



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

REGULAR MONTHLY BOARD MEETING
July 10, 2024

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

July 10th, 2024
 RUSA Board Room
 4:00 p.m.

The Board meeting will be held in person and broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority’s website, rusa-or.org

AGENDA

REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair

Rob Lieberman, Vice Chair

David Campos

Tom Dole

Kelsey Wood

1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Audience Participation – In-Person / via Zoom**
4. **Consider Minutes**
 - a) June 12th, 2024, Board Meeting
5. **Recognition 2024 Best Place for Working Parents Designation**
6. **Annual Turnovers to Douglas County Assessor**
 - a) Staff report on annual turnover of unpaid balances for sewer fees.
7. **Convene the Roseburg Urban Sanitary Authority Local Contracting Board**
 - a) Storage Building – Project No. 24005
 - i. Notice of Intent to Award
 - b) Stephens St. Improvements – Project No. 24003
 - i. Joint City/RUSA project
8. **Reconvene the Roseburg Urban Sanitary Authority Board Meeting**
9. **General Managers Report**

1. Ameresco – Energy Service Company a. Project Update	4. WRF Retaining Wall a. Project 24004 Update
2. Deer Creek Siphon Improvements a. Project 23001 Update	3. Storage Building a. Project 24005 Update
4. Umpqua St Sewer Replacement Project a. Project 24001 Update	5. Bisulfite Bldg. SCADA Improvements a. Project 24006 Update
6. Stephens St. Improvements a. Project 24003 Update	7. Office and Garage Reroofing Project a. Project 24007

9. **New Developments**
10. **Staff Report**
11. **Jacobs Plant Operations Report**
12. **Accounts Payable**
13. **Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority’s Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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

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

Board Vice-Chair Rob Lieberman, called the regular monthly Board Meeting to order at 4:00 p.m. on June 12, 2024. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Board Vice-Chair Rob Lieberman, Kelsey Wood, David Campos & Tom Dole

Absent:

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

Consideration of the May 1, 2024 Budget Committee Minutes & May 8, 2024 Board Meeting Minutes

Kelsey Wood moved to approve the minutes for the May 1, 2024 Roseburg Urban Sanitary Authority Budget Committee Meeting.
Tom Dole seconded the motion.
The motion passed unanimously.

Kelsey Wood moved to approve the minutes for the May 8, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Public Hearing

Vice Chair Lieberman opened the public hearing for Resolutions No. 24-02, 24-03 and 24-04. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Vice Chair called for the return to the regular meeting.

Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations

Staff presented the Board with Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations.

Kelsey Wood moved to Approve Resolution No. 24-02; Adopting the 2024-2025 Budget & Making Appropriations.

David Campos seconded the motion.

The motion passed unanimously.

Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge

Staff presented the Board with Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge.

David Campos moved to Approve Resolution No. 24-03; Amending Resolution 23-02 Regarding System Development Charge.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Resolution No. 24-04; Modifying Sanitary Sewer Rates

Staff presented the Board with Resolution No. 24-04; Modifying Sanitary Sewer Rates.

Tom Dole moved to Approve Resolution No. 24-04; Modifying Sanitary Sewer Rates.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Roseburg Urban Sanitary Authority Local Contract Review Board

Vice Chair Lieberman called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the Deer Creek Siphon Improvement Project with the apparent low bidder being Black Pearl Paving & Excavation in the amount of \$189,583.

The project engineering firm, Dyer Partnership Engineers and Planners Inc, and staff have reviewed the bids and found no irregularities.

Staff recommended that the Board issue the notice of intent to award the Deer Creek Siphon Improvement Project to Black Pearl Paving & Excavation in the amount of \$189,583.

Kelsey Wood made a motion for the intent to award the Deer Creek Siphon Improvement Project to Black Pearl Paving & Excavation in the amount of \$189,583.

David Campos seconded the motion.

The motion passed unanimously.

At this time Vice Chair Lieberman reconvened the regular Board Meeting.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has submitted Application for Payment, Pay Estimate #7. The punch list items have been completed. The Contractor has requested the release of retainage in the amount of \$125,676.

The project engineer, Rylee Archuleta Leeway Engineering, and staff have reviewed the work and application for payment and would recommend the Board approve the release of retainage.

We would recommend that the Board approve Pay estimate #7, release of retainage, in the amount of \$125,676.

Kelsey Wood moved to approve Pay Estimate #7 in the amount of \$125,676.

Tom Dole seconded the motion.

The motion passes unanimously.

RUSA Office and Garage Reroofing Project

The contractor, Roseburg Roofing and Supply Company, submitted Application for Payment, Pay Estimate #1. The application is in the amount of \$148,200 which is 71.5% of the lump sum contract amount of \$207,110. The requested pay estimate is \$140,790 which is \$148,200 for the work completed this period less \$7,410 in retainage.

The project Architect and staff have reviewed the application and agree that the amount of work completed exceed the requested amount.

We would recommend that the Board approve payment of Pay Estimate #1 in the amount of \$140,790.

Tom Dole moved to approve Pay Estimate #1 in the amount of \$140,790.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Umpqua Street Sewer Replacement

The contractor is producing submittals for review and approval. Work is scheduled to start July 15th.

Energy Service Company

RUSA has been noticed that the application for loan to the Department of Environmental Quality's Clean Water State Revolving Fund has been scored and has been included in the proposed Intended Use Plan 2025 Initial Edition. The plan will enter the public notice period for public comment. The comment period ended June 7th. The Agency will finalize the plan by June 14th.

We are waiting for notification from the Oregon Department of Energy on our applications for the Community Renewable Energy Grant Program.

Waste Thickening Project

The Waste Thickening Evaluation has been completed. The report recommends replacing the existing gravity belt thickeners with similar updated equipment. The estimated project cost is approximately 6 million. Staff and Jacobs personnel have made repairs to the gravity belt thickeners to extend the use of the existing equipment for approximately 5 to 6 years. We will program this improvement into the Capital Improvement Plan.

Bisulfite SCADA System

The contractor, Sims Electric, is working on submittals for approval. The SCADA panel has been approved for construction and has been ordered from Con-Vey.

Jacobs Plant Operations Report

Randy Turner advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during May. The total Effluent flow was 112.91 million gallons all of which went to the NTS at Outfall 002.

Accounts Payable

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

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

Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

Christine Morris presented the Budget to Actual report as of March 31, 2024 and a draft letter to customers regarding the rate increase.

The meeting was adjourned at 5:15 p.m.

Attached Additional Items Presented

Accounts Payable Addendum
March 31, 2024 Budget to Actual Report
Draft Letter to Customers

Respectfully submitted,



Harmony Williams
Office Assistant II

ADDENDUM TO JUNE 12, 2024 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 6/12/2024 3:16 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52152	Cascade 24200	Cascade Electric Fix entryway lighting and install switch-Admin t	06/12/2024	545.97
Total for Check Number 52152:				545.97
52153	UB*00070	HAD PROPERTIES LLC Refund Check 008665-001, 0 NE KLAMATH A	06/12/2024	2.17
Total for Check Number 52153:				2.17
52154	WilsonA 23011-07	Wilson Architecture Design for new roof at RUSA Office Building an	06/12/2024	995.14
Total for Check Number 52154:				995.14
Total for 6/12/2024:				1,543.28
Report Total (3 checks):				1,543.28

ROSEBURG URBAN SANITARY AUTHORITY
as of March 31, 2024

	Budget FYE 23-24	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	943,820	664,653	560,261	279,167	70.42%
Materials & Services	508,600	346,856	302,769	161,744	68.20%
Capital Outlay	532,500	147,828	56,991	384,672	27.76%
Treatment					
Materials & Services	2,637,600	1,637,095	1,511,629	1,000,505	62.07%
Capital Outlay	650,000	6,754	7,222	643,246	1.04%
Collection					
Personal Services	922,460	577,217	550,242	345,243	62.57%
Materials & Services	192,700	73,551	79,113	119,149	38.17%
Capital Outlay	1,205,500	250,884	72,389	954,616	20.81%
Finance					
Personal Services	549,740	376,535	315,219	173,205	68.49%
Materials & Services	320,900	102,108	73,450	218,792	31.82%
Capital Outlay	48,000	8,222	7,226	39,778	17.13%
Transfers	2,628,000	0	0	2,628,000	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,946,890	0	0	3,946,890	0.00%
Total Budget	<u>15,636,710</u>	<u>4,191,705</u>	<u>3,536,513</u>	<u>11,445,005</u>	<u>26.81%</u>

RESOURCES					
Sewer Service Fees	7,891,500	6,348,024	4,273,909	1,543,476	80.44%
Miscellaneous Income	1,256,610	87,103	114,429	1,169,507	6.93%
Penalties	145,000	94,147	90,336	50,853	64.93%
Transfer from Other Funds	0	0	0	0	0.00%
Interest Income	110,000	224,498	102,254	(114,498)	204.09%
	<u>9,403,110</u>	<u>6,753,772</u>	<u>4,580,928</u>	<u>2,649,338</u>	<u>71.82%</u>
Beginning Fund Balance	<u>6,233,600</u>				
Total Budget	<u>15,636,710</u>				

