



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

REGULAR MONTHLY BOARD MEETING
January 15, 2025

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
Agenda January 15, 2025 Board Meeting	1
Minutes – December 11, 2024 Board Meeting	2-12
General Managers Report	13-27
New Developments and Projects	28
Staff Reports – December, 2024	29
Jacobs Plant Operations Report	30-33
Financial Reports	
• Cash Disbursement Recap	34
• Accounts Payable Detail	35-43

ROSEBURG URBAN SANITARY AUTHORITY AGENDA – January 15th, 2025

Board Room, Administrative Offices

1297 NE Grandview Dr., Roseburg, Oregon 97470

[Public Online Access](#)

AGENDA – 4:00 pm Regular Meeting

1. Call to Order – Chair Dunn
2. Roll Call

John Dunn

David Campos

Tom Dole

Rob Lieberman

Kelsey Wood

3. Consider Minutes
 - a. December 11th, Regular Board Meeting
4. Audience Participation – In-Person / via Zoom®
5. General Managers Report
 - a. Ameresco – Energy Service Company
 - i. Projects Update
 - b. Deer Creek Siphon Improvements – Project No. 23001
 - i. Project Update
 - c. Umpqua St. Improvements – Project No. 24001
 - i. Project Update
 - d. Stephen St. Improvements – Project No. 24003
 - i. Project Update
 - e. Storage Building – Project No. 24005
 - i. Project Update
 - f. Bisulfite Building Scada Improvements – Project No. 24006
 - i. Project Update
 - g. Budget Recommendations
6. New Developments
7. Staff Report
8. Plant Operations Report – Jacobs
9. Accounts Payable
10. Executive Session ORS 192.660(2)(i)
11. Other Business
12. Adjourn

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 accommodation.

**ROSEBURG URBAN SANITARY AUTHORITY
BOARD MEETING OF THE BOARD OF DIRECTORS
MINUTES**

David Campos, called the regular monthly Board Meeting to order at 4:00 p.m. on December 11, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner & Jacobs
Operations Supervisor Randy Turner

Consideration of the November 13, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the November 13, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.

Tom Dole seconded the motion.

David Campos requested “Roll Call” for the motion to approve the November 13, 2024 Board Meeting Minutes.

Vote By Roll Call

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

Ameresco - Energy Service Company

Ameresco and staff are working to complete the required supporting documentation for Oregon Department of Energy Community Renewable Energy Grant Program. We are also working to provide the Oregon Department of Environmental Quality Clean Water State Revolving fund loan program required documentation.

RUSA's Floating Solar at the Natural Treatment System Storage Pond has been included in the Oregon Clean Water State Revolving Fund proposed Intended Use Plant 2025 Third Edition.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl Paving & Excavation, is working on punch list items. There is not a pay request this month.

Umpqua Street Improvements - Project, No. 24001

The Contractor, Northcore, is working on punch list items. There is not a pay request this month.

Stephens St. Improvements - Project, No. 24003

The Contractor (Cradar Enterprises Inc.) has not started the construction yet.

Storage Building - Project No. 24005

The Contractor, H3, has submitted payment request No. 5. The work completed this period is valued at \$106,101, with \$5,305 in retainage for a payment request of \$100,796. The project Engineer, Tom Rogers with Rogers Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 5 in the amount of \$100,796.

Tom Dole made a motion to approve payment request No. 5 in the amount of \$100,796. John Dunn seconded the motion.

Vote By Roll Call

David Campos requested "Roll Call" for the motion to approve payment request No. 5 in the amount of \$100,796.

John Dunn	Yes
Rob Lieberman	
Tom Dole	Yes
Kelsey Wood	
David Campos	Yes
The motion was passed with a 3/0 vote	

Bisulfite Building SCADA Improvements - Project No. 24006

The Contractor, Sims Electric, is working on punch list items. There is not a pay request this month.

Monitoring and Reporting Out-of-Scope / Additional Services – Jacobs

Jacobs is gathering the data to provide the NTS Monitoring Report and Farm Operation Plan. The deadline from the DEQ for the report and plan is February 28, 2025.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during November. The total Effluent flow was 182.05 million gallons.

Accounts Payable

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

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

Tom Dole seconded the motion.

Vote By Roll Call

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

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

The motion was passed with a 4/0 vote

Other Business

Christine Morris presented the Budget to Actual Report. The Board had a question regarding one line item. Staff will have the January Board Packet prepared by January 6th rather than the 2nd.

Attached Additional Items Presented

Budget to Actual Report
Accounts Payable Addendum
RUSA 2024 Year Review

Respectfully submitted,



Harmony Williams
Office Assistant II

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2024

	Budget FYE 24-25	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>GENERAL FUND</u>					
EXPENDITURES					
Administration & Engineering					
Personal Services	987,320	234,778	225,358	752,542	23.78%
Materials & Services	583,500	113,543	163,977	469,957	19.46%
Capital Outlay	398,500	16,327	67,409	382,173	4.10%
Treatment					
Materials & Services	2,911,000	758,721	554,549	2,152,279	26.06%
Capital Outlay	42,000	9,458	6,517	32,542	22.52%
Collection					
Personal Services	998,370	229,696	194,285	768,674	23.01%
Materials & Services	214,200	33,722	32,629	180,478	15.74%
Capital Outlay	1,705,000	405,181	7,038	1,299,819	23.76%
Finance					
Personal Services	575,415	127,344	120,102	448,071	22.13%
Materials & Services	301,900	34,573	55,357	267,327	11.45%
Capital Outlay	15,000	0	15,750	15,000	0.00%
Transfers	1,495,000	0	0	1,495,000	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	6,607,745	0	0	6,607,745	0.00%
Total Budget	<u>17,384,950</u>	<u>1,963,343</u>	<u>1,442,972</u>	<u>15,421,607</u>	<u>11.29%</u>

RESOURCES					
Sewer Service Fees	9,796,000	3,041,105	2,112,975	6,754,895	31.04%
Miscellaneous Income	272,950	19,754	31,815	253,196	7.24%
Penalties	145,000	26,844	32,421	118,156	18.51%
Interest Income	225,000	17	59,719	224,983	0.01%
	<u>10,438,950</u>	<u>3,087,720</u>	<u>2,236,931</u>	<u>7,351,230</u>	<u>29.58%</u>
Beginning Fund Balance	<u>6,946,000</u>				
Total Budget	<u>17,384,950</u>				

COLLECTION SYSTEM EXPANSION

EXPENDITURES					
Construction Projects	1,527,000	0	0	1,527,000	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>1,527,000</u>	<u>0</u>	<u>0</u>	<u>1,527,000</u>	<u>0.00%</u>
RESOURCES					
Interest Income	54,100	0	11,156	54,100	0.00%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	154,000	38,379	50,440	115,621	24.92%
	<u>208,100</u>	<u>38,379</u>	<u>61,596</u>	<u>169,721</u>	<u>18.44%</u>
Beginning Fund Balance	<u>1,318,900</u>				
Total Budget	<u>1,527,000</u>				

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2024

	Budget FYE 24-25	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>INFRASTRUCTURE REPLACEMENT RESERVE FUND</u>					
EXPENDITURES					
Construction Projects	2,000,000	841,610	76,417	1,158,390	42.08%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	2,000,000	841,610	76,417	1,158,390	42.08%
RESOURCES					
Interest Income	30,000	0	30,087	30,000	0.00%
Transfers from Other Funds	1,495,000	0	0	1,495,000	0.00%
Sewer Service Fees	0	0	67,480	0	0.00%
	1,525,000	0	97,567	1,525,000	0.00%
Beginning Fund Balance	475,000				
Total Budget	2,000,000				
<u>TREATMENT PLANT EXPANSION</u>					
EXPENDITURES					
Construction Projects	928,400	0	0	928,400	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	928,400	0	0	928,400	0.00%
RESOURCES					
Interest Income	32,400	0	7,163	32,400	0.00%
System Development Charges	81,000	20,197	26,543	60,803	24.93%
	113,400	20,197	33,706	93,203	17.81%
Beginning Fund Balance	815,000				
Total Budget	928,400				
<u>PLANT EQUIPMENT REPLACEMENT</u>					
EXPENDITURES					
Misc Plant Equipment Projects	1,543,800	152,042	61,387	1,391,758	9.85%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,543,800	152,042	61,387	1,391,758	9.85%
RESOURCES					
Interest Income	52,800	0	16,332	52,800	0.00%
	52,800	0	16,332	52,800	0.00%
Beginning Fund Balance	1,491,000				
Total Budget	1,543,800				

ROSEBURG URBAN SANITARY AUTHORITY
as of September 30, 2024

	Budget FYE 24-25	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>ASSET ACQUISITION & REPLACEMENT FUND</u>					
EXPENDITURES					
Transfers to Other Funds	6,823,012	0	0	6,823,012	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>6,823,012</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.00%</u>

RESOURCES					
Sewer Service Fees	0	0	269,918	0	0.00%
Interest Income	100,500	0	37,498	100,500	0.00%
Transfer From General Fund	0	0	0	0	0.00%
	<u>100,500</u>	<u>0</u>	<u>307,416</u>	<u>100,500</u>	<u>0.00%</u>
Beginning Fund Balance	6,722,512				
Total Budget	<u>6,823,012</u>				

CAPITAL PROJECTS FUND

EXPENDITURES					
Capital Outlay					
Construction Projects	6,823,012	0	0	6,823,012	0.00%
Debt Service					
Interest Expense	102,300	0	0	102,300	0.00%
Principle Payments on Loan(s)	6,823,012	0	0	6,823,012	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>13,748,324</u>	<u>0</u>	<u>0</u>	<u>13,748,324</u>	<u>0.00%</u>

RESOURCES					
Grants and Loans	6,823,012	0	0	6,823,012	0.00%
Interest Income	102,300	0	0	102,300	0.00%
Transfer From General Fund	6,823,012	0	0	6,823,012	0.00%
	<u>13,748,324</u>	<u>0</u>	<u>0</u>	<u>13,748,324</u>	<u>0.00%</u>
Beginning Fund Balance	0				
Total Budget	<u>13,748,324</u>				

