



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

REGULAR MONTHLY BOARD MEETING
April 10, 2024

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

April 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) March 15th, 2024; Board Meeting
5. **2024-2025 Budget**
 - a) Draft Budget
 - b) Budget Committee meeting
 - c) Budget Committee Member

6. **General Managers Report**

1. Deer Creek Trunk Rehabilitation Project a. Project Update	4. Energy Service Company a. Project Update
2. Office and Garage Reroofing Project a. Project Update	5. Waste Thickening Project a. Project Update
3. Umpqua Street Sewer Replacement a. Project Update	6. Bisulfite SCADA System a. Project Update

7. **New Developments**
8. **Staff Report**
9. **Jacobs Plant Operations Report**
10. **Accounts Payable**
11. **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 Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on March 15, 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: Board Vice-Chair Rob Lieberman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Engineering Technician III Ryon Kershner & Jacobs Interim Project Manager Caleb Trammell

Consideration of the February 14, 2024 Board Meeting Minutes

David Campos moved to approve the minutes for the February 14, 2024 Roseburg Urban Sanitary Authority monthly Board Meeting.
 Kelsey Wood seconded the motion.
 The motion passed unanimously.

2024-2025 Budget

Staff continues to look for a Budget Committee member for the open position.

Roseburg Urban Sanitary Authority Local Contract Review Board

Chair Dunn called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the Umpqua Street Sewer Replacement Project with the apparent low bidder being NorthCore USA. LLC. in the amount of \$620,462.26.

The project engineering firm, i.e. Engineering, and staff have reviewed the bids and have determined that the bid was completed fairly and in conformance with the conditions outlined in the bid documents.

Staff recommended that the Board issue the notice of intent to award the Umpqua Street Sewer Replacement Project to NorthCore USA, LLC in the amount of \$620,462.26.

Kelsey Wood made a motion for the intent to award the Umpqua Street Sewer Replacement Project to NorthCore USA, LLC in the amount of \$620,462.26.

Tom Dole seconded the motion.

The motion passed unanimously.

RUSA received two bids for the Bisulfite SCADA improvements project with the apparent low bidder being Sims Electric Inc. in the amount of \$125,000.

The project engineering firm, Jacobs, and staff have reviewed the bids and have determined that the bid was completed fairly and in conformance with the conditions outlined in the bid documents.

Staff recommended that the Board issue the notice of intent to award the Bisulfite SCADA Improvements project to Sims Electric Inc. in the amount of \$125,000.

Kelsey Wood made a motion for the intent to award the Bisulfite SCADA Improvements project to Sims Electric Inc. in the amount of \$125,000.00.

David Campos seconded the motion.

The motion passed unanimously.

At this time Chair Dunn reconvened the regular Board Meeting.

Finance Department Program Improvements

In January the Finance Department went live with a new version of Springbrook software. As of March 1st customers transitioned to a new payment processing system provided by Xpress Bill Pay. Additionally, utility bills are now being outsourced for printing and mailing using Metro Presort. Christine Morris gave the Board an update on how all these changes have impacted customers and staff.

General Managers Report

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, has completed the majority of the work included in the contract. During this period the contractor installed 171 ft of 6" service line, 3 cleanouts, rehabilitated 4 manholes, and replaced 18 manhole frames and covers.

The contractor has submitted pay request #6 for \$155,581.81 with \$7,779.09 in retainage for payment #6 of \$147,802.72.

The project engineer, Rylee Archuleta, Leeway Engineering Solutions, and the RUSA staff have reviewed pay request #6 and would recommend that the Board approve pay request #6 to Titan Utilities for \$147,802.72.

Kelsey Wood moved to approve pay request #6 in the amount of \$147,802.72 to Titan Utilities.

David Campos seconded the motion.

The motion passed unanimously.

RUSA Office and Garage Reroofing Project

The contractor plans on roofing the Garage and the Shop area of the office as weather permits. The contractor plans on roofing the main office in May or June as weather permits.

Umpqua Street Sewer Replacement

With the RUSA Local Contracting Board Notice of Intent to Award the 7-day protest period will begin. If no protests are received the Notice of Award will be given and contract documents will be administered for signing by the contractor and RUSA.

Energy Service Company

Ameresco and RUSA are responding to requests for additional information for the loan/grant application for four projects to the DEQ for Clean Water State Revolving Funds.

Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed soon.

Bisulfite SCADA System

With the RUSA Local Contracting Board Notice of Intent to Award the 7-day protest period will begin. If no protests are received the Notice of Award will be given and contract documents will be administered for signing by the contractor and RUSA.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 91% BOD removal and 95% Total Suspended Solids removal during February. The total Effluent flow was 163.96 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the March 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.

Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to approve the March Accounts Payable Report and Addendum:

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

National Public Works Week is from May 19 – 25, 2024. Staff would like to have a public event in honor of National Public Works Week.

Tom Dole made a motion for RUSA to hold a public event for National Public Works Week.
David Campos seconded the motion.
The motion pass unanimously.