COLLECTION SYSTEM EXPANSION

EXPENDITURES					
Construction Projects	1,178,410	0	0	1,178,410	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>1,178,410</u>	<u>0</u>	<u>0</u>	<u>1,178,410</u>	<u>0.00%</u>
RESOURCES					
Interest Income	36,410	56,822	33,107	(20,412)	156.06%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	138,000	199,492	168,115	(61,492)	144.56%
	<u>174,410</u>	<u>256,314</u>	<u>201,222</u>	<u>(81,904)</u>	<u>146.96%</u>
Beginning Fund Balance	<u>1,004,000</u>				
Total Budget	<u>1,178,410</u>				

ROSEBURG URBAN SANITARY AUTHORITY
as of March 31, 2024

	Budget FYE 23-24	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	3,000,000	2,583,552	109,438	416,448	86.12%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>3,000,000</u>	<u>2,583,552</u>	<u>109,438</u>	<u>416,448</u>	<u>86.12%</u>
RESOURCES					
Interest Income	40,000	64,933	27,193	(24,933)	162.33%
Transfers from Other Funds	128,000	0	0	128,000	0.00%
Sewer Service Fees	267,000	202,668	200,101	64,332	75.91%
	<u>435,000</u>	<u>267,601</u>	<u>227,294</u>	<u>103,067</u>	<u>61.52%</u>
Beginning Fund Balance	<u>2,565,000</u>				
Total Budget	<u>3,000,000</u>				

TREATMENT PLANT EXPANSION

EXPENDITURES					
Construction Projects	741,700	0	0	741,700	0.00%
Biosolids Dewatering	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>741,700</u>	<u>0</u>	<u>0</u>	<u>741,700</u>	<u>0.00%</u>
RESOURCES					
Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	22,300	34,149	19,637	(11,849)	153.14%
System Development Charges	75,100	104,977	88,421	(29,877)	139.78%
	<u>97,400</u>	<u>139,126</u>	<u>108,058</u>	<u>(41,726)</u>	<u>142.84%</u>
Beginning Fund Balance	<u>644,300</u>				
Total Budget	<u>741,700</u>				

PLANT EQUIPMENT REPLACEMENT

EXPENDITURES					
Misc Plant Equipment Projects	1,993,000	229,064	275,423	1,763,936	11.49%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	<u>1,993,000</u>	<u>229,064</u>	<u>275,423</u>	<u>1,763,936</u>	<u>11.49%</u>
RESOURCES					
Transfer from Other Fund	300,000	0	0	300,000	0.00%
Grants	190,000	0	0		
Interest Income	29,000	50,587	34,406	(21,587)	174.44%
	<u>519,000</u>	<u>50,587</u>	<u>34,406</u>	<u>278,413</u>	<u>9.75%</u>
Beginning Fund Balance	<u>1,474,000</u>				
Total Budget	<u>1,993,000</u>				

ROSEBURG URBAN SANITARY AUTHORITY
as of March 31, 2024

	Budget FYE 23-24	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	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	6,578,500	0	0	6,578,500	0.00%
Total Budget	6,578,500	0	0	6,578,500	0.00%
RESOURCES					
Sewer Service Fees	1,066,200	810,665	800,394	255,535	76.03%
Interest Income	66,000	133,503	63,917	(67,503)	202.28%
Transfer From General Fund	2,200,000	0	0	2,200,000	0.00%
	3,332,200	944,168	864,312	2,388,032	28.33%
Beginning Fund Balance	3,246,300				
Total Budget	6,578,500				



Attention Sewer Service Customers: Rate Increase Effective July 1, 2024

Dear Valued Customer,

Effective July 1, 2024, the Roseburg Urban Sanitary Authority (RUSA) will be adjusting its sanitary sewer service rates. The new rate reflected on the August 1, 2024 billing will be **\$50 per month** per Equivalent Dwelling Unit (EDU) for residential service. For our non-residential service, your rate may be more than a \$10 increase based on the type of business. While the Board and staff have diligently worked to keep rates low, our current sustainable rate projection is \$80 per month. Although rate increases have historically been few and far between, this has not allowed RUSA to keep up with the needs of our aging infrastructure. Our customers can expect we will most likely have annual rate adjustments.

The reasons behind this decision include:

- **Infrastructure Maintenance and Upgrades:** Our aging sewer infrastructure requires ongoing maintenance and upgrades. These investments ensure that we continue to provide efficient and environmentally responsible services. Please refer to our website at www.rusa-or.org to review RUSA's Capital Improvement Plan.
- **Compliance with Regulations:** To meet state and federal regulations, we must invest in modernizing our facilities and systems. These improvements enhance water quality, protect public health, and will be required of us by regulation.
- **Inflation and Rising Costs:** Like any organization, we face inflationary pressures and increased operational costs. The rate adjustment allows us to cover these expenses while maintaining service quality.

For more information please see www.rusa-or.org. If you have any questions or concerns, please don't hesitate to contact us.

Roseburg Urban Sanitary Authority Board

From: [Robin Van Winkle](#)
To: [Christine Morris](#)
Cc: [Jim Baird](#)
Subject: Best Place for Working Parents Designation
Date: Thursday, June 20, 2024 10:03:42 AM
Attachments: [image001.png](#)
[Douglas-County-WorkingParentsAward-2024-light.png](#)

Christine and Jim: Congratulations on earning the Best Place designation. I would like to get a promotional photo and give you your window cling badge. Some employers include the organizational leader or leadership team, while others include staff members too. Your choice. If you have regular staff meetings, this can be a good time to get the photo. Let me know what works best for you.



Congratulations! Roseburg Urban Sanitary Authority (RUSA) earned the Douglas County Best Place for Working Parents® (BP4WP) designation. You are part of a small but growing group of employers who have made their workplaces more friendly for working parents. Be proud of your efforts.

Here are a few items for you:

- Your business will be added as a 2024 BP4WP [Participating Workplace](#) on our Business Champions for Kids website.
- Attached is a Douglas County 2024 BP4WP digital badge. You are encouraged to promote this designation internally and externally. Include the badge on your hiring website and job postings to promote your family friendly status.
- We would like to highlight your organization on our social media page. I will reach out to find a time to drop off a card for you and get a promotional photo.
- Check out the Biz4Kids website including the area for [Employers](#), the [Get Started Guide](#), and the [Child Care Tool Kit](#). Use these as guides to make further progress towards implementing research backed family friendly polies and practices.
- Business Champions for Kids hosts Employee Roundtables, and you are invited. Using a lunch and learn format, each roundtable provides practical guidance and ideas on how to put one or more family friendly practices in place. It also a time to learn from other companies.

Congratulations again for becoming a Family Friendly employer in Douglas County. Compared to competitors, employers who earn The Best Places for Working Parents® designation win when it comes to revenue growth, employee retention, productivity, innovation, resilience, agility, customer service, and employee engagement.

Please don't hesitate to reach out with any questions or support I can provide.

Best,

Robin



Robin Van Winkle | Early Learning Program Facilitator

Douglas ESD | Business Champions for Kids

Phone: 541-492-6620 | Fax: 541-492-6649

1871 NE Stephens | Roseburg, OR 97470

robin.vanwinkle@douglasesd.k12.or.us | www.douglasesd.k12.or.us

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



Sewer Bill Turnovers to Douglas County Tax Assessor

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Letters Mailed in May	375	381	375	380	468	547	547	490	426	452
Total Amount Outstanding at Mailing	\$ 205,122.86	\$ 159,305.60	\$ 153,379.23	\$ 236,668.54	\$ 186,161.54	\$ 173,202.93	\$ 193,332.74	\$ 181,901.58	\$ 191,541.85	\$ 189,584.99
Number of Accounts Turned Over	258	260	244	264	320	304	332	363	334	362
Total Amount Turned Over Less Penalty	\$ 149,873.06	\$ 111,088.96	\$ 102,715.58	\$ 177,304.54	\$ 136,332.73	\$ 131,499.45	\$ 140,339.31	\$ 137,965.92	\$ 146,151.61	\$ 151,289.86
Total Amount Turned Over w/ Penalty	\$ 179,847.67	\$ 136,883.95	\$ 126,927.71	\$ 214,083.44	\$ 167,696.90	\$ 162,119.17	\$ 165,849.24	\$ 166,878.04	\$ 177,008.49	\$ 183,828.83
	470 LETTERS MAILED IN APRIL	496 LETTERS MAILED IN APRIL	524 LETTERS MAILED IN APRIL	540 LETTERS MAILED IN MARCH						
	\$ 219,402.77	\$ 175,446.19	\$ 199,151.85	\$ 264,720.65						
UCAN - LIWHA Payments Expected	N/A	6 \$ 1,890.00	7 \$ 3,342.00							

NOTE: Customers are using the UCAN-LIWHA program for their regular monthly sewer bill also.