**ADDENDUM TO BOARD PACKET
DECEMBER 11, 2024**

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
Printed: 12/11/2024 1:57 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52502	Chytka 168741	Chytka Pest Control LLC Monthly pest control services - December	12/11/2024	40.00
Total for Check Number 52502:				40.00
52503	WATER INV22809	City of Roseburg Bulk water permit & use for November	12/11/2024	78.16
Total for Check Number 52503:				78.16
52504	EJIW 110240091114	EJ USA Inc. Manhole Lids	12/11/2024	2,017.95
Total for Check Number 52504:				2,017.95
52505	Isler 239283	Isler CPA, LLC Progress billing for financial statement audit FY1	12/11/2024	7,000.00
Total for Check Number 52505:				7,000.00
52506	NUPlumb 1928	North Umpqua Plumbing Water line repair at Winchester pump station	12/11/2024	438.18
Total for Check Number 52506:				438.18
52507	SUNRISE INV0042982 INV0043000	Sunrise Enterprises, Inc Monthly landscape services - November Monthly janitorial services - November	12/11/2024	230.00 595.00
Total for Check Number 52507:				825.00
52508	WestJo 2060688	West Yost & Associates, Inc Ump Basin Temperature TMDL Support Req #1	12/11/2024	4,040.72
Total for Check Number 52508:				4,040.72
52509	WilsonA 23011-09	Wilson Architecture Eng for new roof at RUSA Office Building and C	12/11/2024	2,215.28
Total for Check Number 52509:				2,215.28
Total for 12/11/2024:				16,655.29
Report Total (8 checks):				16,655.29



ROSEBURG URBAN SANITARY AUTHORITY

ROSEBURG, OR • FOUNDED 1983

As we look forward to 2025 and the new challenges that will face us, I thought we should take a minute and celebrate our accomplishments. This is only the highlights of the last year there are many things that will not be reflected here that our staff do every day to provide our organization and customers with the highest level of service and help provide a safe, healthy and vibrant community.

Administration

Successful application and award of several grants:

- Cedric-Hayden American Rural Infrastructure Special Districts Grant
 - \$200,000 grant toward the construction of the new Equipment Storage and remote collections department staging building.
- Oregon Department of Energy Community Renewable Energy Grant
 - \$870,870 grant for the construction of the Administrative Office 40 kW Solar Array
 - \$ 1 million toward the construction of the WWTP 900 kW Solar Array
 - \$ 1 million toward the construction of the Natural Treatment System 400 kW Solar Array

Successful application and inclusion in the Oregon Clean Water State Revolving Fund Intended Use Plan for two projects:

- Water Reclamation Facility 900 kW Solar Array
- Natural Treatment System 400 kW Solar Array

Both projects qualify for the loan forgiveness program to receive up to 50% forgiveness of the total loan.

City of Roseburg Urban Growth Swap:

- RUSA staff have worked with the City of Roseburg Community Development Department for nearly six years to remove approximately 290 acres of difficult to develop land and swapping them with 220 acres of land that is not as topographically challenging to the Urban Growth Boundary. The City and County have passed the UGB amendment and are waiting for State approval.

RUSA Staffing:

- In a very competitive workforce environment, we have achieved full staffing in all our departments. We are only as good as the quality of our collective staff, and I am very proud of the staff we have been able to attract and retain.

Compliance with RUSA private discharge Ordinances:

- Worked with Douglas County to install an in-channel sewage grinder to reduce the size of the harmful rubbish that is introduced into the sewer from the jail system.

Collections

Staffing:

- Fully staffed.
- All collection personnel have obtained at least a Grade I Wastewater Collection System Operator
- Several staff are working to attain the next level of certification
 - Three staff members hold a Grade IV Wastewater Collection System Operator
 - One staff member holds a Grade II Wastewater Collection System Operator
 - Three staff members hold a Grade I Wastewater Collection System Operator

Completed In-House Projects:

- WRF Retaining Wall (Site improvement for solar project)
- Installation of main line extension and building sewer for Storage Building
- Demolition of house and outbuildings at the Natural Treatment System

Pre-Design Services:

- Locate building services by use of side-launch CCTV
 - Umpqua St. Improvements
 - Harvard/Maple St. Improvements

Engineering

Completed projects:

- Jackson St. Siphon Improvement Phase I (Deer Creek)
- Cogen Feasibility Study
- Thickening System Study
- Deer Creek Trunk Rehabilitation
- Umpqua St. Improvements
- WRF Retaining Wall (Site improvement for solar project)
- Storage Building
- Bisulfite Building SCADA
- Roofing Administration Building
- Manhole Rehabilitation (annual I&I reduction project)

Projects under construction:

- Stephens St. Improvements

Projects in planning or design:

- Harvard/Maple St. Improvements
- WWTP Solar Project
- Administrative Office Solar Project

- Natural Treatment System Solar Project
- Jackson St. Siphon Improvement Phase II (Deer Creek)
- Thickening System - WRF

Finance

Software upgrades, customer portal and more:

- Accounting software was upgraded to the cloud to provide safe storage and ease of accessibility to authorized staff.
- As part of an upgrade, we moved away from the customization of the utility billing process and reports in Springbrook. The result is a more standardized way of billing that utilizes the software more effectively and Springbrook can provide better support when necessary.
- Standardizing electronic records retention and storage; Implementing the State's Oregon Records Management Solution (ORMS).
- Moved all Utility Billing files electronically to ORMS.
- Implemented Bank Remote Deposit – the scanning of checks to the bank for deposit, eliminating banking deposit errors. More importantly this moved the scanning of customer checks (customer banking information) from RUSA server to the bank's server.
- Implemented a new customer payment portal that records transactions in real time to the customers utility billing accounts. Allows customers the flexibility to choose electronic statements, receive reminders, set up automatic payments or pay by text message.
- Implemented a new credit card system that integrates with the new customer payment portal.
- Implemented outsourcing of customer bills, resulting in reduction of postage charges, printing charges and staff time.
- Implemented bar coding on utility bills for scanning customer information for processing of check payments and counter payments.
- Moved around job responsibilities amongst finance staff to function more efficiently with new processes and to create more opportunities for cross training of job functions.
- Assigned an Accessibility Coordinator who is responsible for ADA accessible website posting. Coordinator has started training and some implementation of web page document changes. RUSA's website and other external communications will be required to be fully Accessible by 2027.

Information Technology

Upgrade Cyber Security:

- Carezian cybersecurity assessment
- New partnership with Arctic Wolf for monitoring our network, workstations, and Microsoft 365 suite with human oversight 24x7x365.
- 56 TB of immutable storage for our backups. Data can't be edited, deleted, or overwritten even by system administrator until set time period has elapsed for ransomware protection (currently trying 45 days). This will be moved to the new storage building at the treatment plant as soon as the building is completed for true offsite backup. Also still maintaining a shorter time period with Wasabi in the cloud.

- Installed and configured new switches, wireless access points, and firewall.
- Further segmented our network (big deal for our insurance carrier) making it more difficult for our attackers to move laterally through it.
- On going work with Techmanagement to provide penetration testing and backup systems
- On going staff training on cybersecurity

Building Security:

- Installation and commissioning of cameras and sensors to provide monitored upgraded building security

GENERAL MANAGERS REPORT

Date: 1/9/2025
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Ameresco - Energy Service Company

The project team has been working with the DEQ, project team for the Clean Water State Revolving Fund to complete necessary additional information to complete the loan application. We are utilizing an ESCO (Ameresco) to fulfill these projects as approved by OAR 137-049-0680, ORS 279C.335 and several other state statutes. The DEQ has not used this alternative contracting method, and they are working to get approval to allow us to utilize this method of contracting.

We are in receipt of the Oregon Department of Energy Community Renewable Energy Grant (CREP) performance agreements. We have been selected for three grants No. 24-096 -Administration Building solar with battery storage; No. 24-101 Natural Treatment System floating solar and No. 24-102 Wastewater Treatment Facility solar. Ameresco and staff would recommend that the Board approve entering into these agreements.

To keep the projects on schedule, we would like to proceed with the design for the WWTP solar array at a cost of approximately \$45,000. This will refine the cost estimate and help us meet the CREP maximum 12 month start date requirement.

Deer Creek Siphon Improvements - Project No. 23001

The Contractor, Black Pearl Paving & Excavation, has completed the work included in the contract. The contractor has submitted pay request No. 3 with an amount due for work completed this period of \$61,560. The total retainage for the project is \$12,125.15. The total request is \$73,685.15 for the work completed and release of retainage.

The project engineer, Tyler Molatore with the Dyer Partnership, and staff have reviewed pay request No. 3 and recommend that the Board approve the final payment and release of retainage of \$73,685.15.

Umpqua Street Improvements - Project, No. 24001

The Contractor, Northcore, is working on punch list items. There is not a pay request this month.

Stephens St. Improvements - Project, No. 24003

The Contractor (Cradar Enterprises Inc.) has installed approximately 400 feet of pipe and a manhole at Mosher and Stephens.

Storage Building - Project No. 24005

The Contractor, H3, has submitted payment request No. 6. The work completed this period is valued at \$104,398, with \$5,248 in retainage for a payment request of \$99,150. The project Engineer, Tom Rogers with Rogers Engineering, and staff have reviewed the request and recommend that the Board approve payment request No. 6 in the amount of \$99,150.

Bisulfite Building SCADA Improvements - Project No. 24006

The Contractor, Sims Electric, is working on punch list items. There is not a pay request this month

Budget Recommendations

Rate increase – Although the rate study recommends an annual increase of \$10.00 per year to meet the projected \$80.00 per EDU, I feel that our customers are experiencing rate fatigue and would recommend that for the 2025- 2026 FY we raise rates \$2.00 per EDU. This would keep us moving in a positive direction and not lose any of the gain we have been able to achieve. This would be a 4% rate increase with an inflationary rate of 2.4%.

To ensure completion of all tasks the Engineering Department must complete when the construction session is in full swing, it has been determined that the current staffing level in the Engineering Department is understaffed with the size and number of projects.