The meeting was adjourned at 4:56 p.m.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant II

Addendum to March 15, 2024 Board Packet

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
 Printed: 3/15/2024 3:13 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PBPP March 2024	Pitney Bowes Purchase Power Postage meter refill	03/15/2024	150.00
Total for this ACH Check for Vendor PBPP:				150.00
51965	UB*00067	DISTINCT DWELLING PROPERTY MAI Refund Check 001965-001, 621 NE LINCOLN Refund Check 001965-001, 621 NE LINCOLN Refund Check 001965-001, 621 NE LINCOLN	03/15/2024	67.50 10.00 2.50
Total for Check Number 51965:				80.00
51966	DCPW 02-24	Douglas County Public works IGA Agreement No: 2024-0177 for NearMap Im	03/15/2024	1,149.75
Total for Check Number 51966:				1,149.75
51967	FERGWTRW 1250094	Ferguson Waterworks 2-Hymax 7" coupling	03/15/2024	780.18
Total for Check Number 51967:				780.18
51968	OR-TOOL Inv-3524	Oregon Tool & Supply Reimburse for Work to connect Sewer to Dougla	03/15/2024	16,000.00
Total for Check Number 51968:				16,000.00
51969	PPL	Pacific Power	03/15/2024	
	FEB 24 140G	Power Usage-140 LM-NTS Gate		20.31
	FEB 24 411S	Usage-411 LM-Storage Bldg		99.20
	FEB 24 425LM	Power Usage-425 Long Meadow		12.20
	FEB 24 ADMIN	Power Usage-Admin Bldg		685.32
	FEB 24 BC	Contract-310 Bourbon St PS		60.09
	FEB 24 BU	Power Usage-310 Bourbon St PS		104.47
	FEB 24 HIGH	Power Usage-Highland PS		1,663.33
	FEB 24 KEADY	Contract Min&Usage-Keady Ct PS		135.84
	FEB 24 LV	Power Usage-Loma Vista PS		119.54
	FEB 24 NBANK	Power Usage-North Bank PS		176.92
	FEB 24 NTS	Contract/Power Usage-NTS PS		2,095.45
	FEB 24 SBANK	Power Usage-South Bank PS		2,739.93
	FEB 24 WILB1	Power Usage-Wilbur 1 PS		339.87
	FEB 24 WILB2	Power Usage-Wilbur 2 PS		336.01
	FEB 24 WWTP1	Power Usage-WWTP 1		24,513.63
	FEB 24 WWTP2	Power Usage-WWTP 2		27.71
Total for Check Number 51969:				33,129.82
51970	RSBG-AUD 39871	Roseburg Audiology Center Audiology screenings - 2 employees	03/15/2024	100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51970:	100.00
51971	TEKMAN	TEKMANAGEMENT, INC.	03/15/2024	
	90664a	Encryption of laptops		107.25
	90664b	DNS Filter (security)		32.00
	90664c	Backup & Recovery Services		565.00
	90664d	Server Maint & monitoring		1,578.87
	90664e	Cloud storage-server backups		180.00
	90664f	Penetration Testing		253.84
			Total for Check Number 51971:	2,716.96
51972	TNB	TnB Performance Fab & Design	03/15/2024	
	1199	Vise Mount Labor		275.00
			Total for Check Number 51972:	275.00
			Total for 3/15/2024:	54,381.71
			Report Total (9 checks):	54,381.71

GENERAL MANAGERS REPORT

Date: 4/05/24
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

North Deer Creek Trunk Rehabilitation Project

The contractor, Titan Utilities, is working on completing the outstanding items on the punch list.

RUSA Office and Garage Reroofing Project

The contractor, Roseburg Roofing and Supply Company, has mobilized to the site. Work will commence as the weather allows.

Umpqua Street Sewer Replacement

The contractor, Northcore USA, has received three copies of the contract document. Once RUSA has received the executed contracts, we will schedule a pre-construction meeting with the contractor.

Energy Service Company

Ameresco and RUSA are submitting grant requests to Pacific Power (Blue Sky Grant) and the Oregon Department of Energy (Community Renewable Energy Grant).

Waste Thickening Project

The engineering team is finalizing the waste thickening evaluation. The final document is scheduled to be completed soon.

Bisulfite SCADA System

The contractor, Sims Electric, has received three copies of the contract document. Once RUSA has received the executed contracts, we will schedule a pre-construction meeting with the contractor.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision and sewer main extension– Now in Warranty period.
- Sunshine Road Apartments and sewer main extension – Now in Warranty period
- Ash Spring Apartments and sewer main extension – Now Complete
- 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:

- Library Siphon
- Replacement and upgrade of pumps at Highland Pump Station
- SE Stephens Sewer Improvement
- WRF Storage Building

PROJECTS:

- Deer Creek sewer trunk line rehabilitation project waiting on new manhole covers to complete the project.
- Umpqua Street Sewer Rehabilitation project – Awarded to North Core USA LLC
- Bisulfite Scada Improvement project – Sims Electric

ROSEBURG URBAN SANITARY AUTHORITY

March 2024 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 27 work orders.
- Cleaned and CCTV 10,004 feet or 1.9 miles of mainline.
- Completed chemical root treatment for 3,000 feet of mainline.
- Completed mechanical root cutting for 4,240 feet of mainline.
- Completed 47 manhole inspections.
- Completed Beginning Warranty CCTV on 1,599 feet of mainline (Deer Creek project)
- Repaired lateral connection mainline on Glenn.
- Worked 179 employee hours at NTS.
- Worked 42 employee hours at WWTF.
- Completed monthly air release valve inspections and cleaning.
- Completed monthly trouble spot inspections.
- Completed monthly safety training.

ENGINEERING DEPARTMENT:

- Issued 12 permits and 8 completed inspections.
- Admin Building Roof Big Awarded to Roseburg Roofing Work to begin as weather permits.
- Pipe Lining is complete on the Deer creek project, Contractor is addressing punch list items
- 164 Locates Utility locates were completed.
- North Core USA
- Bisulfite SCADA Bids has been awarded to Sims Electric
- Deer Creek Siphon Project is under review.