GENERAL MANAGERS REPORT

Date: 7/3/24
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

RUSA has been noticed that the application for loan to the Department of Environmental Quality's Clean Water State Revolving Fund has been included in the Intended Use Plan 2025 Initial Edition. We are scheduled to meet with the DEQ to discuss adjusting the allocation to meet the current project estimates. In total we have been approved for 9 million in loan, this includes the Cogeneration project that we are not doing at this time.

We have been notified by the Oregon Department of Energy that our applications for the Community Renewable Energy Grant Program have been reviewed and the applications have moved on to the competitive review stage. The award notification is scheduled for September 2, 2024.

We have drafted an Energy Sustainability Plan for your review. Staff would request that the Board approve the plan.

Deer Creek Siphon Improvements

The Contractor Black Pearl is gathering the required bonds and insurance. We will be scheduling a pre-construction meeting soon with the start of work in late July.

Umpqua Street Sewer Replacement

The contractor is producing submittals for review and approval. Work is scheduled to start July 15th.

WRF Retaining Wall

Staff are constructing a retaining wall at the WRF to provide additional area for the Solar Array that is planned to be constructed in the summer of 2025. The staff have completed the construction of the wall that is approximately 145 feet long and 12.5 feet in height utilizing 104 super blocks. The remaining back filling to the new grade will be completed as soil spoils are available.

Storage Building

Bids were opened July 2nd and read aloud. The apparent low bidder was Z Terrell & Sons.

Bisulfite SCADA System

The contractor, Sims Electric, is working on submittals for approval. The SCADA panel has been approved for construction and has been ordered from Con-Vey.

Office and Garage Reroofing Project

The contractor, Roseburg Roofing and Supply Company, submitted Application for Payment, Pay Estimate #2. The application is in the amount of \$42,000. The requested pay estimate is \$39,900 which is \$42,000 for the work completed this period less \$2,100 in retainage.

The project Architect and staff have reviewed the application and agree that the amount of work completed exceed the requested amount.

We would recommend that the Board approve payment of Pay Estimate #2 in the amount of \$39,900.



ROSEBURG URBAN SANITARY AUTHORITY

ROSEBURG, OR • FOUNDED 1983

Energy Sustainability Plan

Vision

A safe, clean, and sustainable future for our community.

Mission

Roseburg Urban Sanitary Authority pledges to make informed decisions to improve and maintain affordable energy systems. RUSA endeavors to provide solutions to utilize clean energy and energy savings solutions while still protecting the environment and public health.

Values

- We are accountable and fiscally responsible in our work and the decisions of our agency.
- We are innovative and focused on opportunities to provide energy solutions that improve our community.
- We conduct our agency practices and processes in a transparent and fair way.

Current Sustainable Practices

Organization

- Establish Energy Champions for the Administration/Engineering and Collection departments and the Treatment Department.
- Ongoing participation in sustainable energy programs to educate our staff on energy reduction and sustainable energy practices.
- Encourage staff engagement to offer energy reduction opportunities.

Energy Conservation

- LED lights with motion sensors
- Use of daylighting and daylight sensors
- Energy data compiled and evaluated to identify energy savings opportunities
- The use of premium efficiency electric motors when applicable
- Evaluate process changes to improve energy efficiency while maintaining required treatment levels

Planning for a Sustainable Future

- Study the addition of power generation at all RUSA facilities
 - Biogas-powered Co-Generation
 - Solar array
 - Solar paired with battery storage
- Alternative treatment methods to reduce energy consumption
 - Participation in community peak load shedding programs

City of Roseburg

900 S.E. Douglas Avenue Roseburg, Oregon 97470 | www.cityofroseburg.org | Phone (541) 492-6700

July 3, 2024

Mr. Jim Baird
Roseburg Urban Sanitary Authority
Roseburg, OR 97470

RE: SE Stephens Water Main Replacement

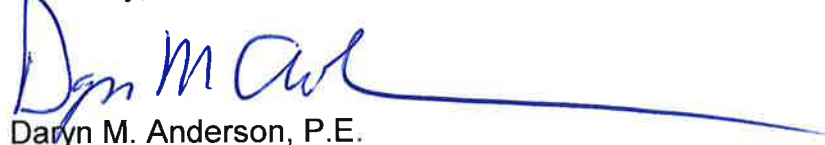
Dear Jim:

The City of Roseburg has received bids for the SE Stephens Water Main Replacement Project. The apparent low bidder is Cradar Enterprises, Inc. at \$1,708,905. Please find attached the bid tabulation and explanation of bid item costs associated with the sanitary sewer portion of the project.

Per the Intergovernmental Agreement, please let this letter serve as notice that RUSA's estimated cost based on bid items is \$270,397.17. Please verify that RUSA would like to move forward with completing the sanitary sewer work as part of the project. Once the project is awarded, RUSA will be required to remit an initial deposit in that amount within 45 days of notification as outlined in the IGA. Upon project completion, the actual sanitary sewer costs will be calculated, and RUSA will be invoiced if actual costs exceed the initial deposit.

Please contact me at 541-492-6885 or via email if you have any questions or need additional information.