We have looked at the option of contracting with an outside firm to provide project inspection services. We utilized Western Testing for the Umpqua Street project to establish some idea of the cost for this service. We estimate that contracting with an outside firm to provide inspection services for six months would be approximately \$127,000.

The cost including salary and benefits to add an additional Engineering Tech II is \$120,000. I would recommend that we include in the 2025 – 2026 budget year an additional Engineering Technician II in the Engineering Department.



Fact Sheet

Oregon Clean Water State Revolving Fund: Principal Forgiveness

What is Principal Forgiveness?

Principal forgiveness is an additional subsidy that reduces the amount of principal a Clean Water State Revolving Fund borrower is required to pay back on a loan. In order to receive an award of principal forgiveness, a project must be eligible **and** there must be principal forgiveness funds available at the time of loan signing.

What makes a borrower and project eligible for principal forgiveness?

Eligibility is determined by meeting any **one** of the following criteria:

- Affordability: Borrowers who meet the affordability criteria (refer to [Intended Use Plan](#))
- Rate payer hardship: Borrowers with a rate payer hardship or rate reduction program
- Green/sustainability: Projects that:
 - Incorporate environmentally innovative and/or green infrastructure practices
 - Conserve water
 - Conserve energy
 - Stormwater: Projects that address stormwater

See below for where to find more information.

When is eligibility for principal forgiveness determined?

- Eligibility for either a borrower or a project is determined as part of application review and scoring.
- Eligible recipients for principal forgiveness are identified on the Intended Use Plan (IUP).

When is principal forgiveness awarded?

Eligible borrowers must first:

- Meet all loan requirements by successfully completing required loan documents and exhibits; and
- Be ready to sign a loan agreement.

Principal forgiveness amounts are determined and finalized **at loan signing**.

What are the Principal Forgiveness limits?

Borrower:

- The maximum that an eligible borrower can receive **per state fiscal year is \$2,000,000**.
- This **maximum amount of \$2,000,000** applies to that borrower *regardless* of the number of active loans or projects the borrower has with the program.
- Emerging Contaminants awards are not included in this \$2,000,000 limit. *See below*.

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Planning loans:

- Borrowers eligible to receive principal forgiveness may receive subsidization for **up to 100% of the loan but not to exceed \$100,000**.
- Limit of **one 100% forgivable loan per borrower per state fiscal year**.

Design/construction loans:

- Borrowers eligible to receive principal forgiveness for design and/or construction loans may receive **up to 50% of the loan but not to exceed \$2,000,000**, over the **life of the loan**.
- If the design and construction loans for a project are executed separately even if in different fiscal years, the **combined subsidization cannot exceed the \$2,000,000** limit. If the loan is implemented in phases, the combined subsidization cannot exceed the \$2,000,000 limit.

Emerging Contaminants

Bipartisan Infrastructure Law CWSRF funding to address Emerging Contaminants: The Bipartisan Infrastructure Law provides for supplemental federal capitalization funding for CWSRFs to address emerging contaminants under the Clean Water Act. EPA's [BIL Implementation Guidance Memo](#) requires states to provide 100% of the emerging contaminants capitalization grant amount as additional subsidization in the form of principal forgiveness and/or grants.

- Borrowers eligible to receive principal forgiveness for any project eligible under section 603(c) of the CWA that addresses emerging contaminants **may be offered up to 100% principal forgiveness of the emerging contaminants funds**.
- An award of principal forgiveness under emerging contaminants funding may be in addition to principal forgiveness awarded under other criteria and **may exceed the \$2,000,000** limit for a project.
- The amount of emerging contaminants subsidization is based on availability of funds.

How does principal forgiveness benefit the borrower?

Principal forgiveness benefits the borrower **in the following ways:**

- Throughout the active loan period principal forgiveness is applied to each loan disbursement to reduce the amount that is accruing interest.
- Once the project is complete and the borrower is ready to start repayment, the total loan amount (principal) is reduced by the principal forgiveness award amount. This reduced amount is the principal for repayment. Meaning, the amount the borrower has to repay is reduced at the start of the repayment period.

How can I learn more about principal forgiveness?

Additional details and more information are available from the following sources:

- CWSRF [Overview of Principal Forgiveness](#) web page.
- CWSRF [Green Project Resources](#) web page.
- Contacting the Project Officer for your county/ region. Contact information on the CWSRF [Program Contacts](#) web page.

How can I start the loan conversation with CWSRF?

If you have project in mind and are ready to start a conversation with CWSRF, please submit a [Loan Information Request Form](#). Oregon DEQ CWSRF staff will respond to set up the initial conversation with you.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

9700 SW Capitol Hwy Ste 110
Portland, OR 97219
ameresco.com

November 18, 2024

To: Oregon Department of Environmental Quality (DEQ)
From: Ameresco, Portland Office
Subject: Overview of ESCO and ESPC Process: Streamlining Public Sector Energy Efficiency and Generation Projects

Dear Oregon Department of Environmental Quality (DEQ) Clean Water State Revolving Fund (CWSRF) Team,

Ameresco would like to provide this memo to offer further insight into our previous discussion regarding Energy Services Company (ESCO) and Energy Savings Performance Contracting (ESPC) model and benefits. Public entities in Oregon have the ability to select an ESCO under the relevant Oregon Administrative Rules (OAR). This approach not only complies with regulatory requirements, but also streamlines project delivery, ensures best value and guarantees both price and performance outcomes.

Overview of ESCO and ESPC Process

An Energy Services Company (ESCO) provides comprehensive solutions for energy efficiency and renewable energy projects, using the Energy Savings Performance Contracting (ESPC) model. This innovative contracting method enables public entities to achieve measurable energy savings and environmental benefits while ensuring financial predictability and project success.

Under an ESPC, the ESCO:

1. Performs Energy Audits: Identifies and evaluates energy savings and generation opportunities.
2. Designs and Implements Solutions: Delivers tailored efficiency or generation solutions to the client's needs.
3. Provides Price & Performance Guarantees: Commits to achieving specific energy savings, with penalties if performance guarantees are not met.
4. Measurement and Verification: Monitors and verifies energy savings/generation post-installation for a minimum 12-months after the project is completed.

Selection of an ESCO: Justification and Regulatory Basis

Oregon's procurement laws provide a clear framework for selecting an ESCO under the ESPC model. This approach eliminates unnecessary delays and ensures projects are delivered with the highest quality, using best practices in contractor and equipment selection.

Relevant Rules Supporting Direct Selection

1. OAR 137-049-0680 – Energy Savings Performance Contracts (ESPC):
This rule establishes ESPC as a recognized alternative contracting method. Public entities are not required to conduct a public solicitation within ESPC contracting unless their own local rules demand it.
2. ORS 279C.335 – Competitive Bidding Exemption:
ESPCs qualify as an alternative contracting method under this statute, allowing public entities to forego traditional bidding processes when doing so serves the public interest and provides substantial benefits. This statute outlines the general requirement for competitive bidding in public improvement contracts but also specifies conditions under which exemptions are permissible. Notably, it allows for alternative contracting methods, such as Energy Savings Performance Contracts (ESPCs), when they serve the public interest and result in substantial cost savings or other substantial benefits.
3. OAR 137-049-0610 – Alternative Contracting Methods:
ESPCs are highlighted as a flexible, performance-focused alternative to traditional design-bid-build procurement methods, emphasizing flexibility and efficiency in project delivery.
4. OAR 137-049-0210 – Notice and Advertising Requirements; Posting:
While ESPCs are exempt from traditional low price competitive bidding, this rule emphasizes the importance of transparency. It requires public agencies to provide public notice of their intent to enter into an ESPC, ensuring that stakeholders are informed about the procurement process.

This regulatory framework enables public entities to select an ESCO based on qualifications, experience, and ability to deliver guaranteed savings, rather than solely on the lowest bid.

EPA's Support for ESPCs

[Performance Contracting and Energy Service Agreements | US EPA](#)

The Environmental Protection Agency (EPA) endorses the ESPC model as an effective financing mechanism for energy efficiency and renewable energy projects, particularly for public entities.

Key Features of ESPCs Supported by the EPA

1. **Guaranteed Savings:** ESPCs guarantee energy savings that meet or exceed the cost of project financing, mitigating financial risks for public entities.
2. **Comprehensive Services:** The ESPC model includes energy audits, financing arrangements, project implementation, and ongoing performance monitoring.
3. **Addressing Underserved Communities:** ESPCs provide opportunities for engaging disadvantaged and underserved communities through local hiring and DBE participation.

Furthermore, the very first “Examples from the Field” on the EPA’s website is of Oregon and Oregon Department of energy (ODOE) encouraging state agencies to consider using ESPC by selecting an ESCO from a list of pre-qualified service companies.

Alignment with CWSRF Goals

The EPA highlights ESPCs as a valuable tool for implementing energy-saving technologies in municipal and state facilities, aligning directly with the goals of the CWSRF program. By leveraging ESPCs, public entities can:

1. Reduce energy consumption in critical infrastructure, such as wastewater treatment plants.
2. Access renewable energy solutions with reduced upfront cost.
3. Ensure long-term financial and environmental benefits.

Specifically for the loan applications Roseburg Urban Sanitary Authority (RUSA) submitted for the Intended Use Plan (IUP) the benefits of ESPC were emphasized when responding to questions (36), (37) and (38). One of the responses for the solar at the WWTP application reads as follows: *“We are partnering with Ameresco, an Energy Services Company, for an Energy Savings Performance Contract (ESPC). This process is supported and advocated by ODOE for energy savings and/or generation projects. Under this contract, we will have a price guarantee, performance guarantee and energy generation/savings guarantee. A minimum of one year measurement and verification is required for ESPC. We are encouraged to invest in novel, renewable and resilient technology knowing we are protected by performance guarantees and will have 1+ year of measurement and verification of the project.”* This aligns with many of the CWSRF goals including investment in infrastructure, enhance sustainability and resiliency and encourage innovation.

