. **Accepted Capacity.** "Accepted Capacity" shall represent Provider's best estimate of Customer's performance ability based on analysis of consumption data, pre-enrollment testing, and/or other relevant information. Customer agrees that Customer's Accepted Capacity may be adjusted by Provider in the future to reflect actual performance, changes in facility operations, Program rules, regulations and/or other relevant information.
- b. **Delivered Capacity.** At the end of each month during the Program (or at the end of the Program Period for the 60-min Ahead Program), "Delivered Capacity" will be either (i) Accepted Capacity, if a Program Event has not been initiated during the Program month (or during the Program Period for the 60-min Ahead Program), or (ii), shall be determined as the product of (i) Accepted Capacity and (ii) the Performance Factor (as defined below), in the event a Program Event has been initiated during the Program month (or during the Program Period for the 60-min Ahead Program).
- c. **Performance Factor.** "Performance Factor" equals the summation of the kW reduction during all Program Events in the Program month (or Program Period for the 60-min Ahead Program) divided by the summation of the Accepted Capacity during such Program Event hours. Performance Factor cannot be less than 0% or greater than 100%.

### 4. Payments.

#### a. Payments to Customer.

- i. **Capacity Payments.** Provider will pay the Customer a Capacity Payment Rate multiplied by the Delivered Capacity.

- ii. ***Underperformance.*** In no event shall Customer be penalized for underperformance or non-performance, other than to have future and/or event-month payments reduced to reflect Delivered Capacity.
- b. ***Payment Timing.***
- i. ***For the 60-min Ahead Program:*** Provider shall make a single payment associated with Customer's participation following the Program Period and such payments shall be made within forty-five (45) days of Provider's receipt of total payment from Pacific Power.
  - ii. ***For the 20-min Ahead, 7-min Ahead, and Real Time Programs:*** Provider shall make quarterly payments associated with Customer's participation in each of the DRPs and such payments shall be made within forty-five (45) days of Provider's receipt of total payment from Pacific Power.

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Thyme Subdivision and sewer main extension– Sewer Mainline complete waiting on easements.
- 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)
- Rosemary Subdivision and main extension (on hold)

#### **PRELIMINARY DESIGN:**

- Tabor – Military Avenue partition
- Library Siphon
- Deer Creek sewer trunk line rehabilitation project at 50% Plans
- Replacement and Upgrade of pumps at Highland Pump Station

#### **PROJECTS:**

- Bisulfite building project awarded to H3 Construction Project Underway.
- Chadwick-Atlanta Street Main Extension -Cradar is the apparent low bid

# ROSEBURG URBAN SANITARY AUTHORITY

## February 2023 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 48 work orders.
- Cleaned and CCTV 7,907 feet of mainline.
- Cleaned 4,278 feet of mainline.
- Completed 25 manhole inspections.
- Completed 1 service line taps.
- Completed quarterly air release valve maintenance.
- Completed annual small equipment maintenance.
- Completed approximately 25 hours of Entry Level Drive Training (ELDT) for Austin.
- Completed monthly trouble spot inspections.
- Completed 156 underground utility locate requests.

### ENGINEERING DEPARTMENT:

- Issued 16 permits and 18 completed inspections.
- FOG Report:
  1. Old Soul Pizza, Needs to increase pumping schedule- Spoke with manager
  2. North 40, Unit had just been cleaned
  3. Java Run, Cleaned every 2 weeks
  4. 1 AM Market, not serving any food.
  5. Loggers, Had not cleaned since open, Working with manager to establish a schedule
  6. Apple Bee's, Working with manager to have a complete pumping
  7. Jackson Street Provisions, Cleaning Monthly
- Work continues the Chemical Storage Building. The roof and floor are now complete.
- Atlanta / Chadwick bid has opened Cradar is the apparent low bidder.

