



Roseburg Urban Sanitary Authority

1297 N.E. Grandview Drive

Roseburg, OR 97470

REGULAR MONTHLY BOARD MEETING

May 10, 2023

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
Agenda – May 10, 2023 Board Meeting	1
Minutes – April 12, 2023 Board Meeting	2-6
ESGR Seven Seals Award	7-8
Resolution No. 23-02	9
Resolution No. 23-03	10
General Managers Report	11
New Developments and Projects	12
Staff Reports – April, 2023	13
Staff Professional Development	14
Jacobs Operations Report – April, 2023	15-20
Financial Reports	
• Cash Disbursement Recap	21
• Accounts Payable Detail	22-29



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

May 10th, 2023
RUSA Board Room
4:00 p.m.

The May 10th, 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
David Campos

Rob Lieberman, Vice Chair
Jerry Griesse

Kelsey Wood

1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Audience Participation – In-Person / via Zoom**
4. **Consider Minutes**
 - a. April 12th, 2023; Board meeting
5. **ESGR Seven Seals Award and Statement of Support presentation**
6. **Resolution 23-02**
 - a. A Resolution amending Resolution 22-01 Regarding System Development Charge
7. **Resolution 23-03**
 - a. A Resolution modifying Sanitary Sewer Rates
8. **General Managers' Report**
 - a. Bisulfite Building Project
 - i. Pay request.
 - b. Office remodel – Finance Department
 - i. Project update.
 - c. North Deer Creek Trunk Rehabilitation Project
 - i. Project update.
 - d. Biogas Feasibility Study – WRF
 - i. Project Update
 - e. Administrative Offices Reroofing Project
 - i. Project update.
9. **New Developments**
10. **Staff Report**
11. **Professional Development**
12. **Jacobs Plant Operations Report**
13. **Accounts Payable**
14. **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 April 12, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Rob Lieberman, David Campos and Kelsey Wood

Absent: Jerry Giese

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner and Caleb Trammell Jacobs Interim Plant Manager.

Consideration of the March 8, 2023, Regular Monthly Board Meeting Minutes

Rob Lieberman moved to approve the minutes for the March 8, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Roseburg Urban Sanitary Authority Local Contract Review Board RE: WRF Waterline Project

Chair Dunn called to order the Roseburg Urban Sanitary Authority Local Contract Review Board. RUSA received three bids for the "RUSA WRF Waterline" project on April 5th, 2023, at 2:00 pm. The three bidders were Cradar Enterprises, LTM, Inc, Knife Rivers Materials, and Black Pearl Paving and Excavation. Cradar Enterprises was the low bid at \$103,284. The Engineers Estimate for the project was \$134,900.

i.e. Engineering, the project engineer, has reviewed the bids and deemed the bid to be completed fairly and in conformance with the conditions outlined in the bid documents. The Engineer recommends that RUSA consider Cradar Enterprises, Inc as the General Contractor for this project based on their lowest bid of \$103,284.

Staff has reviewed the bids and the Engineer's recommendation and would recommend to the Contract Review Board that they issue an intent to award the "RUSA WRF Waterline" project to Cradar Enterprises in the amount of \$103,284.

David Campos made a motion to award the WRF Waterline Project to Cradar Enterprises in the amount of \$103,284.

Rob Lieberman seconded the motion.

The motion passed unanimously.

At this time Chair Dunn reconvened the regular Board Meeting.

General Managers Report

Bisulfite Building Project

H3 General Contractors LLC submitted pay request #5. The work completed this period amounts to \$64,180 with retainage of \$3,220 for payment due of \$60,960.

The project engineer, Tom Rogers, has reviewed the pay request and recommends that the payment be processed. Staff has reviewed the pay request and would recommend that the Board approve paying pay request #5 in the amount of \$60,960.

Rob Lieberman made a motion to approve pay request #5 to H3 General Contractors LLC in the amount of \$60,960.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Office Remodel

Tom Rogers of Rogers Engineering completed 95% plans. Once the plans have been completed staff will submit the plans and an application for construction to the city.

Staff will solicit bids when the plans have been approved.

North Deer Creek Trunk Rehabilitation Project

Rob Lee, with Leeway Engineering Solutions, and his team have completed the 75% level plans. The staff is reviewing the plans.

Biogas Feasibility Study – WRF

Jacobs Operations has completed the gas sampling and sent the samples to the lab for testing. The preliminary schedule anticipates the final report in September 2023.

Chadwick St and Atlanta St Sewer Replacement

The contracts have been sent to the contractor to be executed. When the contracts have been administered RUSA will be holding a pre-construction meeting to finalize the schedule for this project.

Administrative Offices Reroofing Project

Curt Wilson, of Wilson Architecture, has completed 95% plans. The architect has provided a construction cost estimate of \$364,134 which includes a 15% contingency.

The project is scheduled to be advertised on May 12th with bids being received on June 16th.

Jacobs Plant Operations Report

Caleb Trammell advised that the treatment facility averaged 86% BOD removal and 92% Total Suspended Solids removal during March. The total Effluent flow was 182.00 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the April 2023 Accounts Payable.

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented. David Campos seconded the motion.

Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the April 2023 Accounts Payable Report and Addendum as presented:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote.

Other Business

Staff informed the Board that Employer Support of the Guard and Reserve would be presenting RUSA with an award.