Advantages of ESPC Contracting

1. Streamlined Project Delivery: Direct selection of an ESCO expedites the implementation of energy projects, bypassing the lengthy traditional procurement process and delivering results faster.
2. Best Value Contractor Selection: The ESPC process enables public entities to prioritize:
 - a. Local Hiring: Supporting the regional economy.
 - b. Small and DBE Participation: Engaging disadvantaged businesses as subcontractors.
 - c. Specialized Expertise: Ensuring contractors with the best qualifications are selected.
3. Best Value Equipment Selection: The ESPC process ensures public entities can prioritize equipment based on its suitability for the facility’s unique needs, rather than being limited to the lowest-cost options.
 - a. Customized Fit: Enables selection of equipment that best aligns with operational requirements and performance goals.

- b. Compatibility: Allows matching or integration with existing on-site equipment, ensuring seamless operation and reduced maintenance challenges.
- 4. Price and Performance Guarantees: ESPC contracts provide unparalleled assurance through:
 - a. Fixed Costs: Guaranteeing project costs to avoid budget overruns.
 - b. Guaranteed Performance: Ensuring energy savings are achieved or the ESCO absorbs financial penalties.

Conclusion

The ESPC model offers Oregon’s public entities a proven, flexible framework for implementing energy efficiency and renewable energy projects while ensuring compliance with state and federal procurement laws. Its alignment with EPA guidance and CWSRF program objectives further underscores its value as a tool for achieving environmental and financial goals. We would welcome the opportunity to discuss this process further and assist Oregon DEQ and its stakeholders in leveraging the ESPC model to drive sustainable progress.

Sincerely,

Kathleen Kelleher
Account Executive
Ameresco
kkelleher@ameresco.com

Item	Main Office (PV + BESS)		WWTP Solar (900kW)		NTS Solar (400kW)	
Budget Estimates	\$882,037		\$3,555,401		\$2,167,962	
Funding Options						
<i>CWSRF - Scope</i>			<i>\$3,555,401</i>		<i>\$2,167,962</i>	
<i>CWSRF - Forgiven Scope</i>			<i>\$1,777,701</i>		<i>\$1,083,981</i>	
C-REP - September2024	\$882,037		\$1,000,000		\$1,000,000	
IRA ITC (at 30%)	\$264,611		\$1,066,620		\$650,389	
Costs to RUSA	RUSA Cost	Simple Payback	RUSA Cost	Simple Payback	RUSA Cost	Simple Payback
Scenario: C-REP & CWSRF & ITC	\$0	✓ 0.0	(\$288,920)	✓ 0.0	(\$566,408)	✓ 0.0
Scenario: C-REP & ITC	(\$264,611)	✓ 0.0	\$1,488,781	✗ 18.0	\$517,573	✓ 14.2
Long Term Picture						
Energy Savings (\$/year)	\$6,453		\$82,567		\$36,395	
Simple Payback (years) no funding		136.7		43.1		59.6
Construction start date	Q3 2025		Q4 2025		Q3 2026	
Next Step(s):	Need construction contract. Ameresco to begin site plan for City and order BESS		Waiting DEQ Decision for project. Principle Forgiveness is assigned at time of loan signing. Ameresco would like to start on design package.		Waiting DEQ Decision for project. Principle Forgiveness is assigned at time of loan signing. Max \$2M/year.	



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

January 9, 2025

Roseburg Urban Sanitary Authority
ATTN: Ryon Kershner
P.O. Box 1185
Roseburg, OR 97470

RE: Deer Creek Wastewater Improvements Pay Request No. 3

Dear Mr. Kershner:

Pay Request No. 3 for work completed on the above project, as submitted by Black Pearl Paving & Excavation, and reviewed by The Dyer Partnership Engineers and Planners, Inc., was found to be correct and in accordance with the Contract Documents. Pay Application No. 3 includes an "Amount Due this Application" of \$61,560, and final retainage of \$12,125.15.

The Dyer Partnership Engineers and Planners, Inc., Black Pearl Paving & Excavation, and staff from Roseburg Urban Sanitary Authority completed a final walk-through on December 19, 2024. A punch list was developed as part of the final walk-through. All punch list items have been resolved.

It is recommended that Roseburg Urban Sanitary Authority accept this pay application and issue final payment to the Contractor in the amount of \$73,685.15. This payment is considered the final payment, and includes release of retainage.

Enclosed is a copy of the invoice and breakdown of cost. Please call me at (541) 459-4619 if you have any questions.

Sincerely,

Tyler Molatore, P.E.
Project Engineer



Contractor's Application for Payment No. 3

Application Period: 12/01/2024-12/31/2024	Application Date: 11/6/2025
To (Owner): Roseburg Urban Sanitary Authority	From (Contractor): Black Pearl Paving & Excavation
Project: Deer Creek Wastewater Improvements	Contract: Deer Creek Wastewater Improvements
Owner's Contract No.: 2024-1	Contractor's Project No.: Engineer's Project No.: 214.02

**Application For Payment
Change Order Summary**

Approved Change Orders		
Number	Additions	Deductions
1	\$58,720.00	
TOTALS	\$58,720.00	
NET CHANGE BY CHANGE ORDERS	\$58,720.00	

1. ORIGINAL CONTRACT PRICE	\$ 189,583.00
2. Net change by Change Orders	\$ 58,720.00
3. Current Contract Price (Line 1 ± 2)	\$ 248,303.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F total on Progress Estimates).....	\$ 242,503.00
5. RETAINAGE:	
a. 5% X \$242,503.00 Work Completed.....	\$ 12,125.15
b. 5% X _____ Stored Material.....	\$ _____
c. Total Retainage (Line 5.a + Line 5.b).....	\$ 12,125.15
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)	\$ 230,377.85
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)	\$ 168,817.85
8. AMOUNT DUE THIS APPLICATION	\$ 61,560.00
9. BALANCE TO FINISH, PLUS RETAINAGE (Column G total on Progress Estimates + Line 5.c above).....	\$ 12,125.15

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
 (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
 (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
 (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By: *[Signature]* Date: 1/9/2025

Payment of: \$ 73,685.15
 (Line 8 or other - attach explanation of the other amount)

is recommended by: *[Signature]* 1/9/25
 (Engineer) (Date)

Payment of: \$ _____
 (Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Date)
 (Owner's Representative)

Approved by: _____ (Date)
 (Financing or Financing Entity (if applicable))

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract) Deer Creek Wastewater Improvements						Application Number: 3					
Application Period 12/01/2024-12/31/2024						Application Date: 11/6/2025					
A					B	C	D	E	F		
Bid Item No.	Item Description	Contract Information				Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F / B)	Balance to Finish (B - F)
		Item Quantity	Units	Unit Price	Total Value of Item (\$)						
1	Construction Facilities & Temporary Controls	1	LS	\$25,000.00	\$25,000.00	1.00	\$25,000.00		\$25,000.00	100.0%	
2	Miscellaneous Demolition & Site Preparation	1	LS	\$4,000.00	\$4,000.00	1.00	\$4,000.00		\$4,000.00	100.0%	
3	Rock Excavation	100	CY	\$290.00	\$29,000.00	44.00	\$12,760.00		\$12,760.00	44.0%	\$16,240.00
4	Foundation Stabilization	50	CY	\$45.00	\$2,250.00	50.00	\$2,250.00		\$2,250.00	100.0%	
5	AC Pavement Removal & Replacement	65	TON	\$180.00	\$11,700.00	65.00	\$11,700.00		\$11,700.00	100.0%	
6	Surface Removal & Replacement - Concrete Surface	1050	SF	\$10.50	\$11,025.00	1,050.00	\$11,025.00		\$11,025.00	100.0%	
7	Curb Removal & Replacement	97	LF	\$44.00	\$4,268.00	97.00	\$4,268.00		\$4,268.00	100.0%	
8	Sewer Manholes	3	EACH	\$9,120.00	\$27,360.00	3.00	\$27,360.00		\$27,360.00	100.0%	
9	8" Diameter Sewer Line Replacement	259	LF	\$180.00	\$46,620.00	259.00	\$46,620.00		\$46,620.00	100.0%	
10	12" Diameter Sewer Line Replacement	18	LF	\$520.00	\$9,360.00	18.00	\$9,360.00		\$9,360.00	100.0%	
11	16" Diameter Sewer Line Replacement	5	LF	\$2,400.00	\$12,000.00	5.00	\$12,000.00		\$12,000.00	100.0%	
12	Landscaping	1	LS	\$7,000.00	\$7,000.00	1.00	\$7,000.00		\$7,000.00	100.0%	
	Change Order #1	1	EACH	\$58,720.00	\$58,720.00	1.00	\$58,720.00		\$58,720.00	100.0%	
	Deduct Rock Excavation (Bid Item No.3)	-56	CY	\$290.00	-\$16,240.00						-\$16,240.00
	Additional AC Pavement Removal and Replacement (Bid Item No. 5)	58	TON	\$180.00	\$10,440.00	58.00	\$10,440.00		\$10,440.00	100.0%	
Totals									\$242,503.00	100.0%	

ROGERS ENGINEERING

Structural Engineering • Building Design • Code Consulting • Inspection Services

*558 S.E. Jackson St.
Roseburg, Oregon 97470
Ph: (541) 672-0315
rogerst@rosenet.net*

January 2, 2025

Roseburg Urban Sanitary Authority
Attn: Jim Baird, Manager
1297 NE Grandview Dr.
Roseburg, OR 97470

RE: WRF Vehicle & Equipment Storage Building

Rogers Engineering has reviewed the Application for Payment from H3 General Contractors for December. Construction at the site was observed Monday, December 30, 2024. The project is not complete as the overhead doors have not been installed, some electrical work is not complete, and sealant for floor control joints is not completed.

Completed work is consistent with the pay request.

The payment request of \$99,150.00 is recommended for processing.

Should you have questions or need additional information, please contact me at your convenience.



Tom Rogers, P.E.