### FINANCE DEPARTMENT:

- Vacancy Credits: 5 was processed for a total of \$5,775.00 in February.
- Credit cards/checks: 1318 payments totaling \$76,397.82 or approximately 12.9% of monthly billing was collected in February. 136 payments were received by voice response system, 34 payments received at the counter and 1148 on-line.
- Automatic Payments: 2260 customer accounts are signed up. Received \$104,524.87 or approximately 17.7% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Caleb Trammell, Project Manager Intern-Jacobs  
DATE: March 1, 2023  
SUBJECT: February 2023 Monthly Report

### **OPERATIONAL ACTIVITIES**

- **All permit parameters were met this month.**
- The treatment facility averaged **92% BOD Removal** and **95% Total Suspended Solids Removal** during the month, with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for February 2023, was 192,000 KWHRS with a total Effluent flow of 118.58 million gallons, all of which went to the river at Outfall 001. The February 2022 electrical consumption was 198,000 KWHRS with a total Effluent flow of 85.20 million gallons all of which also went to the river at Outfall 001.
- The chlorine and bisulfite systems for the plant are still being operated manually since the auto analyzers were removed for construction of the new sodium bisulfite building.
- New hires were trained on forklift and front-loader operation.
- CPR/AED training.

### **PRETREATMENT ACTIVITIES**

The following pretreatment inspections were completed in February:

- Elmer's: Their grease interceptor was 20% full.
- Five Guys: Their grease interceptor was 15% full.
- Brookdale Assisted Living: The discharge at the manhole was OK for FOG.
- Human Bean on Stewart Parkway: With push camera in the nearest clean out, foamy brown sludge was backed up into the clean out and the pipe is full.
- Steel Head Run: The tank was at 50%, the manager was notified, and a tank pumping was scheduled. Follow up check in March.

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

- The motor heaters and the station HVAC system will remain on for the winter season.
- Service on UTV's scheduled. Opted to perform annual maintenance in-house.
- NTS monitoring report for 2022 was published.
- Farm operations plan for 2023 was updated and published.

## LIFT STATIONS

- Total approximate flow from all lift stations for the month: **64,438,332** gallons
- Average approximate daily flow from all lift stations per day: **2,078,656** gallons

## MAINTENANCE ACTIVITIES

- Maintenance Team completed **280** Preventative Maintenance items for the month.
- Maintenance Team complete **86** Corrective Maintenance items for the month.

## **Call Outs for the Month**

- There were a few callouts this month with the RAS Building having the VFDs fault, possibly from power blips, and/or faulty battery back-ups.
- Generator failed at Winchester lift station. The block heater failed causing the engine to not run properly.

## **Current Month Lift Station Flows**

- Total Approx. Flow from all Lift Stations for the month – **46,550,165 Gallons**
- Average Approx. Daily Flow from all Lift Stations per day - **1,662,506 Gallons**

## **Current Month Activities**

- Installed the new HMI screen for the screw press building. Waiting on programmers to finish setting up the software.
- Replaced radiator and fan for mule UTV.
- Replaced motion failure alarm for screw press conveyor
- Laboratory dishwasher failed. Installed air gap to fix.
- Repaired biotower auto-greaser.
- Wilbur 1 generator hot start replaced.
- Repaired main hot water pump oil leak. Installed new seals.
- ODS Pump #1 leak. Cut and installed new gaskets.
- ODS Pump #2 check-valve balls replaced with new gaskets.
- Adjusted the hot water valve system for heat exchanger.
- Welded and repaired GBT #1 drive roll shaft.
- Heat exchanger #1 gasket replaced.
- Expired safety items replaced for lift stations and facility.
- Replaced faulty battery back-ups for the RAS building and GBT building systems.
- Put together a schedule for dry-weather repairs in the summertime.

## Capital Improvements

- Wrote a proposal for replacing the clarifier gearboxes with updated units.

## 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.
- 95 permit tests were completed during the month.
- Lab water samples were collected and shipped on 2/08/23 to NRC for testing.
- Ordered bottles for semi-annual sampling.