Sincerely,



Daryn M. Anderson, P.E.
Project Manager

Enc. RUSA Shared Cost Breakdown

Cc: Ryon Kershner, RUSA
Project File

STEPHENS WL REPLACEMENT
CONSTRUCTION BID VALUES - 7/2/24

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	TOTAL
TEMPORARY FEATURES AND APPURTENANCES (00200)					
1	Mobilization - (00210)	LS	ALL	\$ 308,163.00	\$ 308,163.00
2	Temporary Protection and Direction of Traffic - (00221)	LS	ALL	\$ 85,000.00	\$ 85,000.00
3	Portable Changeable Message Signs (00222)	WK	12	\$ 750.00	\$ 9,000.00
4	Erosion Control (00280)	LS	ALL	\$ 6,000.00	\$ 6,000.00
Subtotal					\$ 408,163.00
ROADWORK (00300)					
5	Construction Survey Work (00305)	LS	ALL	\$ 24,000.00	\$ 24,000.00
6	Removal of Curbs, Walks, Driveways (00310)	SY	220	\$ 30.00	\$ 6,600.00
7	Removal of Pavement (00310)	SY	4560	\$ 6.00	\$ 27,360.00
8	Removal of Structures (00310)	LS	ALL	\$ 5,000.00	\$ 5,000.00
9	Clearing and Grubbing (00320)	LS	ALL	\$ 10,000.00	\$ 10,000.00
Subtotal					\$ 72,960.00
DRAINAGE AND SEWERS (00400)					
10	Trench Foundation (00405)	CY	90	\$ 100.00	\$ 9,000.00
11	Rock and Boulder Excavation (00405)	CY	100	\$ 200.00	\$ 20,000.00
12	Watermain Excavation and Backfill (00405)	CY	1630	\$ 28.00	\$ 45,640.00
13	8 inch D3034 PVC Sewer Pipe, All Depth (00445)	FT	877	\$ 89.00	\$ 78,053.00
14	Catch Basin, CG-3 (00470)	EA	1	\$ 2,800.00	\$ 2,800.00
15	Concrete Manholes, Standard (Sanitary) (00470)	EA	6	\$ 6,400.00	\$ 38,400.00
16	Abandon Existing Manhole (00490)	EA	2	\$ 4,500.00	\$ 9,000.00
17	Abandon Existing Pipe (00490)	LF	3150	\$ 4.00	\$ 12,600.00
18	Extra for Manholes Over Existing Sewers (00490)	EA	1	\$ 4,500.00	\$ 4,500.00
19	Connection to Existing Structures (00490)	EA	2	\$ 1,200.00	\$ 2,400.00
20	Repair or Reconstruct Existing Sewer Laterals (00490)	FT	150	\$ 60.00	\$ 9,000.00
Subtotal					\$ 231,393.00
WEARING SURFACES (00700)					
21	Level 3, 1/2 inch ACP Mixture (00744)	Ton	610	\$ 273.00	\$ 166,530.00
22	Level 2, 1/2 inch ACP Mixture, Temporary, 2 Inch Depth (00744)	Ton	180	\$ 155.00	\$ 27,900.00
23	Concrete Curbs (00759)	FT	360	\$ 65.00	\$ 23,400.00
24	Concrete Walks, 4 inches Thick (00759)	SF	1,980	\$ 20.00	\$ 39,600.00
Subtotal					\$ 257,430.00
PERMANENT TRAFFIC SAFETY AND GUIDANCE DEVICES (00800)					
25	Mono-Directional White Type I Markers (00855)	EA	24	\$ 16.00	\$ 384.00
26	Bi-Directional Blue Type 1AR Markers (00855)	EA	4	\$ 20.00	\$ 80.00
27	Longitudinal Pavement Markings - 4" YELLOW (00860)	FT	222	\$ 2.00	\$ 444.00
28	Longitudinal Pavement Markings - 4" WHITE (00860)	FT	560	\$ 2.00	\$ 1,120.00
29	Pavement Legend, Type B-HS: On-Street Parking (00867)	EA	21	\$ 30.00	\$ 630.00
30	Pavement Bar, Type B-HS (00867)	SF	130	\$ 25.00	\$ 3,250.00
Subtotal					\$ 5,908.00
RIGHT OF WAY DEVELOPMENT AND CONTROL (01000)					
31	Roadside Restoration (01020)	LS	1	\$ 15,000.00	\$ 15,000.00
Subtotal					\$ 15,000.00
WATER SUPPLY SYSTEMS (01100)					
32	4-Inch Ductile Iron Pipe with Restrained Joints and Class B Backfill	FT	11	\$ 100.00	\$ 1,100.00
33	6-Inch Ductile Iron Pipe with Restrained Joints and Class B Backfill	FT	33	\$ 125.00	\$ 4,125.00
34	8-Inch Ductile Iron Pipe with Restrained Joints and Class B Backfill	FT	363	\$ 75.00	\$ 27,225.00
35	12-Inch Ductile Iron Pipe with Restrained Joints and Class B Backfill	FT	2726	\$ 116.00	\$ 316,216.00
36	Ductile Iron Reducer, 8-inch x 6-inch	EA	6	\$ 435.00	\$ 2,610.00
37	Ductile Iron Reducer, 12-inch x 8-inch	EA	1	\$ 765.00	\$ 765.00
38	Ductile Iron Pipe Cross, 12-inch	EA	2	\$ 5,100.00	\$ 10,200.00
39	Ductile Iron Tees, 4-inch	EA	1	\$ 4,000.00	\$ 4,000.00
40	Ductile Iron Tees, 6-inch	EA	2	\$ 4,000.00	\$ 8,000.00
41	Ductile Iron Tees, 12-inch	EA	4	\$ 4,800.00	\$ 19,200.00
42	4-Inch Gate Valve	EA	2	\$ 1,100.00	\$ 2,200.00
43	6-Inch Gate Valve	EA	2	\$ 2,580.00	\$ 5,160.00
44	8-Inch Gate Valve	EA	6	\$ 3,000.00	\$ 18,000.00
45	12-Inch Gate Valve	EA	15	\$ 4,300.00	\$ 64,500.00
46	1 Inch Combination Air Release/Air Vacuum Valve Assembly (01150)	EA	2	\$ 5,800.00	\$ 11,600.00
47	Reconnect Water Service, 3/4-inch to 1-inch Diameter, Near Side (1170)	EA	21	\$ 2,000.00	\$ 42,000.00
48	Reconnect Water Service, 3/4-inch to 1-inch Diameter, Far Side (1170)	EA	23	\$ 2,650.00	\$ 60,950.00
49	Reconnect Water Service, 2-inch Diameter, Far Side (1170)	EA	2	\$ 3,000.00	\$ 6,000.00
50	Abandon Service	EA	6	\$ 1,200.00	\$ 7,200.00
51	Fire Hydrant Assembly (1160)	EA	5	\$ 8,500.00	\$ 42,500.00
52	Connection to Existing - Stephens/Sykes	EA	1	\$ 9,500.00	\$ 9,500.00
53	Connection to Existing - Stephens/Haynes	EA	1	\$ 5,500.00	\$ 5,500.00
54	Connection to Existing - Stephens/Brockway	EA	1	\$ 5,000.00	\$ 5,000.00
55	Connection to Existing - Stephens/Blakeley	EA	1	\$ 5,800.00	\$ 5,800.00
56	Connection to Existing - Stephens/Woodward	EA	1	\$ 5,200.00	\$ 5,200.00
57	Connection to Existing - Stephens/Mosher (EAST)	EA	1	\$ 6,000.00	\$ 6,000.00
58	Connection to Existing - Stephens/Mosher (WEST)	EA	1	\$ 7,000.00	\$ 7,000.00
59	Connection to Existing - Stephens/Cass (EAST)	EA	1	\$ 5,000.00	\$ 5,000.00
60	Connection to Existing - Stephens/Cass (WEST)	EA	1	\$ 5,500.00	\$ 5,500.00
61	Connection to Existing - Stephens/Oak	EA	1	\$ 10,000.00	\$ 10,000.00
Subtotal					\$ 718,051.00
PROJECT SUBTOTAL					\$ 1,708,905
RUSA IGA Shared Cost					
Total Project Costs (Engineer Estimate):				\$	1,708,905.00
	Minus Temporary Features and Appurtenances	-		\$	408,163.00
				\$	1,300,742.00
RUSA % of Overhead	(Subtotal Drainage and Sewers):			\$	231,393.00
		%		\$	1,300,742.00
					17.79%
Rusa's Shared Cost of Temporary Features and Appurtenances = (17.79% x \$408,163) =				\$	72,609.37
Rusa's Shared Cost of Permanent Traffic Safety & Guidance Devices = (17.79% x \$5,908) =				\$	1,050.99
RUSA Shared Cost Wearing Surface (Estimated Tonnage ACP for Mainline Trench):					
BI # 21 - Level 3 ACP (BI #13 x 3' wide x 7" Thick x 0.007) = 129 Tons x \$273/ Ton =				\$	35,217.00
BI #22 - Level 2 Temp ACP - (BI#13x3' wide x 2" Thick x 0.007) = 37 Tons x \$155/Ton =				\$	5,735.00
	RUSA Total Shared Cost Wearing Surface:			\$	40,952.00
Total Footage of Open Trenching:					
	Near Side Water Services - (Avg. L= 13' x BI #47):		273		
	Far Side Water Services - (Avg. L= 33' x BI #48):		759		
	Total Water Main Trenching (BI# 32 + BI #33 + BI #34 + BI #35):		3,133		
	Total Sewer Main Trenching (BI #13 + BI #20):		1,027		
	Total Footage Open Trench:		5,192		
RUSA % of Open Trenching	(BI #13 + BI #20)		1,027		
		%	5,192		
					19.78%
Rusa's Shared Cost of Roadwork = (19.78% x \$72,960) =				\$	14,431.80
Rusa Direct Cost = (Drainage & Sewers Minus BI#10, BI#11, BI#12, BI#14, BI#17) =				\$	141,353.00
RUSA Change Orders (If Any)					-
Total RUSA Shared Costs:					\$ 270,397.17

7/1/2024

Ryon Kershner
Supervising Engineering Technician III
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive
Roseburg, OR 97470

Re: Office and Garage Reroof Project – Pay Application 2

Ryon,

The Contractor, Roseburg Roofing submitted the draft of Pay Application 2 on June 24, 2024. We meet on site with Mike Morris and Brad Morris on July 1, 2024 to discuss status of project submittals, and to review the progress of the work.

Review of Work

- Generally, the membrane work is complete on the all surfaces.
- The roof anchors have been installed on the roof and the walls of the office area.
- The sheet metal cap flashing for the Garage has been delivered and installation started today. The remaining sheet metal cap flashing for the Office and Shop Building is scheduled to be delivered on 7/2/2024. Installation will continue into next week.
- The manufacturer's field inspection has been requested and should occur in the next 2-4 weeks.
- The walk-off pads will be installed per the drawings after the manufacturer's inspection is complete.
- Other work to complete includes: Safety line connected to roof anchors, sheet metal and wood trim at the transition from parapet wall cap to upper wall, adjustment of upper downspouts that terminate at the membrane.

The amount completed and stored to day, prior to adjustment for retainage of , \$190,200, is 91% of the contract amount of \$207,110. In my professional judgement, the actual percentage of the work performed exceeds the requested amount, therefore I recommend accepting this pay application and pay the amount of \$39,900. The amount remaining, including retainage is \$26,420, which is sufficient to complete the work. See attached for the revised Pay Application 2 submitted by Roseburg Roofing on 6/24/2024.

Please contact me if you have any questions.

Sincerely,



Curt Wilson, AIA
Wilson Architecture

Application For Progress Payment

General Contractor:
Roseburg Roofing & Supply Co.
 P.O. Box 762
 Roseburg, OR 97470

PROJECT: RUSA - Office Building & Garage Re-roofing Project

APPLICATION NO.: 002
 SUBCONTRACT NO.:
 APPLICATION DATE: 06/26/2024
 PERIOD TO: 06/01/2024 - 06/30/2024
 PROJECT NO.: 23011

Subcontractor:

Contractor's Application For Payment

1. ORIGINAL CONTRACT SUM	<u>\$207,110.00</u>
2. NET CHANGES BY CHANGE ORDERS	<u>\$0.00</u>
3. CONTRACT SUM TO DATE	<u>\$207,110.00</u>
4. TOTAL COMPLETED & STORED TO DATE	<u>\$190,200.00</u>
5. RETAINAGE:	
<u> </u> % of Completed Work	<u>\$42,000.00</u>
b. <u>0.0%</u> of Stored Material	<u> </u>
Retainage This period	<u>\$2100.00</u>
Total Retainage To Date	<u>\$9,510.00</u>
6. TOTAL EARNED LESS RETAINAGE	<u>\$180,690.00</u>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	<u>\$140,790.00</u>
8. CURRENT PAYMENT DUE	<u>\$39,900.00</u>
9. BALANCE TO FINISH	<u>\$26,420.00</u>

The undersigned does hereby certify that the work performed and the materials supplied to date, covered by this Application for Payment represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereto) between the undersigned and S+B James Const. Mgmt. relating to the above referenced project.