FINANCE DEPARTMENT:

- Vacancy Credits: 5 were processed for a total of \$560.00.
- Credit cards/Echecks/debit cards: March was the implementation of our new payment portal (Xpress Bill Pay). 1810 payments totaling \$128,141.38 or approximately 15.7% of monthly billing was collected. This is up .2% over prior month.
- Automatic Payments: 2215 customer accounts are signed up. Received \$138,074.17 or approximately 16.8% of monthly billing (down from previous month by .2%).



TO: Jim Baird, General Manager-RUSA
FROM: Caleb Trammell, Project Manager-Jacobs
DATE: April 3, 2024
SUBJECT: March 2024 Monthly Report

OPERATIONAL ACTIVITIES

- All permit parameters were met this month.
- The treatment facility averaged 91% BOD removal and 95% 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 March 2024, was 258,000 KWHRS with a total Effluent flow of 220.70 million gallons all of which went to the river at Outfall 001. The March 2023 electrical consumption was 234,000 KWHRS with a total Effluent flow of 182.00 million gallons all of which went to the river at Outfall 001.
- The first two days of the month required staffing throughout the nights due to high flows reaching more than 23 MGD.
- A power outage at the north bank pump station required starting the generator and operating for a 2-hour period until power was restored.
- A small leak developed in an 18-inch metal pipe for the biofilter pumps, a band was placed on the pipe to stop leakage.
- The work on piping for the chlorine analyzers has continued.

PRETREATMENT ACTIVITIES

- Mailed out 10 Pretreatment surveys to local businesses.

The following pretreatment inspections were completed in March:

- Wendy's: A follow up inspection of the grease interceptor, showed that the tank had been pumped.
- Valvoline Oil Change: The manhole downstream looked okay, and the assistant manager said that Ecolube pumps out their holding tank weekly.
- Winco: Their grease interceptor was found to be clean at the outfall.
- ADAPT on Madrone Street: No FOG was found at the nearest manhole.
- The Human Bean on Harvard Blvd: FOG was found in the outfall; the manager will have the inside grease trap pumped and it will be rechecked.
- Umpqua Dairy: Their semi-annual inspection showed that they are within the discharge limits.

NATURAL TREATMENT SYSTEM (NTS)

- Douglas Counties workcrew has been working on cutting down blackberry patches on steep ground in zone 3H.

MAINTENANCE ACTIVITIES

- Maintenance Team completed **1,244** Preventative Maintenance items for the month.
- Maintenance Team completed **9** Corrective Maintenance items for the month.

Call Outs for the Month

- High Flows, Plant was manned around the clock, beginning of the month

Current Month Lift Station Flows

- **Total Approx.** Flow from all Lift Stations for the month - **99,115,427 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - **3,197,271.84 Gallons**

Current Month Repairs

- Gravity Belt Thickener #2 - New Vulcanized rubber covering on rolls, bearings, alignment - complete overhaul.
 - Drain for GBT #2 was unplugged.
- New bearings for Pre-treatment screen brushes 1 & 2.
- Continued work on plumbing in Bisulfite building.
- Rebuilt Chopper Pump should be delivered this week and will be installed in a timely manner.
- The electric cart was sent out for repair.

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.
- 102 permit tests were completed during the month.
- Lab water samples were collected and shipped on 3/13/24 to NRC for testing.
- Made chemicals for nutrient testing.
- Ran curves for Nitrate and Phosphorus testing.
- Collected samples on 3/18, 3/19, and 3/20 for Semi-Annual Metals and Cyanide. Samples were shipped on 3/21/24 to NRC for testing.

BIOSOLIDS

- The Freightliner truck received new batteries and then was taken to an outside service facility for engine work.
- Concrete retaining blocks were placed at the end of #2 dewatered biosolids bay.