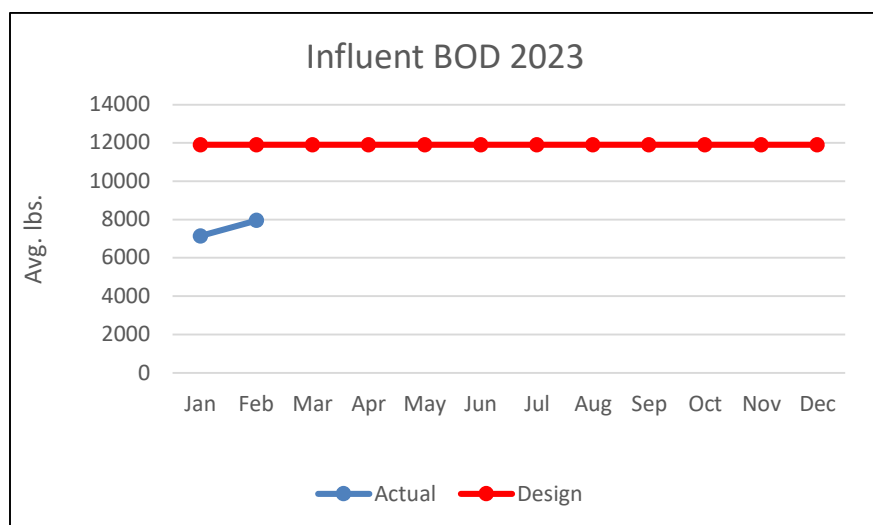
## BIOSOLIDS

- Running screw press as needed to maintain digester levels.
- Soil samples were collected from one of our customers that we have been unable to use for the past two years because of high ammonia levels on their fields. Test results are pending.
- Additional sites for soil testing are scheduled.
- Updating Biosolids Management Plan.

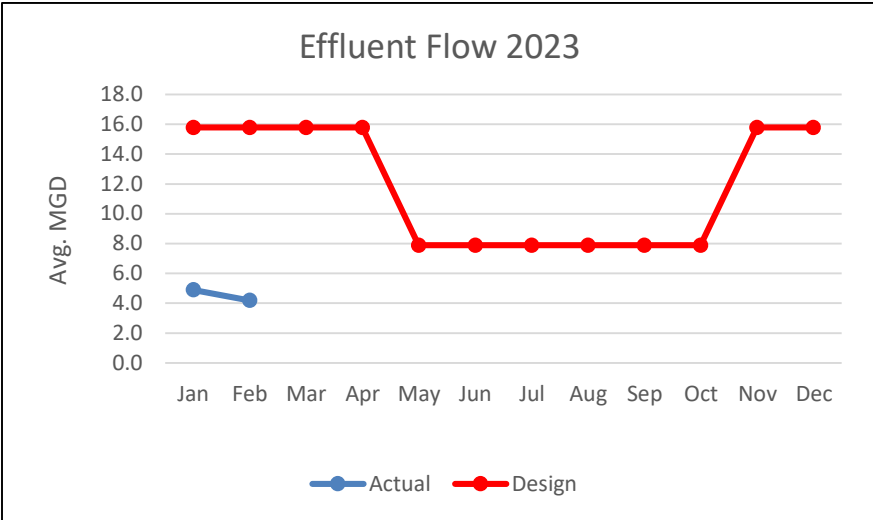
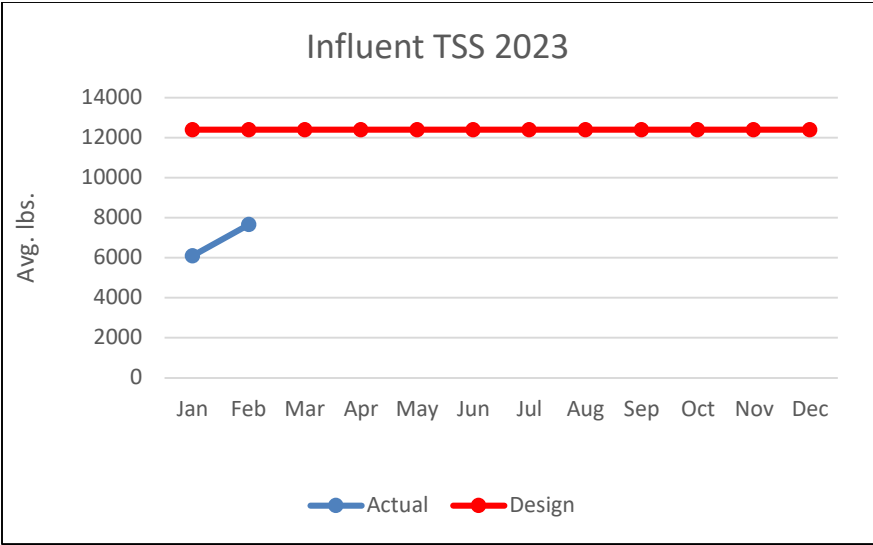
## UPCOMING EVENTS