CONDITIONAL RELEASE:
 I certify that upon receipt and successful negotiation of payment of the amount of this request, the undersigned releases pro tanto any and all claim and rights of lien for labor, services, equipment, materials furnished through 06/30/2024 (date) on the above referenced project. I also certify the payments less applicable retention, have already made or will be made with monies received from this progress payment to (1) all my subcontractors (sub-subcontractors) and (2) for all materials and labor used in or in connection with the performance of this contract through the above date.

UNCONDITIONAL RELEASE FOR PRIOR PROGRESS PAYMENTS:
 I also certify that payment less applicable retention, have been received for prior progress payments through 6/20/2024 (date) in the total amount of \$ \$39,900.00 (enter zero if none), and applicable payment has been made to (1) all My subcontractors (sub-subcontractors and (2) for all material and labor used in or in connection with the performance of this contract.
 Furthermore, in consideration of the payments received, and upon receipt of the amount of this request, the undersigned does hereby waive, release and relinquish pro tanto all claim or right of lien which the undersigned may now have upon the premises above described except for claims or right of lien for contract and/or change order work performed to extent that payment is being retained or will subsequently become due.

SUBCONTRACTOR ACKNOWLEDGEMENT:
 Authorized Signature: Mike Morris Date: 06/26/2024
 Title: Owner/President

Architects Acknowledgement:
 Signature: 19 [Signature] Date: 7/1/2024
 Title: Principal | Architect

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

PRELIMINARY DESIGN:

- SE Stephens Sewer Improvement
- WRF Storage Building

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project - Now in Warranty
- Umpqua Street Sewer Rehabilitation project – Awarded to North Core USA LLC
- Bisulifite Scada Improvement project – Sims Electric
- Deer Creek Sewer Improvement- Awarded to Black Pearl

ROSEBURG URBAN SANITARY AUTHORITY

June 2024 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 27 work orders.
- Cleaned and CCTV 6,796 feet or 1.3 miles of mainline.
- Completed 31 manhole inspections.
- Completed service line tap for 5387 NE Stephens.
- Repaired 1 manhole frame and cover.
- Worked 52 employee hours at NTS.
- Worked 299 employee hours at WRF.
- CCTV'd storm line on Haggerty for contractor.
- Completed Lateral Launch of 34 service laterals.
- Completed annual fleet inspection for the 21 Ford Ranger.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.
- Completed monthly safety training.

ENGINEERING DEPARTMENT:

- Issued 17 permits and 13 completed inspections.
- Admin Building Roof Big Awarded to Roseburg Roofing Work is 95 percent complete.
- 202 Locates Utility locates were completed.
- North Core USA Low Bidder on Umpqua Street Project Start Date July 15, 2024
- Bisulfite SCADA Bids has been awarded to Sims Electric
- Deer Creek Siphon Project- Black Pearl Apparent Low Bidder contracts have been sent out.
- RUSA Pretreatment Inspections
 1. Dutch Brother Stewart Parkway- Pumped 6-10-24
 2. Dutch Brother Stephens Pumped
 3. In and Out Showed grease at mainline, Talked to Manager-will follow up
 4. Muchas Gracias Grease interceptor looks good
 5. Sizzler close to needing to pump- Will check back
 6. Fast Stop Market installed new interceptor

FINANCE DEPARTMENT:

- Vacancy Credits: 4 were processed for a total of \$630.00.
- Credit cards/Echecks/debit cards: 2517 transactions totaling \$203,216.43 or approximately 24.8% of monthly billing was collected.
- Automatic Payments: 2205 customer accounts are signed up. Received \$140,416.34 or approximately 17.2% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Dan Prather, Project Manager-Jacobs
DATE: July 3, 2024
SUBJECT: June 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 June 2024, was 243,000 KWHRS with a total Effluent flow of 85.61 million gallons, all of which went to the NTS at Outfall 002. The June 2023 electrical consumption was 229,000 KWHRS with a total Effluent flow of 78.88 million gallons, all of which went to the NTS at Outfall 002.
- The plant experienced a 2-hour power outage on the 9th at midnight, emergency generators started okay, and the operator reset necessary equipment.
- Bourbon Street pump station generator failed to power up the pumps on a routine check, it was found that the load testing contractor did not get the leads correctly reinstalled following their load testing. The issue has been resolved.
- An odor complaint has come in from one person more than once, all the odor control systems at the plant were operating normally.

PRETREATMENT ACTIVITIES

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in June:

- Astro Carwash: Their oil water separator was 20% full of sediment.
- Grand Apartments: This building is setup with a community kitchen. The grease interceptor was 5% full.
- DC Farmers CoOp Deli: No noticeable FOG buildup at the nearest manhole.
- Bob's Deli: No noticeable FOG in the clean out.
- Convey: No noticeable hydrocarbons at the manhole on Ward.

NATURAL TREATMENT SYSTEM (NTS)

- The NTS pond alternative treatment valves were closed on June 5th and the irrigation schedule adjusted to pump more water.

MAINTENANCE ACTIVITIES

- Maintenance Team completed **635** Preventative Maintenance items for the month.
- Maintenance Team completed **1** Corrective Maintenance items for the month.

Call Outs for the Month

- Power Outage
- Winchester Wet Well Level (Air Comp. failure)

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month – 35,440,676 **Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - 1,181,355.87 **Gallons**

Current Month Repairs

- Secondary Clarifier #1 Skimmer tube rollers and leak fixed.
- Winchester & Highland LS seal water tank floats replaced.
- Bourbon Street Generator rewired.
- Blower Building UPS replacement

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO₄) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- TKN and Nitrite-Nitrate are tested weekly for SW5.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO₄ at SW5.
- Number of Tests for permit: 121
- Eureka probes were calibrated and deployed at SW1, SW6, and SW5, on June 4th and on June 18th Probes were pulled, downloaded, and recalibrated and redeployed.
- On June 12th lab water was sampled and sent out to NRC.
- Running DMR-QA Study 44 samples.

BIOSOLIDS

- A biosolids site that takes liquid opened in June and that is where all the solids are going currently.

UPCOMING ITEMS

- Clean aeration channel.
- Spray blackberries at NTS.
- Coordinate with RUSA crew to perform annual lift station maintenance.

Enclosures:

Boiler/Flare Gas Usage graphs

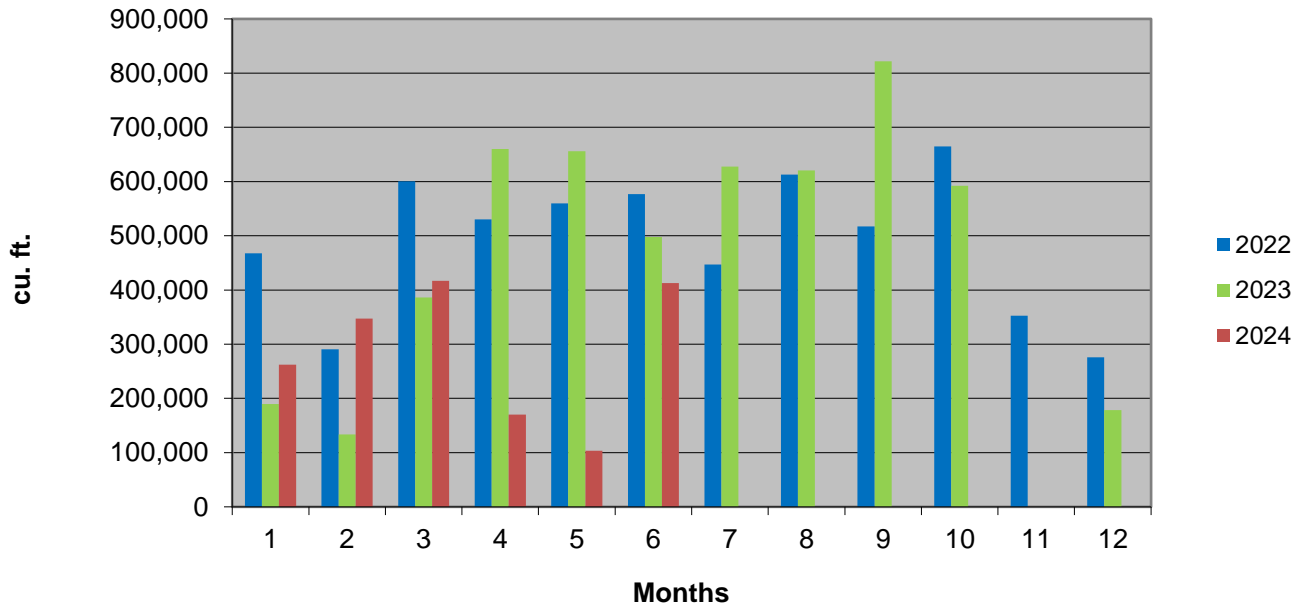
Influent TSS/BOD and Effluent Flow Graphs