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER
ADVISER EDITION

PAGE ONE OF 3.1

SUBMITTED TO: RUSA (Roseburg Urban Sanitary Authority)
1297 NE Grandview Drive
Roseburg, OR 97470

PROJECT: WRF Vehicle & Equipment Storage
Building

APPLICATION NO: 06
PERIOD TO: 12/31/24
PROJECT NO: 570
ARCH PROJ NO: 23-057
CONTRACT DATE:
APPLICATION DATE: 12/30/24
INVOICE NO: 06

Distribution To:
 OWNER
 ARCHITECT
 CONTRACTOR
 CONSTR. MNGR.
 ENGINEER

SUBMITTED FROM: H3 General Contractors LLC
241 NE Ivan Street
Roseburg, OR 97470

VIA CM:

CONTRACT FOR: General Construction

ENGINEER ~~ARCHITECT~~ Rogers Engineering

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheets are attached to substantiate this application.

ORIGINAL CONTRACT SUM..... \$ 771,444.00
NET CHANGE BY CHANGE ORDERS \$ 3,851.00
CONTRACT SUM TO DATE \$ 775,295.00
TOTAL COMPLETED AND STORED TO DATE \$ 689,958.00

RETAINAGE:

5 % OF COMPLETED WORK \$ 34,526.00
 % OF STORED MATERIAL \$ 0.00

TOTAL RETAINAGE \$ 34,526.00
TOTAL EARNED LESS RETAINAGE \$ 655,432.00
LESS OWNER DIRECT PAYMENT BY PURCHASE ORDER \$ 0.00
LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ 556,282.00
CURRENT PAYMENT DUE \$ 99,150.00
BALANCE TO FINISH INCLUDING RETAINAGE \$ 119,863.00

(See Attached Pages for Original Contract and Change Order Breakdown.)

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

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

CONTRACTOR: H3 General Contractors LLC

By: Tony Hansen
Tony Hansen

Date: December 30, 2024

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Construction Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 99,150.00

(Attach explanation if amount certified differs from the amount applied for. initial all figures on this application and on the Continuation Sheets that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: _____ Date: _____

~~ARCHITECT~~ ENGINEER Rogers Engineering

By: Tom Payne

Date: 1/2/2025

ORIGINAL CONTRACT PAGE 2.1

SUBMITTED FROM: H3 General Contractors LLC
 241 NE Ivan Street
 Roseburg, OR 97470

PROJECT: WRF Vehicle & Equipment Storage Building

PAGE NO: 2.1 OF: 3.1

APPLICATION NUMBER: 06

CONTRACTOR'S PROJECT NO: 570

APPLICATION DATE: 12/30/24

CONTRACT FOR: General Construction

ENGINEER ~~ARCHITECTS~~ PROJECT NO: 23-057

PERIOD FROM: 12/1/24 TO: 12/31/24

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED			G TOTAL COMPLETE AND STORED TO DATE (D+E+F)	H % G/C	I BALANCE TO FINISH (C-G)	J RETAINAGE
			PREVIOUS APPLICATIONS	THIS APPLICATION					
				WORK IN PLACE	STORED MATERIALS				
1	Excavation & Fill	50,875.00	50,875.00			50,875.00	100%	0.00	2,544.00
2	Concrete & Rebar	111,708.00	111,708.00			111,708.00	100%	0.00	5,585.00
3	Steel Bollards and Placement	5,919.00		5,919.00		5,919.00	100%	0.00	296.00
4	Rough Carpentry, Trusses,	143,000.00	143,000.00			143,000.00	100%	0.00	7,150.00
5	Finish Carpentry	6,270.00		6,270.00		6,270.00	100%	0.00	314.00
6	Casework	6,600.00		6,600.00		6,600.00	100%	0.00	330.00
7	Building Insulation	20,609.00	20,609.00			20,609.00	100%	0.00	1,030.00
8	Roof Underlayment	1,870.00	1,870.00			1,870.00	100%	0.00	94.00
9	Weather Barriers	1,437.00	1,437.00			1,437.00	100%	0.00	72.00
10	Metal Siding and Roofing	81,788.00	74,000.00	7,788.00		81,788.00	100%	0.00	4,089.00
11	Overhead Doors	76,702.00					0%	76,702.00	0.00
12	Doors, Frames, Hardware	8,440.00	8,440.00			8,440.00	100%	0.00	422.00
13	Drywall and Steel Stud	73,810.00	73,810.00			73,810.00	100%	0.00	3,691.00
14	Rubber Base	869.00		869.00		869.00	100%	0.00	44.00
15	Painting	41,312.00		41,312.00		41,312.00	100%	0.00	2,086.00
16	Signs/Accessories, Fire Ext.	845.00	700.00	145.00		845.00	100%	0.00	42.00
17	Plumbing	17,820.00	13,000.00	4,820.00		17,820.00	100%	0.00	891.00
18	HVAC	13,925.00		13,925.00		13,925.00	100%	0.00	703.00
19	Electrical	49,500.00	39,400.00	5,000.00		44,400.00	90%	5,100.00	2,220.00
20	Temporary Facilities	7,438.00	4,000.00	3,438.00		7,438.00	100%	0.00	372.00
21	Supervision	11,460.00	7,700.00	2,760.00		10,460.00	91%	1,000.00	523.00
22	General Labor	8,052.00	4,500.00	2,552.00		7,052.00	88%	1,000.00	353.00
23	Rubbish Removal	8,957.00	5,500.00	3,000.00		8,500.00	95%	457.00	425.00
24	Building Cleaning	1,078.00					0%	1,078.00	0.00
25	Builders Risk	2,640.00	2,640.00			2,640.00	100%	0.00	132.00
26	Mobilization	3,300.00	3,300.00			3,300.00	100%	0.00	165.00
27	Bond Cost	15,220.00	15,220.00			15,220.00	100%	0.00	761.00
28									
29									
30									
31									
32									
33									
Contract Page 2.1 Totals		\$771,444.00	\$581,709.00	\$104,398.00		\$686,107.00	89%	\$85,337.00	\$34,334.00

CHANGE ORDERS PAGE 3.1

SUBMITTED FROM: H3 General Contractors LLC
 241 NE Ivan Street
 Roseburg, OR 97470

PROJECT: WRF Vehicle & Equipment Storage Building

PAGE NO: 3.1 OF: 3.1

APPLICATION NUMBER: 06

CONTRACTOR'S PROJECT NO: 570

APPLICATION DATE: 12/30/24

CONTRACT FOR: General Construction

ENGINEER ~~ARCHITECT'S~~ PROJECT NO: 23-057

PERIOD FROM: 12/1/24 TO: 12/31/24

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED			TOTAL COMPLETE AND STORED TO DATE (D+E+F)	% G/C	BALANCE TO FINISH (C-G)	RETAINAGE
			PREVIOUS APPLICATIONS	THIS APPLICATION					
				WORK IN PLACE	STORED MATERIALS				
02R	Split cost for exterior painting	1,408.00	1,408.00			1,408.00	100%	0.00	70.00
03	Delete railing per owner	-1,065.00	-1,065.00			-1,065.00	100%	0.00	-53.00
04	Add plywood to center demising	3,508.00	3,508.00			3,508.00	100%	0.00	175.00
Page 3.1 Change Order Totals		\$3,851.00	\$3,851.00			\$3,851.00	100%	\$0.00	\$192.00
Change Order Grand Totals		\$3,851.00	\$3,851.00	\$0.00	\$0.00	\$3,851.00	100%	\$0.00	\$192.00
Original Contract Totals		771,444.00	581,709.00	104,398.00	0.00	686,107.00	89%	85,337.00	34,334.00
Project Grand Totals		\$775,295.00	\$585,560.00	\$104,398.00	\$0.00	\$689,958.00	89%	\$85,337.00	\$34,526.00

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

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

PRELIMINARY DESIGN:

- Harvard/Maple Sewer Improvement
- Jail Siphon Creek Crossing Rehab

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project - Now in Warranty
- Umpqua Street Sewer Rehabilitation project – Work Substantially Complete
- Bisulfite Scada Improvement project – Sims Electric Work - Work Substantially Complete
- Deer Creek Sewer Improvement- Awarded to Black Pearl- Now Complete and in Warrantee
- WRF Storage Building-Awarded to H3 General Contractors. Final date has been extended to January 15.
- SE Stephens Sewer Improvement-Joint Project with the City of Roseburg- Cradar has done a portion of the work and is waiting on manhole sealing products.

ROSEBURG URBAN SANITARY AUTHORITY

December 2024 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 55 work orders.
- Cleaned and CCTV 10,279 feet or 1.95 miles of mainline.
- Completed lateral launch of 1564 Almond.
- Cleaned 70,172 feet or 13.3 miles of mainline.
- Completed 2 service line taps and connections at 404 & 408 Umpqua.
- Completed 63 manhole inspections.
- Completed CleverScan of 12 manholes.
- Completed annual inspection of 3 vehicles.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.
- Completed monthly safety training.
- Completed Quarterly safety inspections.

ENGINEERING DEPARTMENT:

- Issued 11 permits and 4 completed inspections.
- North Core USA Umpqua Street Project – substantially complete-Waiting on testing and paving repair
- Bisulfite SCADA Bids- Project is now substantially complete
- Deer Creek Siphon Project- Black Pearl -Substantially Complete .
- WRF Equipment Storage Building - H-3 – Project is now behind schedule.
- South Stephens – Cradar - Mobilization has begun - Sewer work is scheduled to begin in December 8th
- FOG Inspections

FINANCE DEPARTMENT:

- Vacancy Credits: 4 was processed for a total of \$774.70.
- Credit cards/Echecks/debit cards: 2831 transactions totaling \$251,435.40 or approximately 24.8% of monthly billing was collected.
- Automatic Payments: 2142 customer accounts are signed up. Received \$172,091.58 or approximately 17.0% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Dan Prather, Project Manager-Jacobs
DATE: January 2, 2025
SUBJECT: December 2024 Monthly Report

OPERATIONAL ACTIVITIES

- All permit parameters were met this month.
- The treatment facility averaged 97% BOD removal and 96% Total Suspended Solids removal during the month with a requirement of no less than 85% removal for each.
- The facility's electrical consumption (based on meter readings) for December 2024, was 260,000 KWHRS with a total Effluent flow of 240.18 million gallons, all of which went to the river at Outfall 001. The December 2023 electrical consumption was 253,000 KWHRS with a total Effluent flow of 163.52 million gallons, all of which went to the river at Outfall 001.
- The plant had very high flows for the month, peaking at over 26 MGD. Staffing of the plant due to high flows was required two nights which also saw momentary power outages.