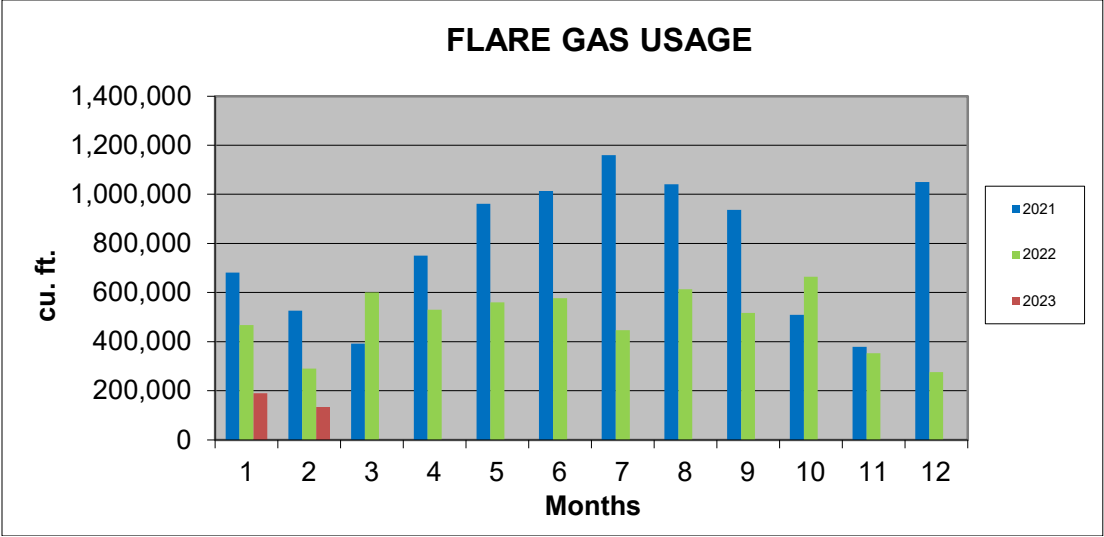
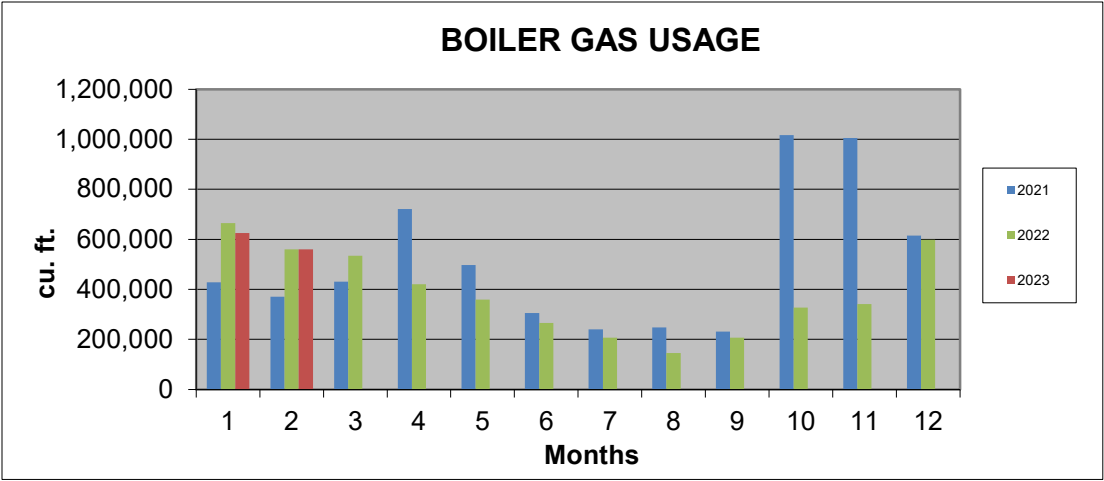
- UCC Explore event: Why consider a career in wastewater?
- Homeschool group plant tour: Wastewater chemistry
- Anammox Cleaning
- Stormwater Permit Termination
- Measuring the sludge blanket in the NTS pond