Attached Additional Items Presented

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO APRIL 12, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 4/12/2023 2:35 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	04/12/2023	
	MARCH 23 PR	PR Batch 00001.03.2023 PERS W/Held	PR Batch 00001.03.2023 PER	5,110.76
	MARCH 23 PR	PR Batch 00001.03.2023 OPSRP-Not W/Held	PR Batch 00001.03.2023 OPS	9,555.26
	MARCH 23 PR	PR Batch 00001.03.2023 PERS - Not W/Held	PR Batch 00001.03.2023 PER	10,118.69
	MARCH 23 PR	PR Batch 00001.03.2023 PERS Pick-Up	PR Batch 00001.03.2023 PER	956.52
Total for this ACH Check for Vendor 02669:				25,741.23
51381	Chytka 151935 152915	Chytka Pest Control LLC Pest Control - March Pest Control - April	04/12/2023	
				40.00
				40.00
Total for Check Number 51381:				80.00
51382	WATER INV17967	City of Roseburg Bulk water usage-March	04/12/2023	
				76.84
Total for Check Number 51382:				76.84
51383	DCCO-OP 17373	Douglas County Farmers' Co-op Topsoil	04/12/2023	
				58.00
Total for Check Number 51383:				58.00
51384	IE-ENG 61334 61336 61340	i.e. Engineering, Inc. Surface area exhibits-Storm system at WWTP Chadwick/Atlanta Sewer Improvement-Construc Engineering for Watermain & Hydrant at WWTF	04/12/2023	
				925.00
				768.75
				225.00
Total for Check Number 51384:				1,918.75
51385	NEXNET 19484	Nexcom, LLC Monthly digital telephone service-Admin	04/12/2023	
				332.80
Total for Check Number 51385:				332.80
51386	LGL 13397	Northwest Local Government Legal Advise Legall services-March	04/12/2023	
				220.00
Total for Check Number 51386:				220.00
51387	EDURED1 R56724	Rogue Credit Union EDU Reduction for R56724	04/12/2023	
				10.00
Total for Check Number 51387:				10.00
51388	SHRED-IT 8003550369	Stericycle, Inc. Shred it services	04/12/2023	
				87.59
Total for Check Number 51388:				87.59
51389	TEKMAN	TEKMANAGEMENT, INC.	04/12/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
83991		Encryption of laptops		107.25
83991		Security awareness training		25.65
83991		DNS Filter (security)		40.00
83991		Server Maint & monitoring		1,518.14
83991		Backup & Recovery Services		565.00
83991		Cloud storage-server backups		84.00
84409		Security awareness training		25.65
84409		DNS Filter (security)		40.00
84409		Encryption of laptops		107.25
84409		Cloud storage-server backups		84.00
84409		Backup & Recovery Services		565.00
84409		Server Maint & monitoring		1,518.14
84593 prepay		Office 365 7/1/23-2/28/24 Finance		704.00
84593 prepay2		Office 365 7/1/23-2/28/24 Crew		1,408.00
84593 prepay3		Office 365 Visio/exchange 7/1/23-2/28/24		1,328.00
84593a		Office 365 Visio/M365 & exchange 3/1/23-6/30/		664.00
84593b		Office 365 3/1/23-6/30/23 crew		704.00
84593c		Office 365 3/1/23-6/30/23 Finance		352.00
Total for Check Number 51389:				9,840.08
Total for 4/12/2023:				38,365.29
Report Total (10 checks):				38,365.29

EMPLOYER SUPPORT OF THE GUARD AND RESERVE STATEMENT OF SUPPORT PROGRAM

The Statement of Support Program is the cornerstone of ESGR's effort to gain and maintain employer support for the Guard and Reserve. The intent of the program is to increase employer support by encouraging employers to act as advocates for employee participation in the military. Employers signing a Statement of Support make the following commitments to their employees:


- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills service members bring to the workforce and will encourage opportunities to hire Guardsmen, Reservists and Veterans.
- We will continually recognize and support our country's service members and their families in peace, in crisis and in war.

The first Statement of Support was signed on December 13, 1972 in the Office of the Secretary of Defense by the Chairman of the Board of General Motors. President Nixon was the first President to sign a Statement of Support, and in 2005 every federal Cabinet Secretary and all federal agencies signed a Statement of Support to signify their continuing efforts to be model employers.

Since its inception, hundreds of thousands of employers have signed Statements of Support, pledging their support to Guard and Reserve employees.

To request your Statement of Support please visit www.ESGR.mil/SoS.

Or, call the Oregon ESGR team at 971-355-4279.


**STATEMENT OF SUPPORT
FOR THE GUARD AND RESERVE**

America, Inc.

We recognize the Guard and Reserve are essential to the strength of our nation and the well-being of our communities.

In the highest American tradition, the patriotic men and women of the Guard and Reserve serve voluntarily in an honorable and vital profession. They train to respond to their community and their country in time of need. They deserve the support of every segment of our society.


If these volunteer forces are to continue to serve our nation, increased public understanding is required of the essential role of the Guard and Reserve in preserving our national security.