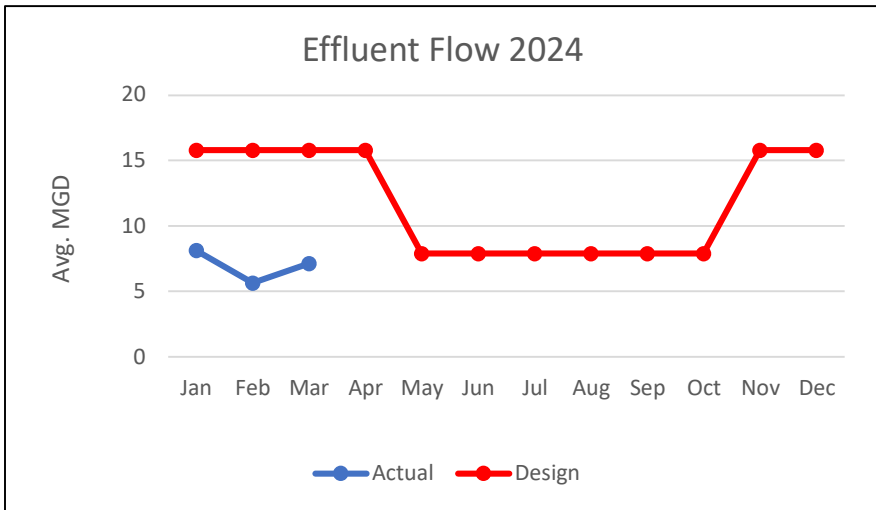
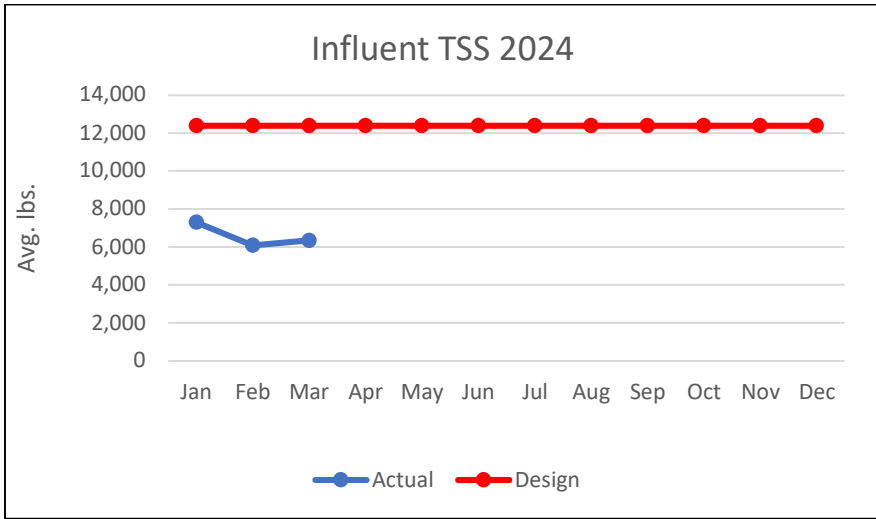
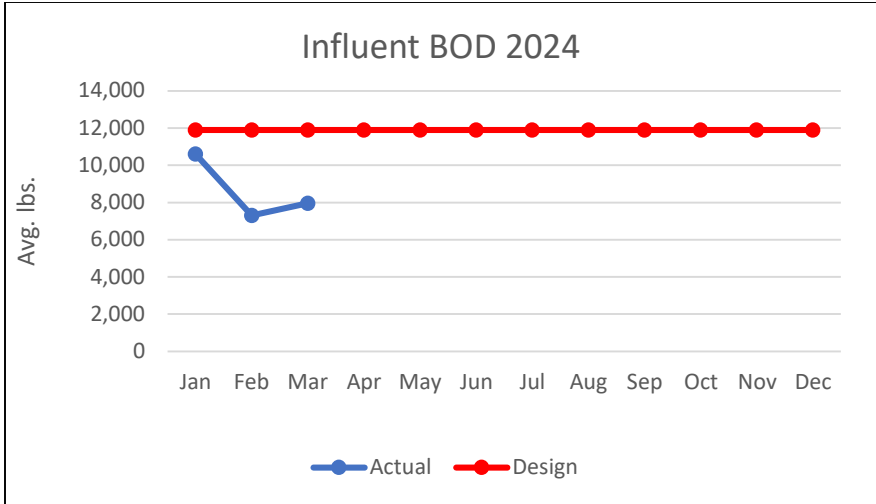
UPCOMING ITEMS

- An operator-in-training has accepted our offer. They will start work on 4/8/24.
- Anammox Basin cleaning.

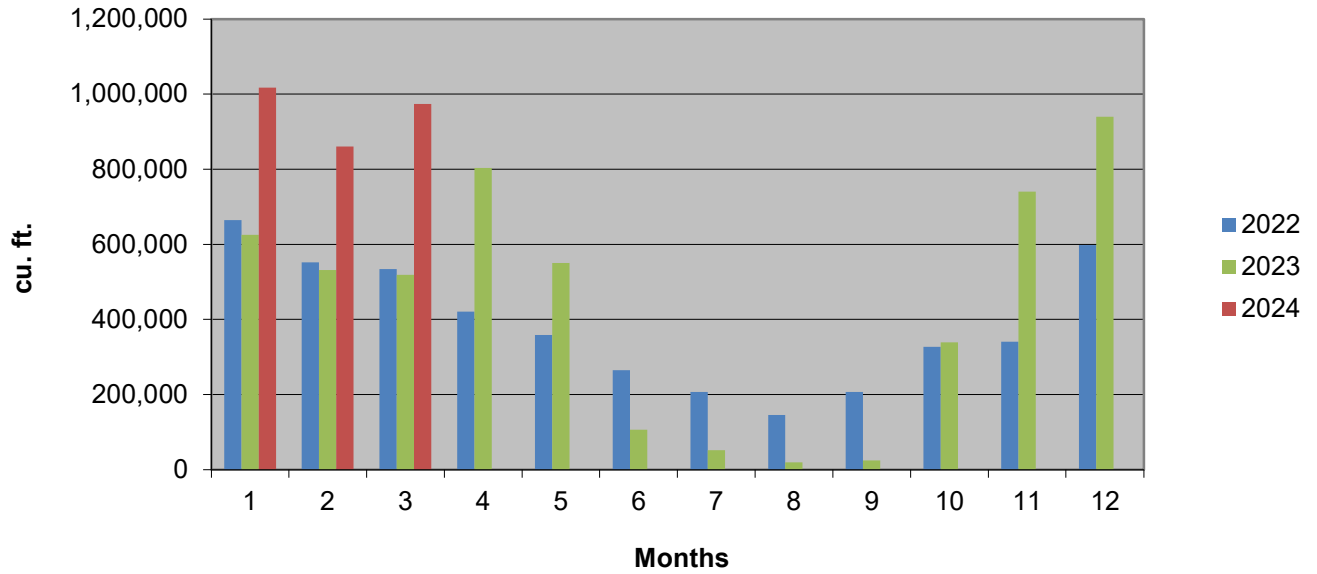
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.

