



Meeting Date: September 25, 2025 **Agenda Type:** Consent Items for Action

From: Jesse Luna **Reviewed by:** David Hubbard
Purchasing Manager Chief Administrative Officer

Submitted by: David Hubbard **Approved by:** Ryan Kelso
Chief Administrative Officer Chief Executive Officer

RECOMMENDED ACTION: Approve the Change Order Log from July 15, 2025, through August 15, 2025

BACKGROUND

The Board of Trustees approved the NBU Purchasing Policy on October 31, 2019. The Purchasing Policy defines the process for obtaining approval of change orders. In addition to the individual approval by the Board of Trustees for change orders greater than \$50,000, the policy further states, “Each department manager will keep a log of all change orders and forward that log on a monthly basis to the Purchasing Manager before each Board of Trustees’ meeting. The Purchasing Manager will prepare a consent agenda item to request approval of those change orders at the next Board of Trustees’ meeting.”

Listed below are the change orders submitted to the Purchasing Manager for the period of July 15, 2025, through August 15, 2025.

FINANCIAL IMPACT

Change orders less than \$50,000:

- Simon Street Improvements, Remove/replace driveway approach at 630 Simon to install new lateral and service connection under driveway, R.L. Jones, LP, Change order No. 1, Cost increase of \$5,600.00.
- Henne BAAH Substation Project, cost increase from a P1 panel to a P3 panel, reworks required to comply with required characteristics, Schweitzer Engineering Laboratories, Inc., Change order No.1, Cost increase of \$14,972.00.

Change orders more than \$50,000:

- None reported during this period.

LINK TO STRATEGIC PLAN

Customers and Community

People and Culture

Stewardship

EXHIBITS

None