Therefore, we join other employers in pledging that:


- We fully recognize, honor and enforce the Uniformed Services Employment and Reemployment Rights Act (USERRA).
- Our managers and supervisors will have the tools they need to effectively manage those employees who serve in the Guard and Reserve.
- We appreciate the values, leadership and unique skills service members bring to the workforce and will encourage opportunities to hire Guardsmen, Reservists, and Veterans.
- We will continually recognize and support our country's service members and their families in peace, in crisis, and in war.

Employer

Date


James G. Bobbitt
National Chair, ESGR


Leon E. Panetta
Secretary of Defense





RECOGNIZING OUTSTANDING SUPPORT

Employer support enhances retention rates in the Armed Forces and in the end, strengthens our national security. To recognize employers who support their Guard and Reserve employees, ESGR promotes several recognition programs including:

- Patriot Award
- Above and Beyond Award
- Pro Patria Award
- Secretary of Defense Employer Support Freedom Award

Patriot Award: The Patriot Award honors individual supervisors for their support of Guard and Reserve employees. Nominations must be made by Guard and Reserve service members or their spouses. Nominated employers will receive a Patriot Award certificate and accompanying lapel pin. Please visit the ESGR website at www.ESGR.mil/PA to request a Patriot Award for your supervisor.

Above and Beyond Award: The Above and Beyond Award is the second in a series of ESGR employer recognition awards. The awards are presented by ESGR State Committees and recognize employers at the state level who have gone above and beyond the legal requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Pro Patria Award: The Pro Patria Award is presented annually by each ESGR State Committee to one small, one large and one public sector employer in their state or territory who has provided the greatest support to Guard and Reserve employees through their leadership practices and personnel policies.

Secretary of Defense Employer Support Freedom Award: The Secretary of Defense Employer Support Freedom Award is the highest recognition given by the U.S. Government to employers for their outstanding support of employees serving in the Guard and Reserve. Each year, Guard and Reserve employees, or a family member acting on their behalf, have the opportunity to nominate their employer for the Freedom Award. The ESGR State Committees review nominations and submit recommendations to advance to the next round in each of the three categories: small, large (500+ employees) and public sector. A national selection board comprised of senior Department of Defense officials and business leaders selects 15 employers to receive the Secretary's prestigious award. More information on the Secretary of Defense Employer Support Freedom Award is available at www.FreedomAward.mil.

ESGR DEVELOPS AND PROMOTES A CULTURE IN
WHICH ALL AMERICAN EMPLOYERS
SUPPORT AND VALUE
THE MILITARY SERVICE OF THEIR EMPLOYEES.



RESOLUTION NO. 23-02

A RESOLUTION AMENDING RESOLUTION NO. 22-01 REGARDING SYSTEM DEVELOPMENT CHARGE

WHEREAS, Ordinance No. 2005-01, has established and imposed a System Development Charge and determined that inflationary cost impacts shall be measured and calculated annually and charged accordingly; and

WHEREAS, inflationary calculations are to be based upon Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index as represented by the City of Seattle, Washington; and

WHEREAS, the October 2021 Engineering News Record reported the construction cost index as 13573.94; and

WHEREAS, the October 2022 Engineering News Record reported the construction cost index as 15197.93; and

WHEREAS, the increase is calculated as eleven and ninety-six hundred percent (11.96%).

NOW, THEREFORE, BE IT RESOLVED:

Section 1: Resolution 22-01 as adopted by the Board on February 11th, 2022, is hereby amended.

Section 2. That the Board of Directors of the Roseburg Urban Sanitary Authority accepts and ratifies an inflationary construction cost adjustment of eleven and ninety-six hundred percent (11.96%) for the Authority's sanitary sewer System Development Charges.

Section 3. The inflationary cost impact shall be assessed against the sanitary sewer System Development Charges beginning July 1, 2023, raising the System Development Charge from \$3,240 per equivalent dwelling unit to \$3,628 per equivalent dwelling unit.

THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS ON THE 10TH, DAY OF MAY 2023.

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

RESOLUTION NO. 23-03

A RESOLUTION MODIFYING SANITARY SEWER RATES

WHEREAS, the Roseburg Urban Sanitary Authority ("RUSA") provides for the sanitary sewer conveyance and treatment for the City of Roseburg and the City's urban growth boundary; and

WHEREAS, the cost for administration, operation, maintenance, rehabilitation, replacement, and upgrading of the sanitary sewer system as well as the cost for regulatory compliance continues to increase, and

WHEREAS, RUSA's Board of Directors ("Board") by Ordinance No. 2023-01 amended Ordinance No. 2016-01 to establish the authority of the Board to modify certain sewer rates by resolution and to approve calculations for other individual rates by industry professionals, rather than by amending existing ordinances;

NOW, THEREFORE, the Board hereby resolves as follows:

1. Resolution No. 23-01 as adopted by the Board on March 10th, 2023, is hereby rescinded.
2. The total rates charged for each class of users shall be as follows:

Class

I	Residential	\$40.00 per month per EDU
II	Low Strength	\$40.00 per month per EDU
III	High Strength	As determined individually by calculation approved by the Board
IV	Industrial	As determined individually by calculation approved by the Board

3. This resolution is effective July 1st, 2023.

ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS ON MAY 10th, 2023.

**ROSEBURG URBAN SANITARY
AUTHORITY:**

ATTESTED:

**John Dunn
Board Chair**

**James V. Baird
General Manager**

GENERAL MANAGERS REPORT

Date: 5/5/23
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Bisulfite Building Project

The Contractor has submitted pay request #6. The work completed this period amounts to \$73,270 with retainage of \$3,665 for payment due of \$69,605.