PRETREATMENT ACTIVITIES

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in December:

- FCC Commercial Furniture: A 24-hour sampling event was conducted, and the sample results showed FCC to be within the established limits for metals and cyanide.
- Muchas Gracias: The reinspection showed that the interceptor had not been pumped, notified RUSA staff of the findings.
- Wendy's: The nearest manhole showed significant FOG buildup and the interceptor was full at 70%, Called Wendy's manager and one day later that manager called back to say they had a septic pumper coming out that day.
- Casey's Restaurant: Found their interceptor to be over 50% full with the sludge judge, called and notified management and the tank has been pumped.
- McDonald's on Garden Valley: The interceptor was 40% full, called and spoke with a manager, will recheck in January.

NATURAL TREATMENT SYSTEM (NTS)

- Assisted with supplying information and pictures to the annual report.

MAINTENANCE ACTIVITIES

- Maintenance Team completed **751** Preventative Maintenance items for the month.
- Maintenance Team completed **55** Corrective Maintenance items for the month.

Call Outs for the Month

- Plant Power Outage (x2)
- Influent Wet Well Low Alarm
- Boiler Failure
- Loma Vista LS Pump 2 Failure
- Biofilter Wet Well High Alarm – High Flows @ Plant

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month - **114,912,945 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - **3,706,869 Gallons**

Current Month Repairs

- Bio Tower – Solar battery tender for auto greaser
- Knox Box Installed for Fire Department
- Neuros Blower HMI Screen Replacement
- New Batteries in Peterbilt Sludge Truck
- Installed new rollers and put GBT 1 online

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.
- 106 permit tests were completed during the month.
- Lab water samples were collected and shipped on 12/11/24 to NRC for testing.

BIOSOLIDS

- Biosolids were dewatered and stored this month.
- Started the annual report for both forms of biosolids.

UPCOMING ITEMS

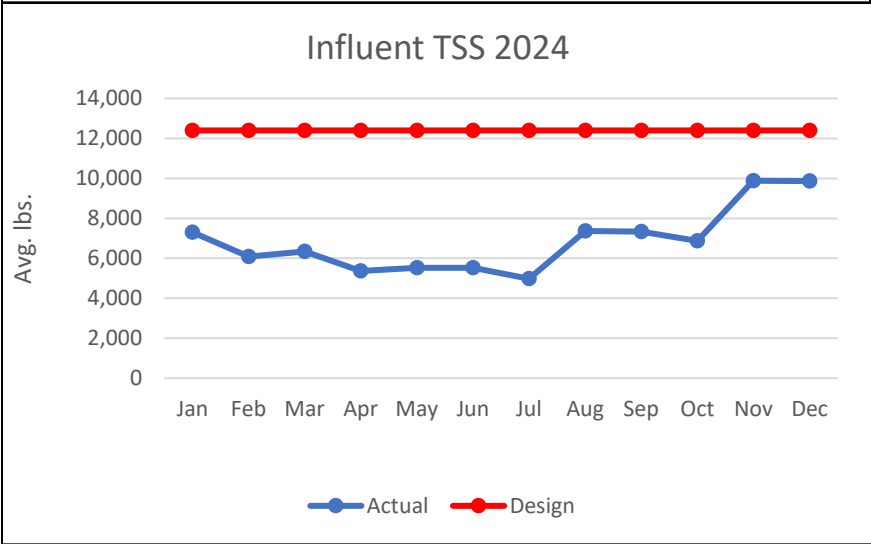
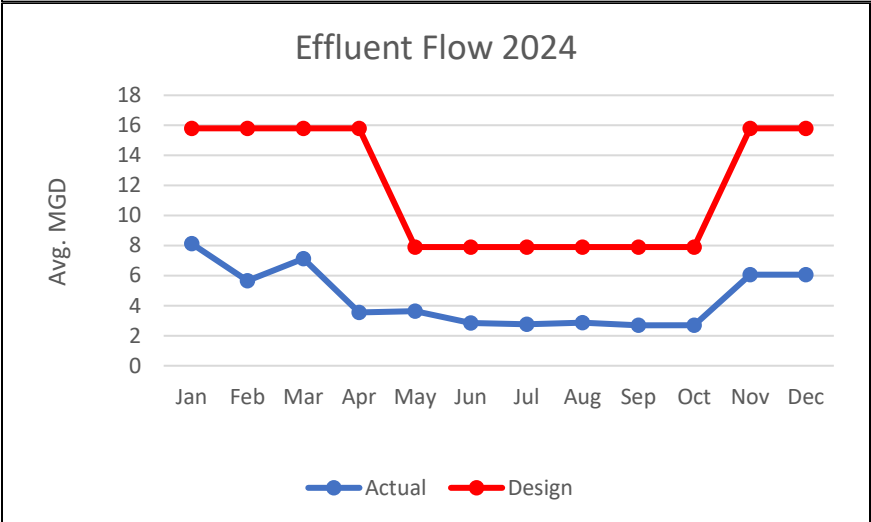
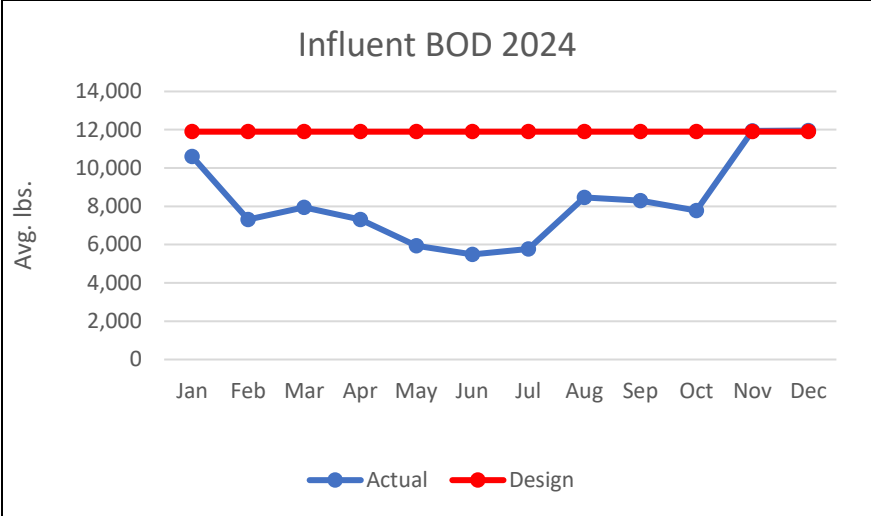
- Gas compressor valve repair (leaking)
- Water pressure switch GBT 1
- Loma Vista pump 2 replacement

ENCLOSURES

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

12 MONTH MOVING AVERAGES

Month/Year	Plant Inf Q Average MGD	Plant Inf Average lbs/day CBOD/BOD	Plant Inf Average lbs/day TSS
Dec-23	5.27	10666	7185
Jan-24	8.13	10601	7303
Feb-24	5.65	7311	6090
Mar-24	7.12	7950	6339
Apr-24	3.54	7320	5358
May-24	3.64	5940	5520
Jun-24	2.85	5488	5518
Jul-24	2.75	5770	4979
Aug-24	2.86	8469	7362
Sep-24	2.69	8305	7332
Oct-24	2.70	7787	6867
Nov-24	6.07	11936	9881
Dec-24	6.07	11960	9861
SUM	59.34	109503	89595
AVE	4.56	8423	6892
MAX	8.13	11960	9881
MIN	2.69	5488	4979



CASH DISBURSEMENT RECAP BOARD MEETING JANUARY 15, 2025

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	311,903.11
Total of Regular Checks & ACH Transactions	<u>475,322.94</u>

Total Expenditures (not including Payroll)	<u><u>787,226.05</u></u>
--------------------------------------------	--------------------------

Payroll:

Net Payroll - December 31, 2024	79,204.34
---------------------------------	-----------

All Checks & ACH Transactions since the Board Meeting of November 13, 2024	<u><u>866,430.39</u></u>
----------------------------------------------------------------------------	--------------------------