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









## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD</b> /BOD	Plnt Inf Average lbs/day TSS
Mar-22	4.36	7897	5993
Apr-22	4.98	7584	6709
May-22	4.15	5960	6118
Jun-22	4.06	5792	5231
Jul-22	3.00	5198	5086
Aug-22	2.88	5135	4865
Sep-22	2.86	5128	4788
Oct-22	2.74	4866	4494
Nov-22	3.75	5840	4940
Dec-22	5.18	7962	7029
Jan-23	4.94	7143	6094
Feb-23	4.24	7956	7654

SUM	47.14	76461	69001
AVE	3.93	6372	5750
MAX	5.18	7962	7654
MIN	2.74	4866	4494

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

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	92,175.45
Total of Regular Checks & ACH Transactions	<u>230,002.72</u>

Total Expenditures (not including Payroll)	<u>322,178.17</u>
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Payroll:

Net Payroll - February 28, 2023	65,370.61
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All Checks & ACH Transactions since the Board Meeting of February 8, 2023	<u>387,548.78</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 3/3/2023 1:24 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032583101ALe	ASIFlex FSA Fees-January	02/10/2023	41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
ACH	02669	PERS Deposit	02/10/2023	
	JAN 23 PR	PR Batch 00001.01.2023 PERS Pick-Up	PR Batch 00001.01.2023 PER	1,300.87
	JAN 23 PR	PR Batch 00001.01.2023 OPSRP-Not W/Held	PR Batch 00001.01.2023 OPS	8,448.93
	JAN 23 PR	PR Batch 00001.01.2023 PERS - Not W/Held	PR Batch 00001.01.2023 PER	11,551.14
	JAN 23 PRJAN 23	PR Batch 00001.01.2023 PERS W/Held	PR Batch 00001.01.2023 PER	4,780.30
Total for this ACH Check for Vendor 02669:				26,081.24
Total for 2/10/2023:				26,122.49
ACH	ASIFLEX Feb 23 PR	ASIFlex PR Batch 00001.02.2023 Flexible Spending Acco	02/28/2023 PR Batch 00001.02.2023 Flex	1,099.84
Total for this ACH Check for Vendor ASIFLEX:				1,099.84
ACH	DNB	Internal Revenue Service	02/28/2023	
	FEB 23 PR	PR Batch 00001.02.2023 Medicare - Employee	PR Batch 00001.02.2023 Med	1,405.08
	FEB 23 PR	PR Batch 00001.02.2023 Medicare - Employer	PR Batch 00001.02.2023 Med	1,405.08
	FEB 23 PR	PR Batch 00001.02.2023 Federal Income Tax	PR Batch 00001.02.2023 Fed	7,817.46
	FEB 23 PR	PR Batch 00001.02.2023 FICA - Employee	PR Batch 00001.02.2023 FIC.	6,008.00
	FEB 23 PR	PR Batch 00001.02.2023 FICA - Employer	PR Batch 00001.02.2023 FIC.	6,008.00
Total for this ACH Check for Vendor DNB:				22,643.62