The project engineer, Tom Rogers, has reviewed the pay request and recommends that the payment be processed. The staff has reviewed the pay request and would recommend that the Board approve paying pay request #6 in the amount of \$69,605.

Office Remodel

Tom Rogers of Rogers Engineering has completed the plans. Staff will submit the plans and an application for construction to the city. Staff will also solicit bids from local contractors.

North Deer Creek Trunk Rehabilitation Project

Rob Lee, with Leeway Engineering Solutions, and his team have completed the 95% level plans. The staff is reviewing the plans.

Biogas Feasibility Study – WRF

The preliminary schedule anticipates the final report in September 2023.

Chadwick St and Atlanta St Sewer Replacement

The contractor has mobilized to the site and has begun work. The contractor's schedule estimates the completion of the project on June 16th, 2023.

Administrative Offices Reroofing Project

Curt Wilson, of Wilson Architecture, has completed 100% plans. The architect has provided a construction cost estimate of \$364,134 which includes a 15% contingency.

The project is scheduled to be advertised on May 12th with bids being received on June 16th.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision and sewer main extension– Sewer Mainline complete waiting on easements.
- Sunshine Road Apartments and sewer main extension – testing mostly complete on mainline- waiting on manhole testing.
- Ash Spring Apartments and sewer main extension – Sewer Work completed waiting on testing on easements.
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Rosemary Subdivision and main extension (on hold)

PRELIMINARY DESIGN:

- Tabor – Military Avenue partition
- Library Siphon
- Deer Creek sewer trunk line rehabilitation project at 75% Plans
- Replacement and upgrade of pumps at Highland Pump Station

PROJECTS:

- Bisulfite building project awarded to H3 Construction, Project Nearly Complete.
- Chadwick-Atlanta Street Main Extension -Work has started

ROSEBURG URBAN SANITARY AUTHORITY

April 2023 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 28 work orders.
- Cleaned and CCTV 12,838 feet of mainline.
- Cleaned 30,664 feet of mainline.
- Completed 54 manhole inspections.
- Completed monthly air release valve inspections.
- Completed monthly trouble spot inspections.
- Completed preparation for waterline project.
- Completed 227 underground utility locate requests.
- Steve and Kyle attended the Asbestos Worker renewal class.

ENGINEERING DEPARTMENT:

- Issued 12 permits and 11 completed inspections.
- FOG Report:
 1. Round Table Pizza Showing Grease
 2. Rodeo Steak House Just pumped
 3. Still working with Applebee's to get a better pumping schedule
 4. Elmer's Just pumped
 5. Five Guys Just pumped
 6. Taco time has new interceptor, still passing grease. Working with them on adjusting the dish washer emulsifier
 7. Mountain Mikes showing small amount of grease.
- Work Nearly Complete on Chemical Storage Building.
- Atlanta / Chadwick-Cradar has completed sewer work on Chadwick. Only surface restoration is needed.
- Water Main line at treatment plant

FINANCE DEPARTMENT:

- Vacancy Credits: 2 were processed for a total of \$75.00 for April.
- Credit cards/checks: 1457 payments totaling \$103,254.17 or approximately 17.5% of monthly billing was collected in April. 178 payments were received by voice response system, 53 payments received at the counter and 1226 on-line.
- Automatic Payments: 2250 customer accounts are signed up. Received \$103,099.61 or approximately 17.4% of monthly billing.

INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: STAFF PROFESSIONAL DEVELOPMENT
DATE: 5/5/23
CC:

Members of RUSA's Collection Department staff maintain asbestos worker licenses. When taking part in asbestos removal projects that include repair, removal, handling, and disposal, Oregon requires that there be one person on site with an asbestos worker license. The following staff has completed their annual license renewal training:

Steve Lusch

Kyle Bartlett



TO: Jim Baird, General Manager-RUSA
FROM: Caleb Trammell, Project Manager Intern-Jacobs
DATE: May 4, 2023
SUBJECT: April 2023 Monthly Report

OPERATIONAL ACTIVITIES

- **All permit parameters were met this month.**
- The treatment facility averaged **88% BOD Removal** and **94% Total Suspended Solids Removal** during the month, with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for April 2023, was 226,000 KWHRS with a total Effluent flow of 173.90 million gallons, all of which went to the river at Outfall 001. The April 2022 electrical consumption was 212,000 KWHRS with a total Effluent flow of 144.35 million gallons all of which also went to the river at Outfall 001.
- The chlorine and bisulfite systems for the plant are still being operated manually since the auto analyzers were removed for construction of the new sodium bisulfite building.
- Pumped the NTS pond to nearly the ground level and examined the side walls for condition.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in April:

- FCC Furniture sampling and inspection. The lab sample analysis was within the limits.
- Bangkok West: Their discharge line had a lot of FOG, notified the manager of the FOG issue.
- Ashley Manor: At the cleanout, their discharge line was in Ok condition.
- Phoenix School: Some FOG in the discharge, an acceptable amount.
- Abby's Diamond Lake Blvd: The manager said that the inside grease trap is cleaned every 3 months by an outside service.