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 1/9/2025 1:35 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	12/12/2024	
	Nov 24 PR	PR Batch 00001.11.2024 PERS Pick-Up	PR Batch 00001.11.2024 PER	1,043.52
	Nov 24 PR	PR Batch 00001.11.2024 OPSRP-Not W/Held	PR Batch 00001.11.2024 OPS	12,371.34
	Nov 24 PR	PR Batch 00001.11.2024 PERS - Not W/Held	PR Batch 00001.11.2024 PER	11,512.51
	Nov 24 PR	PR Batch 00001.11.2024 PERS W/Held	PR Batch 00001.11.2024 PER	5,906.21
	Nov PERS adj	Rounding Adj		0.02
Total for this ACH Check for Vendor 02669:				30,833.60
Total for 12/12/2024:				30,833.60
ACH	ASIFLEX	ASIFlex	12/31/2024	
	DEC 24 PR	PR Batch 00001.12.2024 Flexible Spending Acc	PR Batch 00001.12.2024 Flex	1,129.12
	DEC 24 PR	PR Batch 00001.12.2024 Dependent Care FSA	PR Batch 00001.12.2024 Dep	416.00
Total for this ACH Check for Vendor ASIFLEX:				1,545.12
ACH	DNB	Internal Revenue Service	12/31/2024	
	DEC 24 PR	PR Batch 00001.12.2024 FICA - Employee	PR Batch 00001.12.2024 Med	6,194.58
	DEC 24 PR	PR Batch 00001.12.2024 Medicare - Employee	PR Batch 00001.12.2024 Med	1,820.25
	DEC 24 PR	PR Batch 00001.12.2024 Medicare - Employer	PR Batch 00001.12.2024 Med	1,697.87
	DEC 24 PR	PR Batch 00001.12.2024 FICA - Employer	PR Batch 00001.12.2024 Med	6,194.58
	DEC 24 PR	PR Batch 00001.12.2024 Federal Income Tax	PR Batch 00001.12.2024 Med	9,458.77
Total for this ACH Check for Vendor DNB:				25,366.05
ACH	OR-REV	Oregon Dept. of Revenue	12/31/2024	
	DEC 24 PR	PR Batch 00001.12.2024 Oregon W/Held	PR Batch 00001.12.2024 Ore	7,269.60
Total for this ACH Check for Vendor OR-REV:				7,269.60
ACH	PEBSCO	Nationwide Retirement Solutions	12/31/2024	
	DEC 24 PR	PR Batch 00001.12.2024 Nationwide-Deferred C	PR Batch 00001.12.2024 Rotl	4,150.00
	DEC 24 PR	PR Batch 00001.12.2024 Roth Contribution	PR Batch 00001.12.2024 Rotl	200.00
Total for this ACH Check for Vendor PEBSCO:				4,350.00
ACH	Cowbell	Cowbell Insurance Agency LLC	12/31/2024	
	Cyber 2025	Renewal premium for Cyber liability insurance 1		3,322.08
	Cyber 2025 ppd	Renewal premium for Cyber liability insurance 7		3,322.07
Total for this ACH Check for Vendor Cowbell:				6,644.15
52510	CIS INS	CIS Trust	12/31/2024	
	DEC 24 PR	PR Batch 00001.12.2024 Life Insurance - er	PR Batch 00001.12.2024 Acc	107.44
	DEC 24 PR	PR Batch 00001.12.2024 Short-Term Disability	PR Batch 00001.12.2024 Acc	66.45
	DEC 24 PR	PR Batch 00001.12.2024 Trauma - Bronze	PR Batch 00001.12.2024 Acc	10.00
	DEC 24 PR	PR Batch 00001.12.2024 Accident Insurance	PR Batch 00001.12.2024 Acc	147.96
	DEC 24 PR	PR Batch 00001.12.2024 Identity Protection	PR Batch 00001.12.2024 Acc	127.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
DEC 24 PR		PR Batch 00001.12.2024 CCIS Insurance AD&I	PR Batch 00001.12.2024 Acc	17.59
DEC 24 PR		PR Batch 00001.12.2024 Hospital Indemnity	PR Batch 00001.12.2024 Acc	80.60
DEC 24 PR		PR Batch 00001.12.2024 Critical Illness Insuran	PR Batch 00001.12.2024 Acc	194.80
DEC 24 PR		PR Batch 00001.12.2024 CCIS Insurance Long-	PR Batch 00001.12.2024 Acc	164.88
DEC 24 PR		PR Batch 00001.12.2024 Voluntary Dependent L	PR Batch 00001.12.2024 Acc	29.26
DEC 24 PR		PR Batch 00001.12.2024 Life Insurance - Spous	PR Batch 00001.12.2024 Acc	315.73
DEC 24 PR		PR Batch 00001.12.2024 Medical Ins w/RX	PR Batch 00001.12.2024 Acc	32,468.49
DEC 24 PR		PR Batch 00001.12.2024 Trauma	PR Batch 00001.12.2024 Acc	95.00
DEC 24 PR		PR Batch 00001.12.2024 Dental & Vision	PR Batch 00001.12.2024 Acc	2,834.09
DEC 24 PR		PR Batch 00001.12.2024 Voluntary Life Insuran	PR Batch 00001.12.2024 Acc	859.60
Total for Check Number 52510:				37,519.49
52511	Jacobs 35128937-07	Jacobs Engineering Group Inc Professional services per agreement for January :	12/31/2024	147,683.00
Total for Check Number 52511:				147,683.00
52512	METRO IN673912	Metro Presort Inc Print, cut and mail utility bills	12/31/2024	3,561.12
Total for Check Number 52512:				3,561.12
52513	PETTY 50958	Petty Cash c/o Harmony Williams The Service Center - 2 duplicate keys	12/31/2024	6.00
Total for Check Number 52513:				6.00
52514	VERIZON 6101121883	Verizon Wireless Monthly wireless services	12/31/2024	687.73
Total for Check Number 52514:				687.73
Total for 12/31/2024:				234,632.26
ACH	Pathpnt Dec 2024	Path Point Merchant Services LLC December credit card fees	01/02/2025	2,105.48
Total for this ACH Check for Vendor Pathpnt:				2,105.48
Total for 1/2/2025:				2,105.48
ACH	Xpress INV-XPR020088	Xpress Bill Pay December online phone/web processing fees	01/05/2025	3,228.84
Total for this ACH Check for Vendor Xpress:				3,228.84
Total for 1/5/2025:				3,228.84
ACH	VEBA TR HRA 2025 HRA 2025 C HRA 2025 F	HRA VEBA Trust Admin & Eng HRA VEBA 2025 Contributions Collections HRA VEBA 2025 Contributions Finance HRA VEBA 2025 Contributions	01/08/2025	3,250.00 4,250.00 2,250.00
Total for this ACH Check for Vendor VEBA TR:				9,750.00
Total for 1/8/2025:				9,750.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325824leS4h	ASIFlex Section 125 Cafeteria plan fees	01/10/2025	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
ACH	02669	PERS Deposit	01/10/2025	
	DEC 24 PR	PR Batch 00001.12.2024 PERS - Not W/Held	PR Batch 00001.12.2024 PER	11,288.88
	DEC 24 PR	PR Batch 00001.12.2024 PERS W/Held	PR Batch 00001.12.2024 PER	6,032.28
	DEC 24 PR	PR Batch 00001.12.2024 OPSRP-Not W/Held	PR Batch 00001.12.2024 PER	12,950.75
	DEC 24 PR	PR Batch 00001.12.2024 PERS Pick-Up	PR Batch 00001.12.2024 PER	1,043.52
Total for this ACH Check for Vendor 02669:				31,315.43
Total for 1/10/2025:				31,352.93
Report Total (16 checks):				311,903.11

