



**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 August 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)

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# Agenda

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- 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





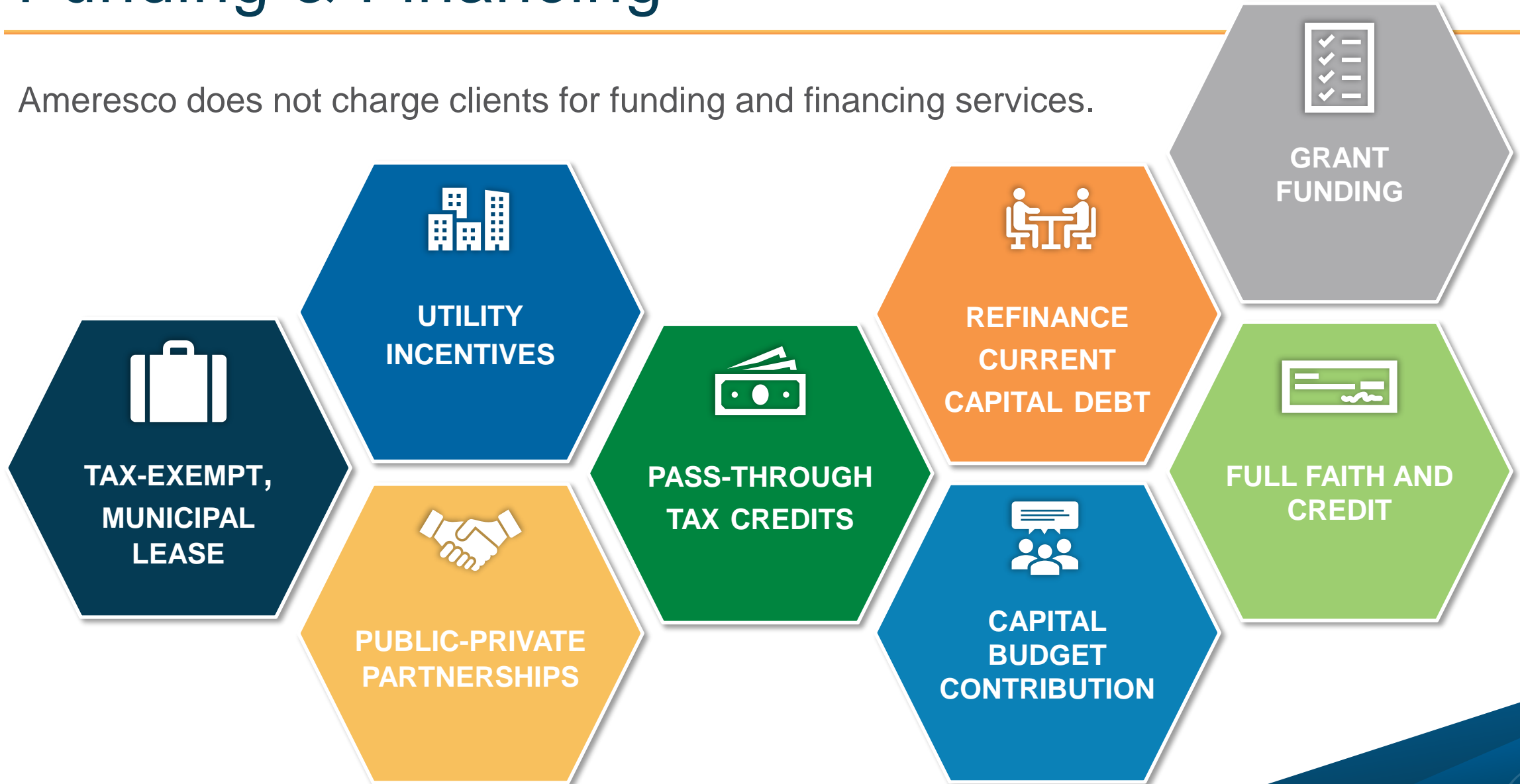


# State Support & Funding



# 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

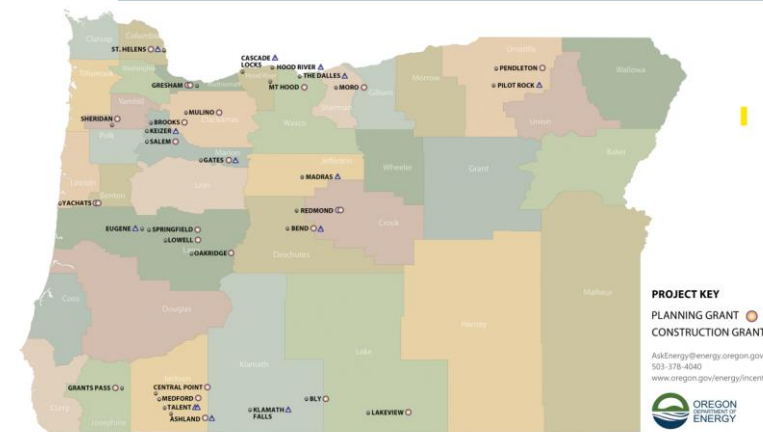
### Number of Applications by Applicant

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





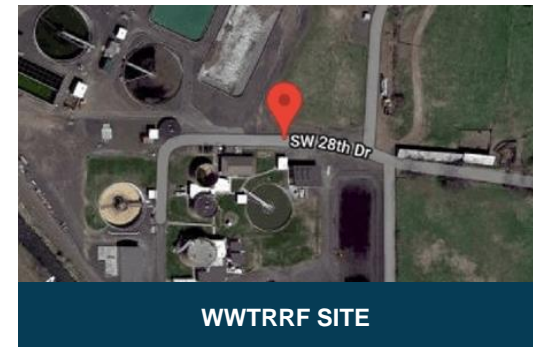
# Examples in Action



# 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.



# 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**

	<b>Budget FYE 22-23</b>	<b>Current Year To Date</b>	<b>Prior Year To Date</b>	<b>(OVER) Under Budget</b>	<b>YTD Total as a Percent of Budget</b>
<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 <i>(if any)</i>	\$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
<b>Total Monthly Cost</b>	<b>\$6,382.69</b>
<i>Cost per transaction</i>	<i>\$1.81</i>

## 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