12 MONTH MOVING AVERAGES

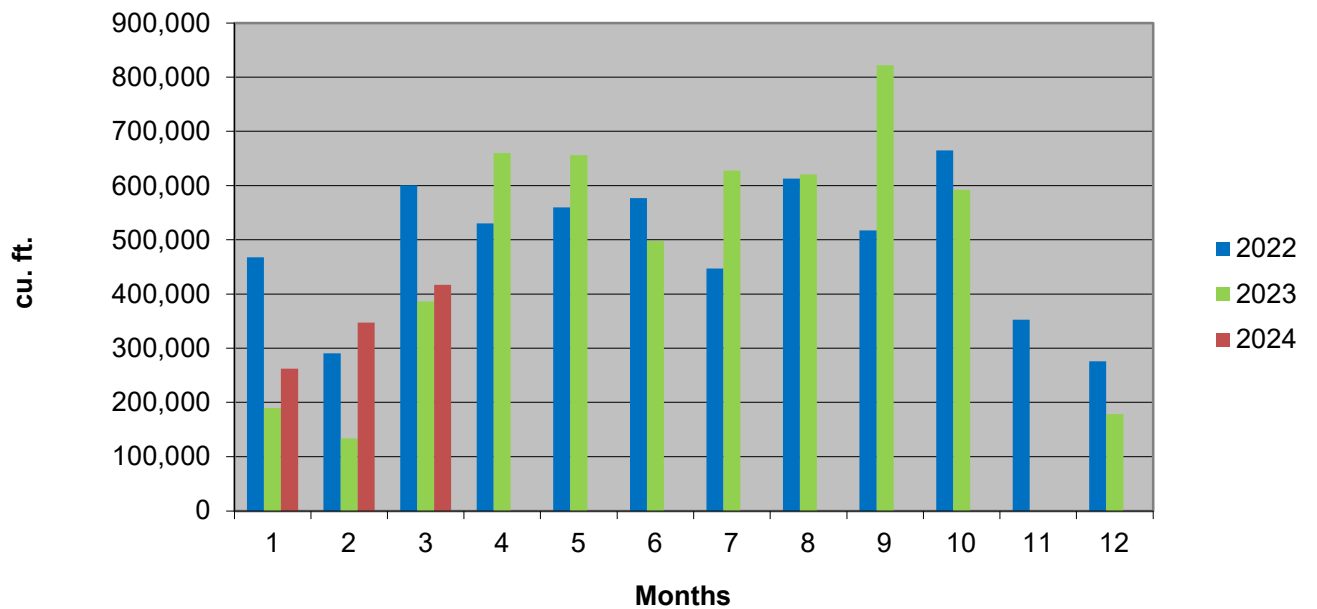
Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
Aug-23	2.68	4424	4559
Sep-23	2.83	4381	4284
Oct-23	3.04	4844	4802
Nov-23	4.20	7212	5972
Dec-23	5.27	10666	7185
Jan-24	8.13	10601	7303
Feb-24	5.65	7311	6090
Mar-24	7.12	7950	6339
SUM	59.37	87495	73828
AVE	4.24	6567	5582
MAX	8.13	10666	7303
MIN	2.68	4381	4284



BOILER GAS USAGE 2022 - 2024



FLARE GAS USAGE 2022 - 2024



CASH DISBURSEMENT RECAP BOARD MEETING APRIL 10, 2024

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	84,582.61
Total of Regular Checks & ACH Transactions	<u>260,589.99</u>

Total Expenditures (not including Payroll)	<u><u>345,172.60</u></u>
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Payroll:

Net Payroll - March 29, 2024	81,111.59
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All Checks & ACH Transactions since the Board Meeting of March 15, 2024	<u><u>426,284.19</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX	ASIFlex	03/29/2024	
	MARCH 24 PR	PR Batch 00001.03.2024 Dependent Care FSA	PR Batch 00001.03.2024 Dep	416.00
	MARCH 24 PR	PR Batch 00001.03.2024 Flexible Spending Acc	PR Batch 00001.03.2024 Flex	1,129.17
Total for this ACH Check for Vendor ASIFLEX:				1,545.17
ACH	DNB	Internal Revenue Service	03/29/2024	
	MARCH 24 PR	PR Batch 00001.03.2024 Medicare - Employee	PR Batch 00001.03.2024 Med	1,736.47
	MARCH 24 PR	PR Batch 00001.03.2024 FICA - Employee	PR Batch 00001.03.2024 FIC.	7,424.98
	MARCH 24 PR	PR Batch 00001.03.2024 FICA - Employer	PR Batch 00001.03.2024 FIC.	7,424.98
	MARCH 24 PR	PR Batch 00001.03.2024 Federal Income Tax	PR Batch 00001.03.2024 Fed	9,533.57
	MARCH 24 PR	PR Batch 00001.03.2024 Medicare - Employer	PR Batch 00001.03.2024 Med	1,736.47
Total for this ACH Check for Vendor DNB:				27,856.47
ACH	OR-REV	Oregon Dept. of Revenue	03/29/2024	
	MARCH 24 PR	PR Batch 00001.03.2024 Oregon W/Held	PR Batch 00001.03.2024 Ore	7,576.24
Total for this ACH Check for Vendor OR-REV:				7,576.24
ACH	PEBSCO	Nationwide Retirement Solutions	03/29/2024	
	MARCH 24 PR	PR Batch 00001.03.2024 Roth Contribution	PR Batch 00001.03.2024 Rotf	200.00
	MARCH 24 PR	PR Batch 00001.03.2024 Nationwide-Deferred C	PR Batch 00001.03.2024 Nati	3,925.00
Total for this ACH Check for Vendor PEBSCO:				4,125.00
ACH	CENTURY	CenturyLink	03/29/2024	
	March 24 Fx/Al	Analog phone line for fax and alarm		149.94
	March 24 gate	Analog phone line for NTS Gate		66.28
Total for this ACH Check for Vendor CENTURY:				216.22
51973	CIS INS	CIS Trust	03/29/2024	
	MARCH 24 PR	PR Batch 00001.03.2024 Accident Insurance	PR Batch 00001.03.2024 Acc	170.24
	MARCH 24 PR	PR Batch 00001.03.2024 Voluntary Life Insuran	PR Batch 00001.03.2024 Volu	439.55
	MARCH 24 PR	PR Batch 00001.03.2024 Hospital Indemnity	PR Batch 00001.03.2024 Hos	129.00
	MARCH 24 PR	PR Batch 00001.03.2024 Dental & Vision	PR Batch 00001.03.2024 Den	2,804.54
	MARCH 24 PR	PR Batch 00001.03.2024 Life Insurance - er	PR Batch 00001.03.2024 Life	108.26
	MARCH 24 PR	PR Batch 00001.03.2024 Identity Protection	PR Batch 00001.03.2024 Iden	99.70
	MARCH 24 PR	PR Batch 00001.03.2024 CCIS Insurance Long-	PR Batch 00001.03.2024 CCI	172.99
	MARCH 24 PR	PR Batch 00001.03.2024 Medical Ins w/RX	PR Batch 00001.03.2024 Med	31,340.88
	MARCH 24 PR	PR Batch 00001.03.2024 Trauma	PR Batch 00001.03.2024 Trau	95.00
	MARCH 24 PR	PR Batch 00001.03.2024 Short-Term Disability	PR Batch 00001.03.2024 Sho	46.60
	MARCH 24 PR	PR Batch 00001.03.2024 Life Insurance - Spous	PR Batch 00001.03.2024 Life	222.62
	MARCH 24 PR	PR Batch 00001.03.2024 Critical Illness Insuran	PR Batch 00001.03.2024 Criti	122.00
	MARCH 24 PR	PR Batch 00001.03.2024 CCIS Insurance AD&I	PR Batch 00001.03.2024 CCI	17.50
	MARCH 24 PR	PR Batch 00001.03.2024 Trauma - Bronze	PR Batch 00001.03.2024 Trau	20.00
	MARCH 24 PR	PR Batch 00001.03.2024 Voluntary Dependent L	PR Batch 00001.03.2024 Volu	34.58
Total for Check Number 51973:				35,823.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51974	ORMS 213464	Chaves Consulting, Inc Monthly user fee for ORMS	03/29/2024	370.20
Total for Check Number 51974:				370.20
51975	LTT 547137	LTT Partners LLC Additional alarm components	03/29/2024	1,871.25
Total for Check Number 51975:				1,871.25
51976	PETTY Feb 6 24	Petty Cash c/o Harmony Williams Jim B-Parking fees for WPI Conf (to be reimburs	03/29/2024	50.00
Total for Check Number 51976:				50.00
51977	SHRED-IT 8006547247	Stericycle, Inc. Shred services	03/29/2024	93.73
Total for Check Number 51977:				93.73
51978	VERIZON 9959143062	Verizon Wireless Monthly wireless service	03/29/2024	747.93
Total for Check Number 51978:				747.93
Total for 3/29/2024:				80,275.67
ACH	Pathpnt March 2024	Path Point Merchant Services LLC March CC processing fees	04/03/2024	1,932.61
Total for this ACH Check for Vendor Pathpnt:				1,932.61
Total for 4/3/2024:				1,932.61
ACH	Xpress INV-XPR011337	Xpress Bill Pay Transactions, maintenance and support services 1	04/05/2024	2,374.33
Total for this ACH Check for Vendor Xpress:				2,374.33
Total for 4/5/2024:				2,374.33
Report Total (13 checks):				84,582.61