12 Month Moving Avg.

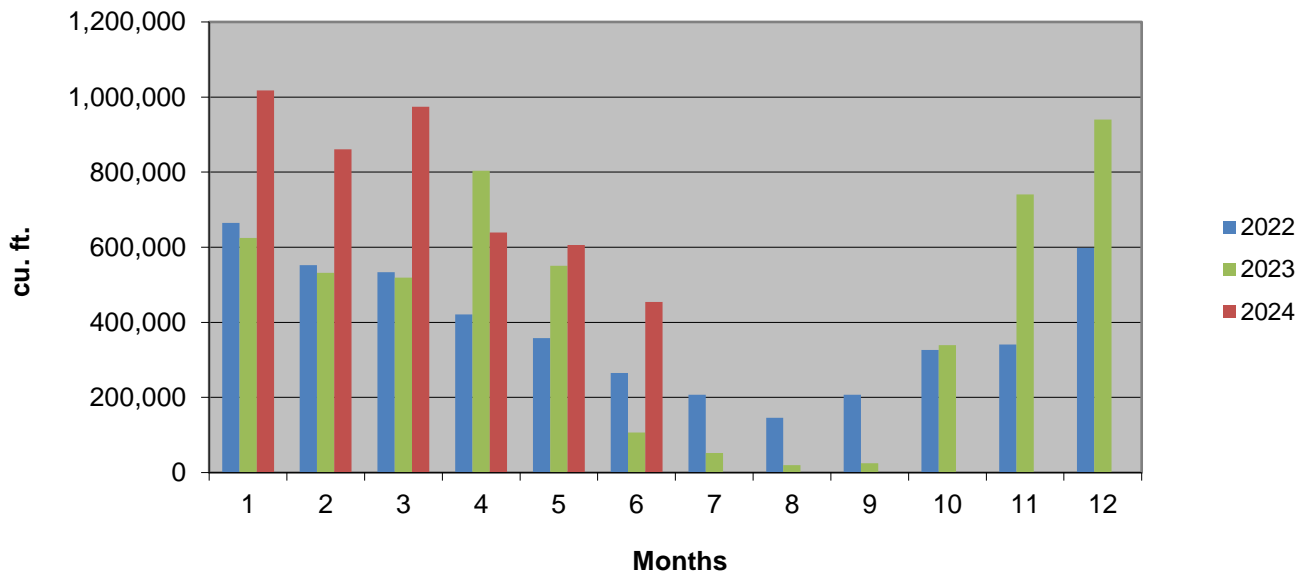
12 MONTH MOVING AVERAGES

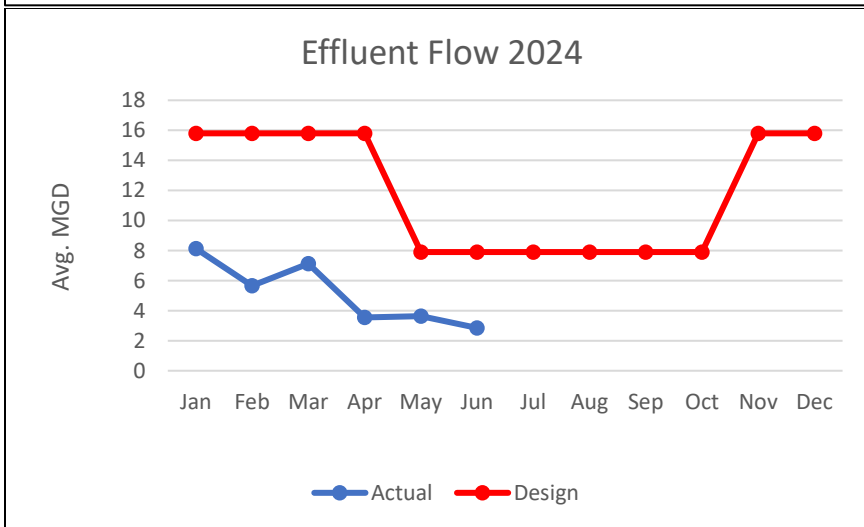
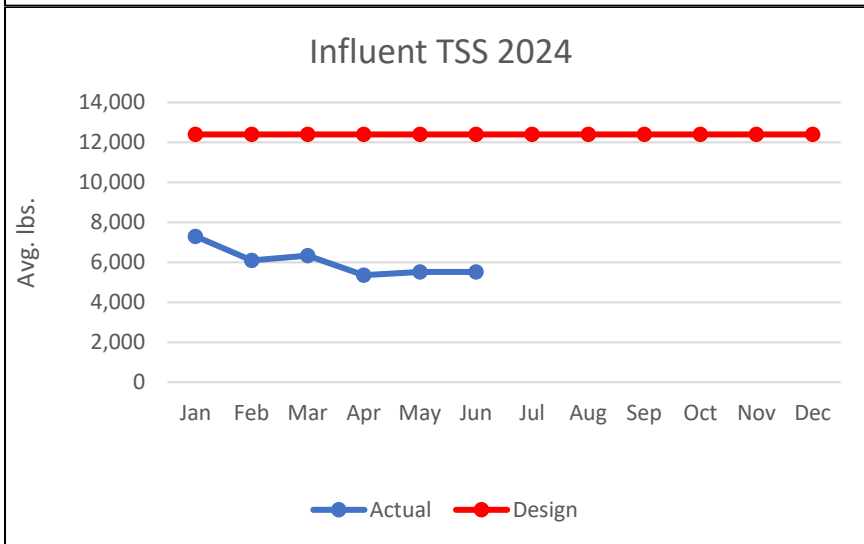
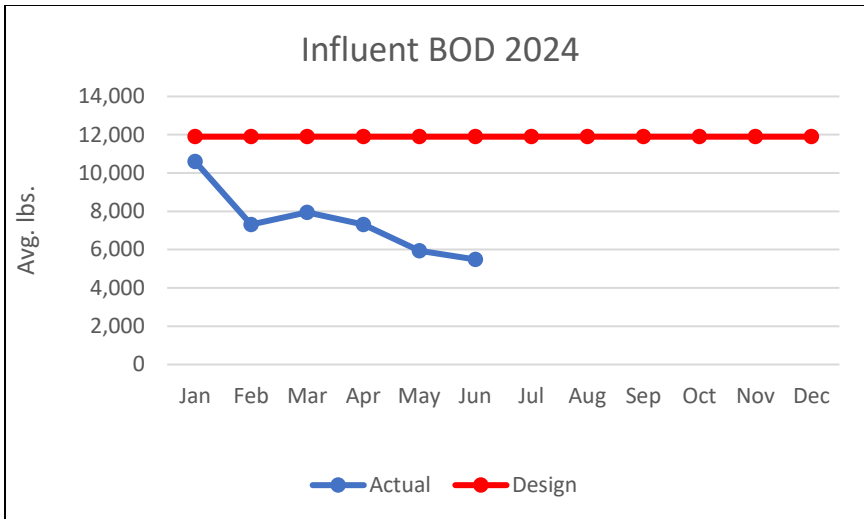
Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
Aug-23	2.68	4424	4559
Sep-23	2.83	4381	4284
Oct-23	3.04	4844	4802
Nov-23	4.20	7212	5972
Dec-23	5.27	10666	7185
Jan-24	8.13	10601	7303
Feb-24	5.65	7311	6090
Mar-24	7.12	7950	6339
Apr-24	3.54	7320	5358
May-24	3.64	5940	5520
Jun-24	2.85	5488	5518
SUM	54.49	86124	72520
AVE	4.19	6625	5578
MAX	8.13	10666	7303
MIN	2.68	4381	4284

FLARE GAS USAGE 2022 - 2024



BOILER GAS USAGE 2022 - 2024





CASH DISBURSEMENT RECAP BOARD MEETING JULY 10, 2024

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	90,631.07
Total of Regular Checks & ACH Transactions	<u>285,469.93</u>

Total Expenditures (not including Payroll)	<u><u>376,101.00</u></u>
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Payroll:

Net Payroll - June 28, 2024	79,164.90
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All Checks & ACH Transactions since the Board Meeting of June 12, 2024	<u><u>455,265.90</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 7/3/2024 4:42 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX June 24 PR June 24 PR	ASIFlex PR Batch 00001.06.2024 Dependent Care FSA PR Batch 00001.06.2024 Flexible Spending Acc	06/28/2024 PR Batch 00001.06.2024 Dep PR Batch 00001.06.2024 Flex	416.00 1,129.17
Total for this ACH Check for Vendor ASIFLEX:				1,545.17
ACH	DNB June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR	Internal Revenue Service PR Batch 00001.06.2024 Federal Income Tax PR Batch 00001.06.2024 FICA - Employee PR Batch 00001.06.2024 Medicare - Employee PR Batch 00001.06.2024 FICA - Employer PR Batch 00001.06.2024 Medicare - Employer	06/28/2024 PR Batch 00001.06.2024 Fede PR Batch 00001.06.2024 FIC. PR Batch 00001.06.2024 Med PR Batch 00001.06.2024 FIC. PR Batch 00001.06.2024 Med	9,178.20 7,235.23 1,692.09 7,235.23 1,692.09
Total for this ACH Check for Vendor DNB:				27,032.84
ACH	OR-REV June 24 PR	Oregon Dept. of Revenue PR Batch 00001.06.2024 Oregon W/Held	06/28/2024 PR Batch 00001.06.2024 Oreg	7,244.00
Total for this ACH Check for Vendor OR-REV:				7,244.00
ACH	PEBSCO June 24 PR June 24 PR	Nationwide Retirement Solutions PR Batch 00001.06.2024 Roth Contribution PR Batch 00001.06.2024 Nationwide-Deferred C	06/28/2024 PR Batch 00001.06.2024 Rotf PR Batch 00001.06.2024 Nati	200.00 3,975.00
Total for this ACH Check for Vendor PEBSCO:				4,175.00
ACH	CENTURY June 2024 Fx/Al	CenturyLink Analog phone service for fax and alarm	06/28/2024	149.63
Total for this ACH Check for Vendor CENTURY:				149.63
52155	CIS INS June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR June 24 PR	CIS Trust PR Batch 00001.06.2024 Trauma PR Batch 00001.06.2024 Voluntary Dependent L PR Batch 00001.06.2024 Critical Illness Insuran PR Batch 00001.06.2024 Identity Protection PR Batch 00001.06.2024 CCIS Insurance Long- PR Batch 00001.06.2024 CCIS Insurance AD&I PR Batch 00001.06.2024 Hospital Indemnity PR Batch 00001.06.2024 Life Insurance - er PR Batch 00001.06.2024 Life Insurance - Spous PR Batch 00001.06.2024 Dental & Vision PR Batch 00001.06.2024 Medical Ins w/RX PR Batch 00001.06.2024 Voluntary Life Insuran PR Batch 00001.06.2024 Short-Term Disability PR Batch 00001.06.2024 Trauma - Bronze PR Batch 00001.06.2024 Accident Insurance	06/28/2024 PR Batch 00001.06.2024 Trau PR Batch 00001.06.2024 Volu PR Batch 00001.06.2024 Criti PR Batch 00001.06.2024 Iden PR Batch 00001.06.2024 CCI PR Batch 00001.06.2024 CCI PR Batch 00001.06.2024 Hos PR Batch 00001.06.2024 Life PR Batch 00001.06.2024 Life PR Batch 00001.06.2024 Den PR Batch 00001.06.2024 Med PR Batch 00001.06.2024 Volu PR Batch 00001.06.2024 Sho PR Batch 00001.06.2024 Trau PR Batch 00001.06.2024 Acc	95.00 34.58 115.50 99.70 174.47 17.56 129.00 108.32 222.62 2,590.04 29,127.86 434.75 42.58 10.00 159.19
Total for Check Number 52155:				33,361.17
52156	CDW	CDW Government LLC	06/28/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RS43975	Video Conferencing equipment - Poly Studio X		5,678.09
	RS88793	Video Conferencing equipment - Poly Wall Mo		220.41
	RT42979a	Video Conferencing equipment - Poly Poly+ - 1		3,421.45
	RT42979b	Video Conferencing equipment - Samsung 86"		689.11
	RT65515	Video Conferencing equipment - Trip Lite Mob		421.26
			Total for Check Number 52156:	10,430.32
52157	VERIZON 9966597145	Verizon Wireless Monthly wireless services	06/28/2024	748.42
			Total for Check Number 52157:	748.42
52158	Woodward 008	Woodward's BBQ LLC Catering for company picnic on 6/29/24	06/28/2024	874.00
			Total for Check Number 52158:	874.00
			Total for 6/28/2024:	85,560.55
ACH	Pathpnt June 2024	Path Point Merchant Services LLC CC Merchant Fees-June	07/02/2024	1,982.66
			Total for this ACH Check for Vendor Pathpnt:	1,982.66
			Total for 7/2/2024:	1,982.66
ACH	Xpress INV-XPR013863	Xpress Bill Pay Online/phone payment processing fees for June 2	07/05/2024	3,087.86
			Total for this ACH Check for Vendor Xpress:	3,087.86
			Total for 7/5/2024:	3,087.86
			Report Total (11 checks):	90,631.07