NATURAL TREATMENT SYSTEM (NTS)

- Irrigation sprinkler repairs began zone 3L1.
- Set up the Gorman-Rupp pump to pump out the lower reaches of the pond.
- Fill the NTS pond with Effluent to prepare to irrigate.
- Work with RUSA to install new level gates at the pond outfall structure.

LIFT STATIONS

- Total approximate flow from all lift stations for the month: 87,484,628 gallons
- Average approximate daily flow from all lift stations per day: 2,916,155 gallons

MAINTENANCE ACTIVITIES

- Maintenance Team completed **186 Preventative Maintenance** items for the month.
- Maintenance Team completed **50 Corrective Maintenance** items for the month.

Call Outs for the Month

- Bourbon Street Power Failure, false notification, or power blip.
- Influent Pump Failure

Current Month Activities

- Replaced 3 missing diffusers in the aeration channel.
- Replaced enclosure bracket struts for the grit removal area.
- MW1 NTS well sampling pump repaired.
- Seal water line for Winchester pump 1 replaced.
- Radiator caps for facility generators replaced.
- Replaced 6-inch valve in heat exchanger room for digester lines.
- Replaced both relays for the digester gas meter panel.
- Replaced the wash water solenoids for the pre-treatment washer-compactor.
- Repaired W-3 water line behind influent building for irrigation.
- Ordered a new bindicator for the screw press.
- ODS Pump PLC malfunctioned. Rewrote program.

Capital Improvements

- Clarifier PO written and received.
- W-3 water system and strainer system. Three quotes for new pumps secured.
- Purchasing new slide gate for aeration channel upgrade.
- Convey onsite to bid out gravity belt rebuild.
- Working with DEQ to approve biosolids storage pond paving.

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.
- 100 permit tests were completed during the month.
- Lab water samples were collected and shipped on 4/5/23 to NRC for testing.
- Ran Method Detection Limits for nutrient testing this month.
- Calibrated river probes and tested operation. Prepped for deployment.

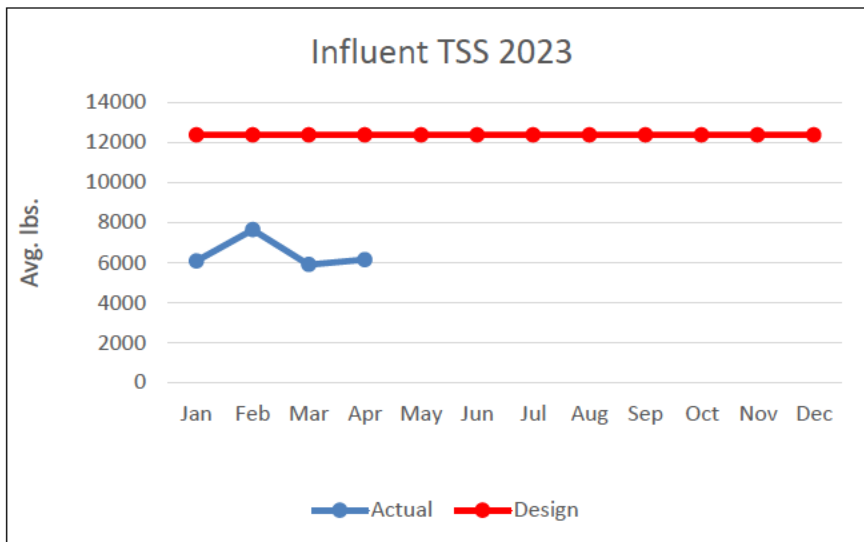
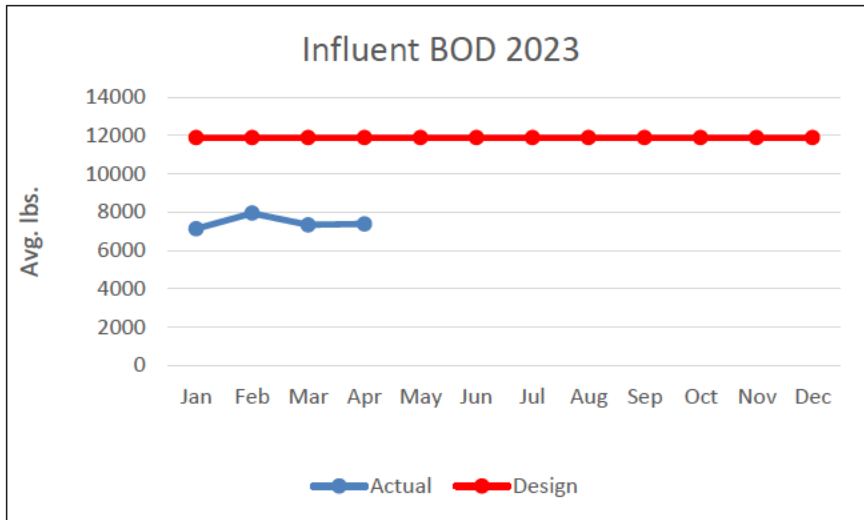
BIOSOLIDS