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
51979	WP Mar 2024	Avista Utilities Natural gas service	04/10/2024	179.56
Total for Check Number 51979:				179.56
51980	BANNERMC	BANNER BANK	04/10/2024	
	AA031424	DOMINO'S PIZZA - TEAM BLDG LUNCH		113.39
	AA031524	HARNEY TEAS - VARIOUS TEAS		77.96
	AA032324a	STAPLES - FILE JACKETS		31.34
	AA032324b	STAPLES - MOUSE, REST & PAD FOR AA		36.87
	AB022924	Handyman Hardware-Wheel Measure & Marker		127.98
	AB032024	DC Coop-Copper Sulfite for shop		122.99
	AB032024	Home Depot-Concrete for shop		17.60
	AB032724	DC Coop-Tarp for service truck		12.99
	AB301824	Bagel Tree-Staff meeting supplies		41.35
	CM022824a	Half Penny-Meal CIS conference-CM		29.75
	CM022824b	Sunriver-Lodging OGFOA-March, CM		439.45
	CM022924	BL Roadhouse-Meal, CIS Conf-CM		16.79
	CM030124	Flight Deck-Meal, CIS Conf, CM		21.00
	CM032724	OSCPA-FYE25 Dues-Christine		360.00
	DF031024	Zoom - Electronic Meeting Software		99.00
	DF032624	Amazon-Replacement keyboard, Jim		132.59
	DF033024	Amazon-Rplcmnt Routers, Winchester & Wilbur		236.98
	GO031924	Staples-Office Supplies Eng.		59.46
	HW031524	Safeway - Board Meeting Snacks		9.00
	HW032524	Costco - Kitchen Supplies		51.98
	HW032524	Costco - Toilet Paper		46.98
	JB030424	Henry's Bakery-staff appreciation		41.20
	JB031924	RSBG Chamber-First Citizen Banquet		74.00
	KB022924a	Sportsmans Warehouse-Home Show Raffle		213.71
	KB022924b	Lithia Ford - CCTV VAN WIRING REPAIR		188.73
	KB030124	Prints Charming - Jakes Shirt for Home Show		58.00
	NS031924	Home Depot-Backpack sprayer		89.97
	NS031924	Good Guys Garage-Sign truck LOF		94.86
	NS041424	Sharis-Meeting supplies		34.98
	RC031124	Handyman Hardware - nuts and bolts		29.79
	RC031224	Oregon Tool&Supply - Drill Bit		49.95
	RC032724	Grainger - Backflow Repair Kit		210.86
	RK022924	Walmart-Photo Back Ground		20.84
	RK031424a	DC Clerk-Deed Look Up Subscription		360.00
	RK031424b	DC Clerk-Credit Card Fees-deed lookup		8.96
	SL022924	UVHBA-Home Show wrist bands		28.00
	SL030724	FIAMMA-Repair parts for awning-CCTV Van		154.00
	SL031024a	COSTCO - ECO Printer		379.79
	SL031024b	COSTCO - ECO Printer		279.79
	SO031424	UCC Waste Water Test Prep I & II-Sarah		355.00
Total for Check Number 51980:				4,757.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51981	BHEC CL23827-IN CL24212-IN	Bassett-Hyland Energy Company Fuel use 3/1 - 3/15 Fuel use 3/16 - 3/31	04/10/2024	1,040.59 1,444.98
Total for Check Number 51981:				2,485.57
51982	CENTWEST 247866	Century West Engineering Corp. Engineering for Stephens Sewer Improvements	04/10/2024	2,865.75
Total for Check Number 51982:				2,865.75
51983	CH2M 107769CH014a 107769CH014b 107769CH015 107769CH015a 107769CH015misc	CH2M Hill, Inc. Bisulfite Building SCADA Bid package with cor WRF Thickening System - Evaluation WRF Thickening System - Evaluation WRF-Bisulfite SCADA Umpqua St Sewer Replacement Plan Review	04/10/2024	2,758.27 9,469.70 5,801.11 4,253.90 377.98
Total for Check Number 51983:				22,660.96
51984	ORMS 213583	Chaves Consulting, Inc ORMS Monthly user fee for April	04/10/2024	370.20
Total for Check Number 51984:				370.20
51985	WATER March 2024 Admi March 2024 High March 2024 LV March 2024 Winc March 2024 WRF	City of Roseburg Water Usage-Admin Bldg Water Usage Highland PS Water Usage Loma Vista PS Water Usage Winchester PS Water Usage WRF	04/10/2024 330-3470-00 360-3420-00 430-2310-00 480-3210-00 320-1830-00	233.36 57.32 35.72 533.08 794.52
Total for Check Number 51985:				1,654.00
51986	DRAUTO 122903 122940	D & R Auto & Truck Supply Corp Backhoe batteries Windshield washer fluid	04/10/2024	319.98 29.94
Total for Check Number 51986:				349.92
51987	DCCO-OP 44707	Douglas County Farmers' Co-op Weed killer	04/10/2024	143.78
Total for Check Number 51987:				143.78
51988	DFN April 2024 Admi April 2024 Brbn April 2024 High April 2024 Host April 2024 Kead April 2024 LV April 2024 NBk April 2024 NTS April 2024 PhCa April 2024 Will April 2024 Wil2 April 2024 Winc	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	04/10/2024 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 51988:				1,080.27
51989	FASTENAL	Fastenal Company	04/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	ORROS234156	Eag plugs		68.52
			Total for Check Number 51989:	68.52
51990	FERGWTRW 1248087-1	Ferguson Waterworks Hymax parts for pressure main repair	04/10/2024	464.11
			Total for Check Number 51990:	464.11
51991	FLURY E 6543	Flury Supply Company Roll of road fabric for NTS road maintenance	04/10/2024	536.00
			Total for Check Number 51991:	536.00
51992	IE-ENG 63739	i.e. Engineering, Inc. Engineering Umpqua Street Rehab - Civil Design	04/10/2024	1,072.50
			Total for Check Number 51992:	1,072.50
51993	ICONIX U2416010544	ICONIX WATERWORKS INC Vac hose extension for Camel	04/10/2024	260.00
			Total for Check Number 51993:	260.00
51994	Jacobs 35128936-09	Jacobs Engineering Group Inc Professional services per agreement	04/10/2024	140,624.42
			Total for Check Number 51994:	140,624.42
51995	UB*00068	JOHN JASPER Refund Check 001648-000, 3077 W LORRAINE Refund Check 001648-000, 3077 W LORRAINE Refund Check 001648-000, 3077 W LORRAINE	04/10/2024	103.23 2,713.33 412.82
			Total for Check Number 51995:	3,229.38
51996	COASTAL I39360	John Deere Financial f.s.b. Ice melt for sidewalks	04/10/2024	22.36