ACH	OR-Rev FEB 23 PR	Oregon Dept. of Revenue PR Batch 00001.02.2023 Oregon W/Held	02/28/2023 PR Batch 00001.02.2023 Ore	5,930.92
Total for this ACH Check for Vendor OR-Rev:				5,930.92
ACH	PEBSCO FEB 23 PR FEB 23 PR	Nationwide Retirement Solutions PR Batch 00001.02.2023 Roth Contribution PR Batch 00001.02.2023 Nationwide-Deferred C	02/28/2023 PR Batch 00001.02.2023 Rotl PR Batch 00001.02.2023 Nati	200.00 3,950.00
Total for this ACH Check for Vendor PEBSCO:				4,150.00
ACH	CENTURY FEB 2023 FX/AL FEB 2023 Gate	CenturyLink Analog phone line for fax and fire alarm Analog phone line for NTS gate	02/28/2023	142.98 63.13
Total for this ACH Check for Vendor CENTURY:				206.11
51293	CIS INS FEB 23 PR FEB 23 PR FEB 23 PR	CIS Trust PR Batch 00001.02.2023 Accident Insurance PR Batch 00001.02.2023 CCIS Insurance AD&I PR Batch 00001.02.2023 Critical Illness Insuran	02/28/2023 PR Batch 00001.02.2023 Acc PR Batch 00001.02.2023 CCI PR Batch 00001.02.2023 Criti	163.49 15.44 113.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	FEB 23 PR	PR Batch 00001.02.2023 Dental & Vision	PR Batch 00001.02.2023 Den	2,237.64
	FEB 23 PR	PR Batch 00001.02.2023 Voluntary Dependent L	PR Batch 00001.02.2023 Volt	26.60
	FEB 23 PR	PR Batch 00001.02.2023 Hospital Indemnity	PR Batch 00001.02.2023 Hos	144.90
	FEB 23 PR	PR Batch 00001.02.2023 Identity Protection	PR Batch 00001.02.2023 Iden	81.75
	FEB 23 PR	PR Batch 00001.02.2023 Voluntary Life Insuran	PR Batch 00001.02.2023 Volu	401.68
	FEB 23 PR	PR Batch 00001.02.2023 Life Insurance - er	PR Batch 00001.02.2023 Life	96.65
	FEB 23 PR	PR Batch 00001.02.2023 Life Insurance - Spous	PR Batch 00001.02.2023 Life	186.10
	FEB 23 PR	PR Batch 00001.02.2023 CCIS Insurance Long-	PR Batch 00001.02.2023 CCI	150.66
	FEB 23 PR	PR Batch 00001.02.2023 Medical Ins w/RX	PR Batch 00001.02.2023 Med	24,175.79
	FEB 23 PR	PR Batch 00001.02.2023 Short-Term Disability	PR Batch 00001.02.2023 Sho	134.08
	FEB 23 PR	PR Batch 00001.02.2023 Trauma	PR Batch 00001.02.2023 Trau	95.00
Total for Check Number 51293:				28,023.08
51294	USPS Feb 2023	US Postal Service Postage to mail utility bills	02/28/2023	3,397.86
Total for Check Number 51294:				3,397.86
51295	VERIZON Feb 2023	Verizon Wireless Monthly mobile telephone services	02/28/2023	601.53
Total for Check Number 51295:				601.53
Total for 2/28/2023:				66,052.96
Report Total (10 checks):				92,175.45