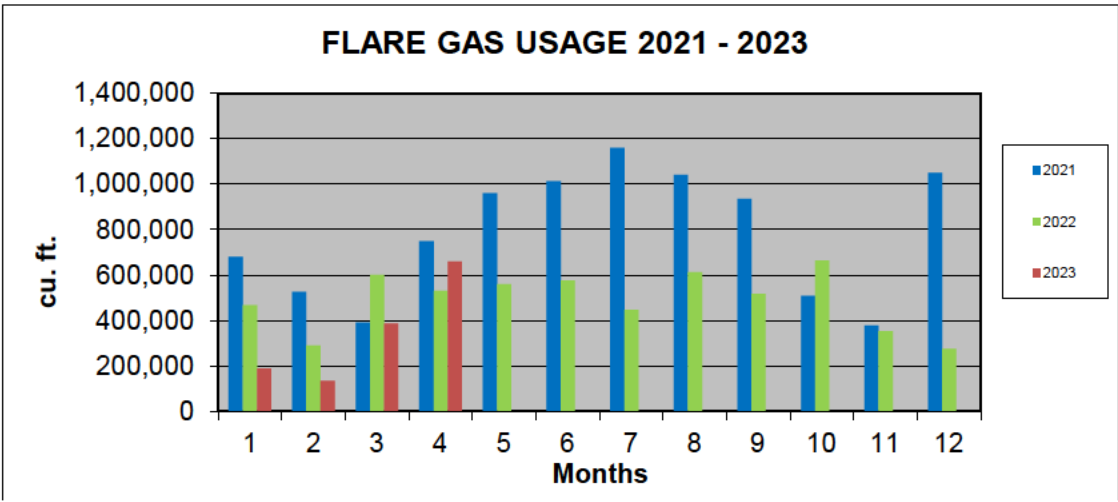
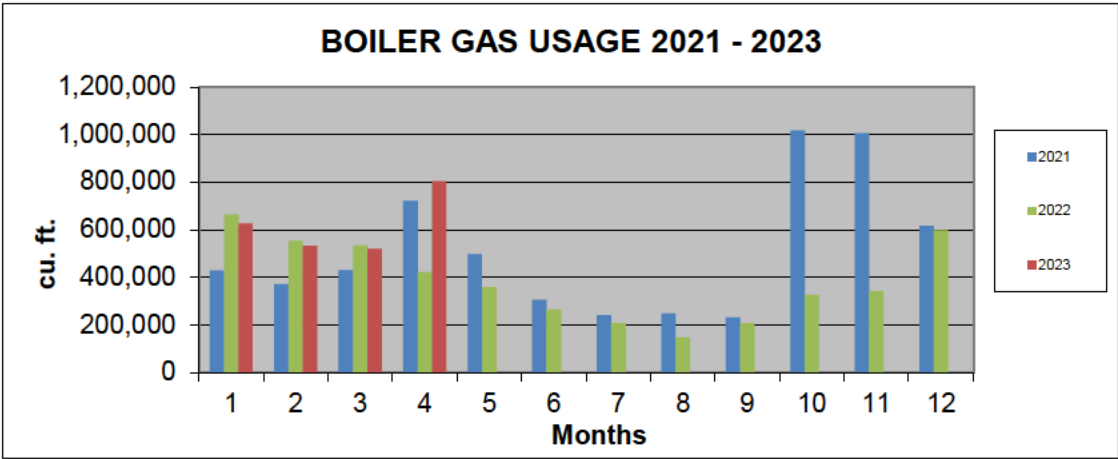
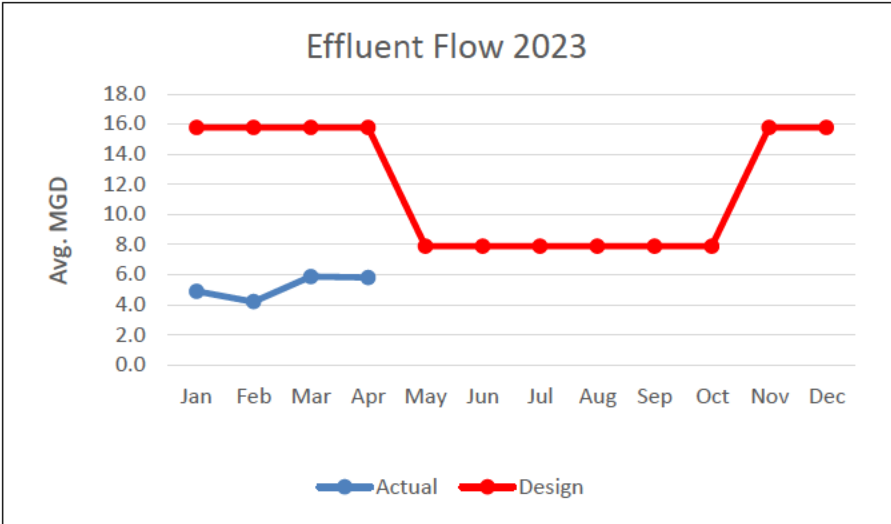
- Running screw press as needed to maintain digester levels.
- Landowners are being contacted about receiving biosolids.
- Training new operators on applying biosolids.

