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**Meeting Date:** January 29, 2026      **Agenda Type:** Consent Items for Action

**From:** Anna Johnson      **Reviewed by:** David Hubbard  
Procurement 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 November 15, 2025, through December 15, 2025

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## **BACKGROUND**

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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 Procurement Manager for the period of November 15, 2025, through December 15, 2025.

## **FINANCIAL IMPACT**

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Change orders less than \$50,000:

- Wood Meadows Water Line River Crossing, service line extension and revised 8” tie-in, Spiess Construction Co., Inc., Change order No. 1, cost increase of \$36,172.72.
- Simon Street Improvements, install sod at easement and front yard of new sewer lateral, demo/replace curb and gutter at 696 Ashmore, R.L. Jones, LP, Change order No. 5, cost increase of \$24,450.00.
- Trinity Expansion Treatment Plant, chemical booster pump pressure switch addition, PLW Waterworks, LLC, Change Order No. 14, cost increase of \$41,350.07.

Change orders more than \$50,000:

- McKenzie Water Reclamation Facility (“WRF”) Expansion, various charges and deductions for ten (10) changes to project bid items, MGC Contractors, Inc., Change Order No. 9, cost increase of \$60,019.27.

## **LINK TO STRATEGIC PLAN**

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**Customers and Community**

**People and Culture**

**Stewardship**

## **EXHIBITS**

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None