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325824fbH73	ASIFlex FSA Admin Fees-June	07/10/2024	37.50
Total for this ACH Check for Vendor ASIFLEX:				37.50
ACH	METRO IN667465	Metro Presort Inc UB Billing mailed 6/3/24	07/10/2024	3,465.73
Total for this ACH Check for Vendor METRO:				3,465.73
ACH	PITNEY 3319237982	Pitney Bowes Inc. Quarterly postage machine lease	07/10/2024	94.50
Total for this ACH Check for Vendor PITNEY:				94.50
ACH	SAIF 100057327 100057327 100057327	SAIF Corporation Workers compensation insurance Workers compensation insurance Workers compensation insurance	07/10/2024	137.18 6,559.32 2,956.64
Total for this ACH Check for Vendor SAIF:				9,653.14
52159	REFUND R133584	B & K Investment Properties LLC Refund tap fee for 1939 Diamond Lake, not need	07/10/2024	300.00
Total for Check Number 52159:				300.00
52160	JBAIRD 262761	James Baird Summer picnic supplies/door prizes	07/10/2024	392.27
Total for Check Number 52160:				392.27
52161	BANNERMC AA 061324 CM061824 DF060924 DF061024 DF061824 DF062224 DF062624a DF062624b DF062624c DF062824 GO062524 HW060324 HW060724 HW061224 HW061324 HW062624 JB060424 JB061724	BANNER BANK BAGEL TREE - STAFF MEETING SNACKS OGFOA-FYE25 Dues-Christine Revver - Formerly eFileCabinet Zoom - E-Meeting Software for board mtngs. abbys pizza soos NS DF AB JB JB RC SL RK S Amazon-Parts for new AV system Amazon-Parts for new AV system Amazon-Replacement mouse for Jim Creative Group-Verkada Conference Registratio Zoom-Zoom Rooms for new AV system DEQ Cert App-Greg I Column (News Review) - Budget Notice Parkside Flowers - Flowers for Cindy Safeway - Board Meeting Snacks Costco - Kitchen Supplies Staples - Office Supplies Skamania Lodge - BioFest Lodging-withheld de PNCWA Conference Sponsorship	07/10/2024	35.10 125.00 2,500.00 99.00 100.08 59.58 19.97 33.24 479.40 21.23 170.23 544.21 65.00 9.00 109.96 68.46 199.65 500.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	JB062024	PNCWA Annual Conference		529.13
	JB062524a	DEQ YDO - Renewal		166.40
	JB062524b	DEQ YDO - Service Fee		3.83
	JB062924	Dollar Tree - Picnic Supplies		8.75
	JB062924	Shop Smart - Picnic Supplies		36.57
	KB06062024	Safeway- Bagged Ice		43.46
	KB06202024	Office of Water Programs Cal Sac-Collections V		100.00
	KB06282024	Safeway- Bagged Ice		35.94
	KB60112024	Dirt Taxi-Dump Truck Driver to haul in rock for		550.00
	NS060624	HOME DEPOT - CAR WASH SUPPLIES		79.50
	NS061624	HOME DEPOT - DEF FOR VEHICLES		56.92
	RC05312024	GOOD GUYS/TV VAN SERVICE		149.83
	RC06032024	HOME DEPOT/HITCH FOR 5YRD		207.58
	RC06042024	GOOD GUYS/RANGER SERVICE		76.92
	RC06102024	GOOD GUYS/STEVE'S F-150 SERVICE		76.27
	RC06192024	GOOD GUYS/RON'S F-150 SERVICE		76.27
	RC06202024	GOOD GUYS/2YRD SERVICE		82.88
	RK060524	Home Depot-Replacement Sewer Cap		20.96
	RK061024a	DEQ-Cert Renewal		166.40
	RK061024b	DEQ-Cert Renewal-Credit Card Fee		3.83
	RK061824	Clint Newell-Touch Up Paint		36.79
	RK062224	Professional Land Surveyors-Membership		248.00
	RK062424a	Douglas County Clerk-Credit Card Fee		2.27
	RK062424b	Douglas County Clerk-Record Umpqua Easemer		91.00
	RK062824	PNCWA- Conference Registration		529.13
	SL060224	COSTCO RENEWAL		120.00
	SL060324a	WEF RENEWAL-Jim, Ryon, Greg		457.00
	SL060324b	WEF RENEWAL-SL,KBRC,NS,DEV,Jake		648.00
	SL061224	KAMPER KORNER -GENERATOR HITCH LC		41.07
	SL061424	BACKFLOW REPAIR KIT -WINCHESTER LS		74.49
	SL061624	TRACTOR SUPPLY - GENERATOR HITCH L		99.98
	SL061724	WALMART - LAPTOP CHARGER		40.48
	SL061724	TRACTOR SUPPLY - GENERATOR HITCH L		269.97
	SMO060424	FIVE GUYS - LUNCH (Collections Test)		16.70
	SMO061424	AMAZON - WORK BOOTS		94.95
			Total for Check Number 52161:	10,380.38
52162	BHEC	Bassett-Hyland Energy Company	07/10/2024	
	CL26204-IN	Vehicle fuel usage 6/1 - 6/15		1,088.72
	CL26611-IN	Vehicle fuel usage 6/16 - 6/30		734.70
			Total for Check Number 52162:	1,823.42
52163	BATT PLU	Batteries Plus #208	07/10/2024	
	P73566916	Batteries for door/motion sensors for alarm syste		21.75
			Total for Check Number 52163:	21.75
52164	BIOMED	bio-MED Testing Services Inc	07/10/2024	
	105853a	FMCSA Clearinghouse Query		5.00
	105853b	Reasonable suspicion class - 2 employees		100.00
			Total for Check Number 52164:	105.00
52165	CENTWEST	Century West Engineering Corp.	07/10/2024	
	248330	Engineering for Stephens Sewer Improvements		1,152.75
			Total for Check Number 52165:	1,152.75
52166	CH2M	CH2M Hill, Inc.	07/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	107769CH018a	Plan review - Stephens & Pine		1,063.85
	107769CH018b	Review of NTS PS control bldg & recommend ir		9,599.92
	107769CH018c	WRF-Bisulfite SCADA		2,528.07
	107769CH018d	WRF Thickening System - Evaluation - update r		41.92
Total for Check Number 52166:				13,233.76
52167	ORMS 213934	Chaves Consulting, Inc Monthly user fee for ORMS document storage	07/10/2024	419.20
Total for Check Number 52167:				419.20
52168	DRAUTO 136693	D & R Auto & Truck Supply Corp Hydraulic hose & fittings for loader	07/10/2024	33.01
Total for Check Number 52168:				33.01
52169	DCPW 724854 724869	Douglas County Public works Dump fees Dump fees	07/10/2024	15.50 10.00
Total for Check Number 52169:				25.50
52170	DC PUB May 2024	Douglas County Public Works-Work Crew Vegetation abatement - WRF	07/10/2024	1,000.00
Total for Check Number 52170:				1,000.00
52171	DFN July 2024 Admin July 2024 Brbn July 2024 High July 2024 Host July 2024 Keady July 2024 LV July 2024 NBank July 2024 NTS July 2024 Ph/Ca July 2024 Wilb1 July 2024 Wilb2 July 2024 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Bourbon St Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista P Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	07/10/2024 Service: 14806 Service: 205697 Service: 105797 Service: 106289 Service: 205950 Service: 105793 Service: 237686 Service: 141784 Service: 105796 Service: 105794 Service: 105795	223.99 102.58 78.59 10.80 78.59 106.58 75.59 86.39 101.19 75.59 75.59 64.79
Total for Check Number 52171:				1,080.27
52172	FASTENAL ORROS235650	Fastenal Company 7 Cases of locate paint	07/10/2024	309.87
Total for Check Number 52172:				309.87
52173	Feena P21916	Feenaughty Machinery Co. Replacement glass for excavator door	07/10/2024	238.80
Total for Check Number 52173:				238.80
52174	GENEQ 89212	General Equipment Company Ball valve for B6	07/10/2024	195.90
Total for Check Number 52174:				195.90
52175	HANDY 123275 123307	Handyman Hardware Bolts/washers Bolts	07/10/2024	9.99 12.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 52175:	22.59
52176	ICONIX U2416024088	ICONIX WATERWORKS INC Drain pipe for retaining wall at WRF	07/10/2024	240.22
			Total for Check Number 52176:	240.22
52177	Jacobs 35128937-01	Jacobs Engineering Group Inc Professional services per agreement	07/10/2024	147,683.00
			Total for Check Number 52177:	147,683.00
52178	COASTAL X34580 X35317	John Deere Financial f.s.b. Tarp for pipe rack Cattle panels for retaining wall at WRF	07/10/2024	139.99 579.80
			Total for Check Number 52178:	719.79
52179	LYOUNG 76600161023	Lauren Young Tire Backhoe tire repair	07/10/2024	99.99
			Total for Check Number 52179:	99.99
52180	LEAGUE O 2024-216555	League of Oregon Cities Associate membership dues	07/10/2024	650.00
			Total for Check Number 52180:	650.00
52181	Leeway 1078	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	07/10/2024	1,284.50
			Total for Check Number 52181:	1,284.50
52182	NEXNET 23505	Nexcom, LLC Monthly digital telephone services	07/10/2024	287.00
			Total for Check Number 52182:	287.00
52183	LGL 13768	Northwest Local Government Legal Adviso Legal services regarding plant upgrade services	07/10/2024	513.00
			Total for Check Number 52183:	513.00
52184	OR-LIN 1098000 1103520	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	07/10/2024	39.68 66.01
			Total for Check Number 52184:	105.69
52185	PAC AIR 10450 i18418	Pacific Air Comfort, Inc. Replace and install exhaust fan HVAC filter change and maintenance	07/10/2024	1,425.00 500.00
			Total for Check Number 52185:	1,925.00
52186	PNWF CO 412	Pacific Northwest Fence Co Modifications to Lift Station Fence	07/10/2024	3,541.00
			Total for Check Number 52186:	3,541.00
52187	PKGDEPOT 115877	Package Depot Mailed contract to North Core for Umpqua St	07/10/2024	11.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	116471	Return ball valve to General Equipment, ordered		12.05
			Total for Check Number 52187:	23.65
52188	PETTY May 16 2024	Petty Cash c/o Harmony Williams Walgreens - Command strips for hanging picture	07/10/2024	7.79
			Total for Check Number 52188:	7.79
52189	PLATT2 5G82985 6Z94760	Platt Electric Supply Bit for holes into electrical boxes Parts for electronics box for NTS gate & camera	07/10/2024	74.97 379.92
			Total for Check Number 52189:	454.89
52190	ROGERS E 3350	Rogers Engineering, Inc. Design New Storage Building at WWTP	07/10/2024	19,500.00
			Total for Check Number 52190:	19,500.00
52191	RSBG-DIS 1368851	Roseburg Disposal Company Garbage service	07/10/2024	70.00
			Total for Check Number 52191:	70.00
52192	RGlass 169935	Roseburg Glass Company Install replacement window in excavator	07/10/2024	79.00
			Total for Check Number 52192:	79.00
52193	RoseRoof 002 002 Ret	Roseburg Roofing & Supply Co., Inc. New Roof at Admin Campus - Pay Request #2 New Roof at Admin Campus - Retainage Pay Re	07/10/2024	42,000.00 -2,100.00
			Total for Check Number 52193:	39,900.00
52194	SOOS 2025-12	Southwest Oregon Operators Section Annual membership dues	07/10/2024	30.00
			Total for Check Number 52194:	30.00
52195	SPRBRK TM INV-007843	Springbrook Holding Company LLC Professional services for training-Fixed Asset &	07/10/2024	2,123.25
			Total for Check Number 52195:	2,123.25
52196	SHRED-IT 8007473192	Stericycle, Inc. Monthly document shredding services	07/10/2024	93.73
			Total for Check Number 52196:	93.73
52197	TEKMAN 92777a 92777b 92777c 92777d 92777e 92777f 92777g CM92777	TEKMANAGEMENT, INC. Backup & Recovery Services Cloud storage-server backups DNS Filter (security) Server Maint & monitoring Encryption of laptops Penetration Testing Server Maint & monitoring Server Maint & monitoring-Credit for billing err	07/10/2024	565.00 180.00 32.00 1,578.87 107.25 253.84 1,642.02 -1,578.87
			Total for Check Number 52197:	2,780.11

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52198	DYER 31198	The Dyer Partnership Engineers & Planners 100 percent design for jail manhole	07/10/2024	2,008.50
Total for Check Number 52198:				2,008.50
52199	TRUE NOR A18137	True North Equipment, Inc. CCTV transporter parts	07/10/2024	80.96
Total for Check Number 52199:				80.96
52200	UBWA June 2024 411LM June 2024 606LM June 2024 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	07/10/2024	22.22 22.00 22.00
Total for Check Number 52200:				66.22
52201	UMPQUARF 73629 73660 73975	Umpqua Quarries, LLC Rock for storage pad at the barn Rock for retaining wall at WRF Rock for retaining wall at WRF	07/10/2024	736.27 1,564.98 113.63
Total for Check Number 52201:				2,414.88
52202	UMP-SAND 120803 120850 120960 121294 121342	Umpqua Sand & Gravel Topsoil for NTS front gate Topsoil for NTS front gate Topsoil for NTS front gate Eco Blocks - 28 Eco Blocks - 37	07/10/2024	998.86 993.55 130.57 5,180.00 6,845.00
Total for Check Number 52202:				14,147.98
52203	WILLGRAY 29311425	Willamette Graystone, LLC Mortar for stock	07/10/2024	211.64
Total for Check Number 52203:				211.64
52204	MOTORSP 21026	Zoom Motorsports Radio/speakers/CB radio for 5 yd dump truck	07/10/2024	442.80
Total for Check Number 52204:				442.80
Total for 7/10/2024:				285,469.93
Report Total (50 checks):				285,469.93