UPCOMING EVENTS

- Herbicide Licensing for Operators
- Moving Irrigation Pipe for City Water Line Project
- Draining the Biosolids Storage Pond to Prepare for Paving
- Facility Power Transfer Switch Inspections

Enclosures: Influent BOD/TSS/Effluent Flow, Boiler/Flare Gas Usage, 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
May-22	4.15	5960	6118
Jun-22	4.06	5792	5231
Jul-22	3.00	5198	5086
Aug-22	2.88	5135	4865
Sep-22	2.86	5128	4788
Oct-22	2.74	4866	4494
Nov-22	3.75	5840	4940
Dec-22	5.18	7962	7029
Jan-23	4.94	7143	6094
Feb-23	4.24	7956	7654
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147

SUM	49.47	75713	68437
AVE	4.12	6309	5703
MAX	5.87	7962	7654
MIN	2.74	4866	4494

CASH DISBURSEMENT RECAP BOARD MEETING MAY 10, 2023

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	76,276.80
Total of Regular Checks & ACH Transactions	<u>297,349.21</u>

Total Expenditures (not including Payroll)	<u><u>373,626.01</u></u>
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Payroll:

Net Payroll - April 30, 2023	78,396.74
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All Checks & ACH Transactions since the Board Meeting of April 12, 2023	<u><u>452,022.75</u></u>
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Accounts Payable

Checks by Date Detail by Check Date

User: christine
Printed: 5/5/2023 11:33 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX April 23 PR	ASIFlex PR Batch 00001.04.2023 Flexible Spending Acc	04/28/2023 PR Batch 00001.04.2023 Flex	1,099.84
Total for this ACH Check for Vendor ASIFLEX:				1,099.84
ACH	DNB April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR	Internal Revenue Service PR Batch 00001.04.2023 FICA - Employer PR Batch 00001.04.2023 FICA - Employee PR Batch 00001.04.2023 Federal Income Tax PR Batch 00001.04.2023 Medicare - Employer PR Batch 00001.04.2023 Medicare - Employee	04/28/2023 PR Batch 00001.04.2023 FIC PR Batch 00001.04.2023 FIC PR Batch 00001.04.2023 Fede PR Batch 00001.04.2023 Med PR Batch 00001.04.2023 Med	7,009.50 7,009.50 8,340.55 1,639.33 1,639.33
Total for this ACH Check for Vendor DNB:				25,638.21
ACH	OR-Rev April 23 PR	Oregon Dept. of Revenue PR Batch 00001.04.2023 Oregon W/Held	04/28/2023 PR Batch 00001.04.2023 Oreg	6,546.41
Total for this ACH Check for Vendor OR-Rev:				6,546.41
ACH	PEBSCO April 23 PR April 23 PR	Nationwide Retirement Solutions PR Batch 00001.04.2023 Nationwide-Deferred C PR Batch 00001.04.2023 Roth Contribution	04/28/2023 PR Batch 00001.04.2023 Nati PR Batch 00001.04.2023 Rotf	4,150.00 200.00
Total for this ACH Check for Vendor PEBSCO:				4,350.00
ACH	CENTURY April 2023 Fx/A April 2023 Gate	CenturyLink Analog phone line for fax, alarm Analog phone line for NTS gate	04/28/2023	142.08 62.69
Total for this ACH Check for Vendor CENTURY:				204.77
ACH	PBPP April Refills	Pitney Bowes Purchase Power 3 Postage refills @ \$150 each plus fee	04/28/2023	453.00
Total for this ACH Check for Vendor PBPP:				453.00
51390	CIS INS April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR April 23 PR	CIS Trust PR Batch 00001.04.2023 Hospital Indemnity PR Batch 00001.04.2023 Identity Protection PR Batch 00001.04.2023 Voluntary Life Insuran PR Batch 00001.04.2023 Life Insurance - er PR Batch 00001.04.2023 Life Insurance - Spous PR Batch 00001.04.2023 CCIS Insurance Long- PR Batch 00001.04.2023 Medical Ins w/RX PR Batch 00001.04.2023 Short-Term Disability PR Batch 00001.04.2023 Trauma PR Batch 00001.04.2023 Accident Insurance PR Batch 00001.04.2023 CCIS Insurance AD&I PR Batch 00001.04.2023 Critical Illness Insuran PR Batch 00001.04.2023 Dental & Vision PR Batch 00001.04.2023 Voluntary Dependent I	04/28/2023 PR Batch 00001.04.2023 Hos PR Batch 00001.04.2023 Iden PR Batch 00001.04.2023 Volt PR Batch 00001.04.2023 Life PR Batch 00001.04.2023 Life PR Batch 00001.04.2023 CCI PR Batch 00001.04.2023 Med PR Batch 00001.04.2023 Shoi PR Batch 00001.04.2023 Trau PR Batch 00001.04.2023 Acc PR Batch 00001.04.2023 CCI PR Batch 00001.04.2023 Citi PR Batch 00001.04.2023 Den PR Batch 00001.04.2023 Volu	144.90 101.65 407.08 100.41 186.10 170.06 28,856.03 146.43 95.00 163.49 18.34 113.30 2,777.31 39.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51390:	33,320.00
51391	Civic+ 255495	CivicPlus, LLC Municode full service code online renewal	04/28/2023	550.00
			Total for Check Number 51391:	550.00
51392	BOLI Chadwick/Atlant	Prevailing Wage Rate Unit Public Works Fee - Chadwick/Atlanta project	04/28/2023	250.00
			Total for Check Number 51392:	250.00
51393	USPS April 2023	US Postal Service Postage to mail utility bills	04/28/2023	3,393.92
			Total for Check Number 51393:	3,393.92
51394	VERIZON 9932505385	Verizon Wireless Monthly wireless telephone services	04/28/2023	470.65
			Total for Check Number 51394:	470.65
			Total for 4/28/2023:	76,276.80
			Report Total (11 checks):	76,276.80