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 3/3/2023 1:29 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	03/08/2023	
	3217489511	Desk chair for Greg		182.74
	3221392581	Ink ribbon for 10-keys		29.37
	3224160711	Mechanical pencils for engineering dept		27.96
	51980	Laptop case		39.99
Total for this ACH Check for Vendor STAPLES:				280.06
51296	WP FEB 23	Avista Utilities Natural Gas Usage-Admin Bldg	03/08/2023	453.09
Total for Check Number 51296:				453.09
51297	BANNERMC	BANNER BANK	03/08/2023	
	AA 01312023	Harney Teas - Misc teas for office		89.73
	BK 013123	Lowes		25.34
	BK 013123b	Good Guys Garage-'18 Ford Edge Oil change		78.10
	BK 020723	Home Depot-Trash can/supplies for front office		118.73
	BK 022123	Abbys-UBOS Lunch-Crew & Engineering		149.49
	CM 021023	Owls Nest-SDAO meal Christine		36.17
	CM 021223	Chevron-Gas for SDAO Conf		39.26
	CM 021223	Sunriver-Lodging SDAO Conference-Christine		305.45
	CM 022623	Rivertide Suites-Lodging OGFOA conf-Christine		671.64
	DEV 020123	UEI Water program-Online Course - Devin F		146.00
	DF 020323	Techsmith-5 users "SnagIt" software		42.40
	GO 020723	Handyman Hardware-Shelf clips		3.25
	GO 020923	Bagel Tree-Staff mtg		37.80
	GO 022723	Lynx Group-2 OR Standard specs books for cons		100.69
	HW 020123	Amazon-Kitchen supplies		27.99
	HW 020223	Do Co - Record Lien		110.69
	HW 020823	Safeway-Board mtg snacks		10.83
	JB 020923	Marcellos-SDAO Conf Meal-CM,Jim, Steve		106.75
	JB 020923b	Laser Studio-Door prize for SDAO Conf		10.00
	JB 020923c	Jackson Street Provisions-Door Prize SDAO Con		53.00
	JB 020923d	Sherms-Door Prize SDAO Conf		45.19
	JB 020923e	Sunriver-SDAO Lodging (Jim)		528.55
	JB 021023	Blondies-Dinner, SDAO Conf (Jim)		14.34
	KB 020923	Cal Sac Water Programs-Study Book		25.00
	NS 020123	OWPSACSTATE-Study Course-Nick S		152.00
	RC 020223	Service Ctr-Lock for backhoe fuel tank		21.00
	RC 022423	Good Guys Garage-'19 F450 oil/filter change		89.86
	RC 022423	Good Guys Garage-'21 Ford Ranger oil/filter cha		83.42
	RK 021023	Sun River-Rm for Leadership training-APWAS		778.97
	SL 020123	Lil Caesars-Lunch for mtg		34.48
	SL 020323	Home Depot-BBQ grill		674.10
	SL 020823	Bi-Mart - Work pants SL		43.98
	SL 021223	Sunriver-SDAO Lodging		305.45
	SL 022123	West Coast Metal Bldgs-Carport for Wilbur 2 Ge		1,019.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51297:				5,979.35
51298	BHEC CL13715-IN CL14079-IN	Bassett-Hyland Energy Company Fuel usage 2/1 - 2/15 Fuel usage 2/16 - 2/28	03/08/2023	786.02 500.00
Total for Check Number 51298:				1,286.02
51299	DRAUTO 066602 067777	D & R Auto & Truck Supply Corp Filter and broom handle Screw to repair canopy on Ranger	03/08/2023	28.48 0.66
Total for Check Number 51299:				29.14
51300	DFN March 23 March 23 March 23 March 23 March 23 March 23 March 23 March 23 March 23 March 23 March 23 March 23 March 23	Douglas Fast Net Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-Wilbur 2 PS Internet Services-Wilbur 1 PS Internet Services-Admin Internet Services-NTS Internet Services-Winchester P Admin Hosting Phones/Security Cams Internet Services-Bourbon St Internet Services-Loma Vista P Internet Services-Highland PS	03/08/2023 Service: 106289 Service: 105793 Service: 105794 Service: 105796 Service: 14806 Service: 145049 Service: 105795  Service: 141784 Service: 205697 Service: 205950 Service: 105797	76.84 73.84 73.84 73.84 218.99 73.58 73.84 10.55 101.04 100.21 104.21 76.84
Total for Check Number 51300:				1,057.62