			Total for Check Number 51996:	22.36
51997	Leeway 1024	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	04/10/2024	1,167.50
			Total for Check Number 51997:	1,167.50
51998	LOWES 76391 87297 91384	Lowes Misc tools for shop Dewalt grease gun Tools for cameras	04/10/2024	132.22 215.10 21.79
			Total for Check Number 51998:	369.11
51999	MSTRCR 17329-J	MasterCare Cleaning Co Inc Monthly janitorial services	04/10/2024	390.00
			Total for Check Number 51999:	390.00
52000	EDURED1 R19477	Dennis & Lisa Miller EDU Reduction for R19477 for 1561, 1563, 161:	04/10/2024	10.00
			Total for Check Number 52000:	10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
52001	NBS IN129111	National Business Solutions Ink for wide format printer	04/10/2024	519.80
Total for Check Number 52001:				519.80
52002	1CALL 4031092	One Call Concepts, Inc. 161 Locate tickets - \$500 YTD max reached	04/10/2024	92.60
Total for Check Number 52002:				92.60
52003	OR-LIN 1065288 1070774	Oregon Linen, Inc. Laundry & mat service Laundry & mat service	04/10/2024	37.83 52.44
Total for Check Number 52003:				90.27
52004	PPL Mar 2024 411LM Mar 2024 425LM Mar 2024 Admin Mar 2024 Brbn Mar 2024 BrbnC Mar 2024 Gate Mar 2024 High Mar 2024 Keady Mar 2024 LV Mar 2024 NBank Mar 2024 SBank Mar 2024 Wilb1 Mar 2024 Wilb2 Mar 2024 WWTP1 Mar 2024 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power Usage-Keady Ct Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	04/10/2024	87.24 12.20 690.53 110.57 58.87 20.31 2,271.52 165.21 134.56 231.83 3,253.72 278.50 355.51 26,631.13 27.71
Total for Check Number 52004:				34,329.41
52005	PAPEKEN 1103996cr 5702671	Pape Kenworth Credit carried forward Service on Camel	04/10/2024	-40.67 625.09
Total for Check Number 52005:				584.42
52006	Peterson SW510084816	Peterson Backhoe repair	04/10/2024	540.75
Total for Check Number 52006:				540.75
52007	PLATT2 5A43439	Platt Electric Supply Electrical lockbox for exterior entryway plug in	04/10/2024	23.98
Total for Check Number 52007:				23.98
52008	Premium 26266	Premium Landscape, Inc. Monthly landscape maintenance	04/10/2024	275.00
Total for Check Number 52008:				275.00
52009	RSBG-DIS 1354599	Roseburg Disposal Company Monthly garbage service	04/10/2024	70.00
Total for Check Number 52009:				70.00
52010	SERV-CTR	The Service Center	04/10/2024	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	58001	Lock for electrical outlet cover in the exterior fr		11.00
			Total for Check Number 52010:	11.00
52011	SIERRASP T240887968017	Sierra Springs Bottled water delivery	04/10/2024	93.59
			Total for Check Number 52011:	93.59
52012	SPRBRK TM INV-007524 TM INV-007525	Springbrook Holding Company LLC Software Migration to the cloud Professional services for training-Fixed Asset &	04/10/2024	159.00 521.50
			Total for Check Number 52012:	680.50
52013	STEELOUT 254962	The Steel Outlet Expanded metal for Glenn St repair	04/10/2024	18.18
			Total for Check Number 52013:	18.18
52014	TEKMAN 90823a 90823b 90823c 90823d 90823e 90823f 90962 90962 90962 90962 90962 90962 90962	TEKMANAGEMENT, INC. Backup & Recovery Services Backup & Recovery Services Backup & Recovery Services Backup & Recovery Services - Dept 5 Backup & Recovery Services - Dept 7 Backup & Recovery Services - Dept 8 Penetration Testing DNS Filter (security) Server Maint & monitoring Encryption of laptops Backup & Recovery Services Cloud storage-server backups	04/10/2024	648.00 648.00 352.00 1,296.00 1,296.00 704.00 253.84 32.00 1,578.87 107.25 565.00 180.00
			Total for Check Number 52014:	7,660.96
52015	DYER 30898	The Dyer Partnership Engineers & Planners 100 percent design for jail manhole	04/10/2024	1,010.93
			Total for Check Number 52015:	1,010.93
52016	TIM ALLE 16800	Tim Allen Equipment Boom lift for camera repair	04/10/2024	183.60
			Total for Check Number 52016:	183.60
52017	TRITECH 401811 401811ppd	TriTech Software Systems Service and maintenance for Central Square EA Service and maintenance for Central Square EA	04/10/2024	3,330.67 16,653.36
			Total for Check Number 52017:	19,984.03
52018	UBWA March 2024 411L March 2024 606L March 2024 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	04/10/2024	22.00 22.00 22.01
			Total for Check Number 52018:	66.01
52019	UMPQUARF 71096 71112	Umpqua Quarries, LLC Rock for NTS Road Maintenance Rock for NTS Road Maintenance	04/10/2024	322.42 734.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
71187		Rock for NTS Road Maintenance		688.44
71264		Rock for NTS Road Maintenance		670.40
71302		Rock for NTS Road Maintenance		905.31
71337		Rock for NTS Road Maintenance		578.60
71379		Rock for NTS Road Maintenance		810.34
71429		Rock for NTS Road Maintenance		582.88
71472		Rock for NTS Road Maintenance		689.19
71536		Rock for NTS Road Maintenance		876.28
71595		Rock for NTS Road Maintenance		497.50
71651		Rock for NTS Road Maintenance		836.38
71699		Rock for NTS Road Maintenance		435.17
71750		Rock for NTS Road Maintenance		598.07
71794		Rock for NTS Road Maintenance		274.55
Total for Check Number 52019:				9,499.56
52020	West. Sy 42074	Western Systems Site gauge for Camel	04/10/2024	93.61
Total for Check Number 52020:				93.61
Total for 4/10/2024:				260,589.99
Report Total (42 checks):				260,589.99