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 1/9/2025 4:09 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	Cintas	Cintas Corporation No. 3	01/15/2025	
	4213338958	Bi-weekly paper products, soap services		22.50
	4214826005	Bi-weekly paper products, soap services		22.50
	4216339840	Bi-weekly paper products, soap services		33.91
	5244869406	First aid cabinets restock		28.63
	9302648333	Monthly water cooler service - 2		90.00
Total for this ACH Check for Vendor Cintas:				197.54
ACH	PITNEY	Pitney Bowes Inc.	01/15/2025	
	3320080590	Quarterly postage machine lease Jan 10 - April 9		94.50
Total for this ACH Check for Vendor PITNEY:				94.50
52532	WP	Avista Utilities	01/15/2025	
	Dec 2024	Natural gas service		277.04
Total for Check Number 52532:				277.04
52533	BANNERMC	BANNER BANK	01/15/2025	
	AB122424	DEQ CERTIFICATE APPLICATION		289.12
	AB122424	THE HOME DEPOT LADDER		309.00
	AB122424	BATTERIESPLUS BATTERIES		23.99
	AB122424	DEQ CONVENIENCE FEE		6.65
	CM120424	CVENT - 2025 SDAO Conf Registration		280.00
	CM121124	Government Finance Off - GFOA dues		160.00
	CM121224	Amazon - Check scanner for remote dep		637.00
	DEV121224	BAGEL TREE: STAFF MTG BAGELS		54.50
	DEV121924	GERRETSEN: PAINT FOR FILE ROOM		85.88
	DF120124	CVENT - SDAO Conference		230.00
	DF120124	Amazon - Monitor, mount, and charger for serve		311.92
	DF121024	Zoom - Virtual Meeting Software for Board Mee		148.00
	DF121924	WireCare Inc - Organizational straps for data cer		27.97
	DF122124	Dell - Replacement monitor for Christine		713.99
	GO121924	Harbor Freight-Saw Painting Project		83.94
	GO121924	Lowe's -Paint for Garage Door		28.30
	HW121124	Safeway - Board Meeting Snacks		9.00
	JAKE121724	DEQ Renewal Fees		170.56
	JAKE121724	DEQ Renewal Fee Convenience Fee		3.92
	JAKE121924	Home Depot- Trailer Deck Repair Parts		38.69
	KB120524	SDAO: REGISTRATION		230.00
	KB120524	MAX LIFE: CCTV TIGER TAILS		144.47
	KB120924	DEQ: DEVINS CERTIFICATION RENEWAL		170.56
	KB120924	DEQ: ONLINE SERVICE FEE		3.92
	KB121024	DEQ: DEVINS LEVEL 2 CERT APP.		289.12
	KB121024	DEQ: ONLINE SERVICE FEE		6.65
	KB121124	ALLEN PRECISION EQUIP: LEVEL RODS FC		426.90
	KB122324	DC CO-OP: OIL MEASURING CUP		10.99
	NS120224	Staples phone charger		25.99
	NS122524	DEQ collections 2 test service fee		5.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	NS122524	DEQ collections 2 test		256.88
	RC121124	GOOD GUYS GARAGE/TV VAN SERVICE		150.29
	RK120924	SDAO - 2025 ANNUAL CONFERENCE		230.00
	SL121324	Sherms - Ham for Christmas potluck		35.67
	SL121324	McClendon's - Tri Tip for Christmas potluck		85.48
			Total for Check Number 52533:	5,685.26
52534	BHEC	Bassett-Hyland Energy Company	01/15/2025	
	CL30996-IN	Vehicle fuel use 12/1 - 12/15		738.45
	CL31366-IN	Vehicle fuel use 12/16 - 12/31		713.44
			Total for Check Number 52534:	1,451.89
52535	BlI Pear	Black Pearl Paving & Excavation	01/15/2025	
	Pay Req #3	Deer Creek Siphon Imp Pay Req #3		64,800.00
	Pay Req #3 ret	Deer Creek Siphon Imp Pay Req #3 retainage		-3,240.00
	Pay Retainage	Final payout-total retainage		12,125.15
			Total for Check Number 52535:	73,685.15
52536	BROWNNW	Brown & Brown Northwest	01/15/2025	
	18886786	Service agreement for property, liability and wor		5,645.50
	18886786ppd	Service agreement for property, liability and wor		5,645.50
			Total for Check Number 52536:	11,291.00
52537	ORMS	Chaves Consulting, Inc	01/15/2025	
	214375	Monthly user fees for Electronic document stora;		469.70
	214606	Monthly user fees for ORMS electronic documen		476.70
			Total for Check Number 52537:	946.40
52538	WATER	City of Roseburg	01/15/2025	
	INV22987	Bulk water use and permit for Dec 2024		167.98
			Total for Check Number 52538:	167.98
52539	DRAUTO	D & R Auto & Truck Supply Corp	01/15/2025	
	159199	Paint thinner		24.83
	160126	DEF fluid and degreaser		89.95
	160573	Batteries for 2020 F550		469.90
	160586	Batteries for 2020 F550 - core deposit refund		-40.00
			Total for Check Number 52539:	544.68
52540	DCPW	Douglas County Public works	01/15/2025	
	746167	Dump fees for clean up at WRF building		10.00
			Total for Check Number 52540:	10.00
52541	DFN	Douglas Fast Net	01/15/2025	
	Jan 2025 Admin	Internet Services-Admin	Service: 14806	223.99
	Jan 2025 Brbn	Internet Services-Bourbon St	Service: 205697	102.58
	Jan 2025 Gate	Internet Services-NTS Gate	Service: 271594	75.59
	Jan 2025 GatePh	Phone Service-NTS Gate	Service: 5413914279	28.52
	Jan 2025 High	Internet Services-Highland PS	Service: 105797	78.59
	Jan 2025 Host	Admin Hosting		10.80
	Jan 2025 Keady	Internet Services-Keady Ct	Service: 106289	78.59
	Jan 2025 LV	Internet Services-Loma Vista P	Service: 205950	106.58
	Jan 2025 NBank	Internet Services-No. Bank PS	Service: 105793	75.59
	Jan 2025 NTS	Internet Services-NTS	Service: 237686	86.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2025 Ph/Cam	Phones/Security Cams	Service: 141784	101.19
	Jan 2025 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	75.59
	Jan 2025 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	75.59
	Jan 2025 Winch	Internet Services-Winchester P	Service: 105795	64.79
Total for Check Number 52541:				1,184.38
52542	FLURY G 1417 - 2 G 1519 G 1726	Flury Supply Company Ck 52478 short \$0.05 Flusher fill hose Mower connection	01/15/2025	0.05 162.08 181.66
Total for Check Number 52542:				343.79
52543	GENEQ 91196 91205	General Equipment Company Water tank repair kit 3 Tiger Tails and 2 Leader Hoses	01/15/2025	292.80 472.54
Total for Check Number 52543:				765.34
52544	Griffith 2001814-EUG	Griffith Rubber Mills GBT Roller Re-coating	01/15/2025	2,134.00
Total for Check Number 52544:				2,134.00
52545	H3 Pay Req #6 Pay Req #6 ret	H3 General Contractors LLC Storage Building Pay Req #6 Storage Building Pay Req #6 retainage	01/15/2025	104,398.00 -5,248.00
Total for Check Number 52545:				99,150.00
52546	IE-ENG 65480 65483 65573 65574	i.e. Engineering, Inc. Harvard/Maple St. Improvements - Direct Expen Harvard/Maple St. Impr-Bidding Assistance Easement & Standard Details Change order - dir Harvard/Maple St. Impr-Construction Admin	01/15/2025	83.36 142.50 38.57 6,300.00
Total for Check Number 52546:				6,564.43
52547	ICONIX U2415004258 U2416048457 U2416053157	ICONIX WATERWORKS INC Manhole extra long inserta tees - credit memo Manhole extra long inserta tees Couplers, reducers, inserta tees for stock	01/15/2025	-501.28 501.28 990.94
Total for Check Number 52547:				990.94
52548	Isler 239656a	Isler CPA, LLC Final billing for financial stmt audit FYE24	01/15/2025	11,000.00
Total for Check Number 52548:				11,000.00
52549	COASTAL J54998 J59639	John Deere Financial f.s.b. Rat bait Pants for AB	01/15/2025	79.99 127.44
Total for Check Number 52549:				207.43
52550	LOWES 70852 71336 98915	Lowes Texture spray for file room 300' Fiberglass tape Drywall repair in file room	01/15/2025	41.76 29.43 53.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 52550:	125.05
52551	METRO IN674464	Metro Presort Inc Printing, cutting and mailing UB bills	01/15/2025	3,555.16
			Total for Check Number 52551:	3,555.16
52552	NEXNET 25095 Admin 25095 WRF	Nexcom, LLC Monthly digital telephone services - Admin Monthly digital telephone services - WRF	01/15/2025	312.00 178.00
			Total for Check Number 52552:	490.00
52553	LGL 13911	Northwest Local Government Legal Advise Legal services for personal services, eng services	01/15/2025	969.00
			Total for Check Number 52553:	969.00
52554	Occu 91903	OccuHealth Vaccination and DOT physical for 1 employee	01/15/2025	185.00
			Total for Check Number 52554:	185.00
52555	OR-LIN 1168839 1174246	Oregon Linen, Inc. Laundry and mat services Laundry and mat services	01/15/2025	54.79 39.44
			Total for Check Number 52555:	94.23
52556	PAC AIR i20203	Pacific Air Comfort, Inc. HVAC maintenance per agreement	01/15/2025	650.00
			Total for Check Number 52556:	650.00
52557	PPL Dec 2024 411LM Dec 2024 425LM Dec 2024 Admin Dec 2024 Brbn Dec 2024 Gate Dec 2024 High Dec 2024 Keady Dec 2024 LV Dec 2024 NBank Dec 2024 NTS Dec 2024 SBank Dec 2024 Wilb1 Dec 2024 Wilb2 Dec 2024 WWTP1 Dec 2024 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power usage for Keady Ct LS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	01/15/2025	23.58 14.50 783.74 134.99 21.92 2,328.32 140.15 182.41 258.68 2,069.74 3,159.34 404.34 414.86 31,897.36 27.71
			Total for Check Number 52557:	41,861.64
52558	Refund4 24-0000087 24-0000087 24-0000087	Colleen Richards Refund Permit 24-0000087 for ADU, not comple Refund Permit 24-0000087 for ADU, not comple Refund Permit 24-0000087 for ADU, not comple	01/15/2025	2,398.70 65.00 1,262.30
			Total for Check Number 52558:	3,726.00
52559	RITZ	Ritz Safety	01/15/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	6878287	Atlas fit rubber palm gloves		107.68
			Total for Check Number 52559:	107.68
52560	RSBG-DIS 1398476	Roseburg Disposal Company Monthly garbage services	01/15/2025	70.00
			Total for Check Number 52560:	70.00
52561	SDAO 40P58366-1133 40P58366-1133pp CHG-11673	Special Districts Insurance Services Liability, Property, Auto, Earthquake Ins 1/1/25 Liability, Property, Auto, Earthquake Ins 7/1/25 Addition of 2024 Takeuchi track loader	01/15/2025	72,209.50 72,209.50 21.00
			Total for Check Number 52561:	144,440.00
52562	STEELOUT 259714	The Steel Outlet Steel plate to repair trailer	01/15/2025	27.24
			Total for Check Number 52562:	27.24
52563	SHRED-IT 8009280006	Stericycle, Inc. Monthly shred services including additional shre	01/15/2025	308.56
			Total for Check Number 52563:	308.56
52564	SUNRISE INV0043042 INV0043081	Sunrise Enterprises, Inc Monthly landscape services Monthly janitorial services with credit for week 1	01/15/2025	230.00 446.25
			Total for Check Number 52564:	676.25
52565	Tech1AG 024	Tech 1 AG & Inspections, LLC Drone Spray Black Berries at NTS - spraying	01/15/2025	7,565.00
			Total for Check Number 52565:	7,565.00
52566	TEKMAN 96203 96203 96203 96203 96203 96203 96348a 96348b	TEKMANAGEMENT, INC. Backup & Recovery Services Cloud storage-server backups Server Maint & monitoring DNS Filter (security) Encryption of laptops Penetration Testing Labor for setup Service tickets	01/15/2025	565.00 120.00 1,642.02 32.00 107.25 253.84 423.12 290.28
			Total for Check Number 52566:	3,433.51
52567	DYER 31737	The Dyer Partnership Engineers & Planners Jackson St Siphon Imp-Phase 2 Eval & Scour Re	01/15/2025	1,030.00
			Total for Check Number 52567:	1,030.00
52568	UBWA Dec 2024 411LM Dec 2024 606LM Dec 2024 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	01/15/2025	22.00 22.00 22.00
			Total for Check Number 52568:	66.00
52569	UMPQUARF	Umpqua Quarries, LLC	01/15/2025	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	78872a	Rock for Coll Storage Bldg		117.60
	78872b	Rock for NTS		61.50
	78872c	Rock for Coll Storage Bldg		118.46
	78968	Rock for Coll Storage Bldg		37.24
	78992	Rock for Coll Storage Bldg		590.82
				<hr/>
Total for Check Number 52569:				925.62
52570	WestJo 2061007	West Yost & Associates, Inc Ump Basin Temperature TMDL Support	01/15/2025	6,711.66
				<hr/>
Total for Check Number 52570:				6,711.66
52571	West Tes 30058	Western Testing LLC Compaction testing for Stephens St Imp	01/15/2025	655.45
				<hr/>
Total for Check Number 52571:				655.45
52572	WHITNEY S-ORD104978 S-ORD104978 frt	Whitney Equipment Company, Inc. Pump - Winchester LS Pump - Winchester LS - Freight	01/15/2025	40,275.25
				682.89
				<hr/>
Total for Check Number 52572:				40,958.14
				<hr/>
Total for 1/15/2025:				475,322.94
				<hr/>
Report Total (43 checks):				475,322.94
				<hr/> <hr/>