51301	EJIW 110230010059	EJ USA Inc. MH Frames and Covers	03/08/2023	4,047.40
Total for Check Number 51301:				4,047.40
51302	GENEQ 83299	General Equipment Company 3/4" Nozzle for flusher	03/08/2023	684.31
Total for Check Number 51302:				684.31
51303	GRAPHDIM 4280	Graphic Dimensions, Inc. Cut utility bills to mailing size	03/08/2023	37.30
Total for Check Number 51303:				37.30
51304	IE-ENG 60912 60913 61064 61065	i.e. Engineering, Inc. Chadwick & Atlanta Sewer Imp-Proj Mgmt Engineering for Watermain and Hydrant at WW1 Chadwick and Atlanta Sewer Improvement print Engineering for Watermain and Hydrant at WW1	03/08/2023	945.00 3,800.00 60.00 75.00
Total for Check Number 51304:				4,880.00
51305	Jacobs 351289-066	Jacobs Engineering Group Inc Professional services per agreement	03/08/2023	133,435.58
Total for Check Number 51305:				133,435.58
51306	JNB 1730	JNB Solutions Move Cabinets in admin office	03/08/2023	2,000.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51306:				2,000.00
51307	Leeway 763 780 800	Leeway Engineering Solutions, LLC Eng services-No Deer Cr CIPP Project-Dec Eng services-No Deer Cr CIPP Proj-January Eng services-North Deer Cr CIPP Project	03/08/2023	26,033.50 32,290.00 4,276.00
Total for Check Number 51307:				62,599.50
51308	LOWES 03311 05138 98921	Lowes 300' Tape, crew supplies Wall plate and accessories for office remodel Tank sprayer	03/08/2023	47.45 12.27 28.73
Total for Check Number 51308:				88.45
51309	MSTRCR 14798-J	MasterCare Cleaning Co Inc Janitorial Services-February	03/08/2023	390.00
Total for Check Number 51309:				390.00
51310	LGL 13369	Northwest Local Government Legal Advise Legal advice - elec sigs and board vacancy	03/08/2023	220.00
Total for Check Number 51310:				220.00
51311	1CALL 3021083	One Call Concepts, Inc. Locate Tickets - February	03/08/2023	228.20
Total for Check Number 51311:				228.20
51312	OR-LIN 904394 909977	Oregon Linen, Inc. Laundry and mat service Laundry and mat service	03/08/2023	65.51 32.94
Total for Check Number 51312:				98.45
51313	OHDDoor 120696	Overhead Door Co. of Roseburg Repair safety switch on bay doors	03/08/2023	622.00
Total for Check Number 51313:				622.00
51314	PAPEKEN 5701357	Pape Kenworth Coolant level sensor repair - Camel	03/08/2023	794.45
Total for Check Number 51314:				794.45
51315	PLATT2 3R33641	Platt Electric Supply Networking supplies for office remodel	03/08/2023	394.16
Total for Check Number 51315:				394.16
51316	Premium 25445	Premium Landscape, Inc. Landscaping services-February	03/08/2023	225.00
Total for Check Number 51316:				225.00
51317	RITZ 6439713	Ritz Safety Calibration gas	03/08/2023	286.67
Total for Check Number 51317:				286.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51318	SODIESEL 3747	Southern Oregon Diesel Repair 5 yd dump	03/08/2023	541.44
Total for Check Number 51318:				541.44
51319	SHRED-IT 8003361321	Stericycle, Inc. Monthly shredding services	03/08/2023	87.59
Total for Check Number 51319:				87.59
51320	DYER 29695	The Dyer Partnership Engineers & Planners Deer Creek Siphon Improvement	03/08/2023	6,467.50
Total for Check Number 51320:				6,467.50
51321	EDURED1 R38204	Mark E Thompson Jr EDU reduction for R38204 - 209-211 NE Peggy	03/08/2023	10.00
Total for Check Number 51321:				10.00
51322	WilsonA 23011-01	Wilson Architecture Design for new roof at RUSA Office Building ar	03/08/2023	2,779.44
Total for Check Number 51322:				2,779.44
Total for 3/8/2023:				230,002.72
Report Total (28 checks):				230,002.72