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 5/5/2023 11:58 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	05/10/2023	
	324798857	Office supplies		26.38
	324802258	Office supplies		18.49
	324991065	Keyboard for Nick		39.69
	325742225	Kiitchen supplies		11.97
	Ord#9911486983	10-key and letter opener for Nick		119.18
	Ord#9911867148	Kiitchen supplies		35.99
	Ord#9911867148	Phone cord detangler, shoulder rest, kitchen sup		81.97
Total for this ACH Check for Vendor STAPLES:				333.67
51395	WP April 2023	Avista Utilities Natural gas service	05/10/2023	
Total for Check Number 51395:				333.17
51396	BANNERMC	BANNER BANK	05/10/2023	
	AA 040623	Pitney Bowes - Quarterly postage machine lease		94.50
	AA 041323	Bagel Tree - Staff meeting snacks		42.30
	DF 040423	Amazon - Bluetooth receiver for Jim's PC		17.94
	DF 041123	Douglas County Clerk - Online subscription to d		360.00
	DF 041123fee	Gov Teller - Convenience fee for Douglas Count		8.96
	DF 041223	Amazon - Replacement video card for Steve's PC		349.00
	DF 041323	Amazon - New scaaner for Harmony for docume		1,593.20
	DF 041423a	PC Doctor - Software to permanently delete hard		59.99
	DF 041423b	Amazon - Power cable for Steve's new video car		15.99
	DF 041423c	Amazon - Adapters and cables for troubleshootir		50.97
	DF 042323	Network Solutions - Professional email for admi		143.07
	GO 040523a	Dryshod West - Muck boots for Sarah		184.95
	GO 040523b	DC Coop - Rain coat for Sarah		139.99
	GO 040723	A1 Auto Sales - Seat covers for 2023 F150 Inspe		260.00
	GO 041323	DC Coop - Rite in the Rain notebooks		23.96
	GO 042623	Oregon Tool - Tape measure, quick connect coup		116.35
	HW 033123a	Costco - Kitchen supplies		107.66
	HW 033123b	Costco - Laundry soap		43.98
	HW 040423	Costco - Kitchen supplies		75.26
	HW 041223	Safeway - Board meeting snacks		17.00
	HW 041623	Amazon - Popcorn kettle cleaner		16.63
	JB 042723	Henry's Bakery - Team building		41.20
	JB 042823a	BNP Media - ENR Engineering News Record		99.99
	JB 042823b	PNCWA - Annual conference sponsorship		513.00
	NS 040423	OWPSacState - Study book and course for CEU:		204.00
	NS 040823	Amazon - Headlamps		41.57
	NS 041323	Sleep Inn - Motel for PACP class		670.90
	RC 040323	Diamond Power - 2 cycle oil		16.50
	RC 040723	Good Guys Garage - 2019 F150 Oil Change		82.19
	RC 041723	Handyman Hardware - Parts for Sarah's manhole		3.95
	RK 041823	Victra - Cell phone case		59.99
	SL 041823	Kowloon - UBOS lunch - JB SL RK SO KB RC		137.08

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51396:				5,592.07
51397	BHEC 5150075-IN CL15227-IN CL15621-IN	Bassett-Hyland Energy Company Supplies for B6 Annual Maintenance Vehicle fuel use 4/1 - 4/15 Vehicle fuel use 4/16 - 4/30	05/10/2023	213.90 1,262.45 1,057.15
Total for Check Number 51397:				2,533.50
51398	Chytka 153371	Chytka Pest Control LLC Monthly pest control services	05/10/2023	40.00
Total for Check Number 51398:				40.00
51399	DRAUTO 076397 076668	D & R Auto & Truck Supply Corp DEF K & N air filter cleaner	05/10/2023	149.94 17.77
Total for Check Number 51399:				167.71
51400	DCCO-OP 19484	Douglas County Farmers' Co-op Soil mix for Todd St project	05/10/2023	52.00
Total for Check Number 51400:				52.00
51401	DCPW IGA 2023-0405	Douglas County Solid Waste Nearmap imagery shared cost	05/10/2023	1,050.00
Total for Check Number 51401:				1,050.00
51402	DFN May 2023 Admin May 2023 Brbn May 2023 High May 2023 Host May 2023 Keady May 2023 LV May 2023 NBank May 2023 NTS May 2023 Ph/Ca May 2023 Wilb1 May 2023 Wilb2 May 2023 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	05/10/2023 Service: 14806 Service: 205697 Service: 105797 Service: 106289 Service: 205950 Service: 105793 Service: 145049 Service: 141784 Service: 105796 Service: 105794 Service: 105795	218.99 100.21 76.84 10.55 76.84 104.21 73.84 73.58 98.94 73.84 73.84 73.84
Total for Check Number 51402:				1,055.52
51403	Durfs 2023003	Durf's Epoxy Inc. Durf's Epoxy Inc. is the only local applicator we	05/10/2023	1,100.00
Total for Check Number 51403:				1,100.00
51404	FLURY E 2860	Flury Supply Company Rain pants and gloves for Sarah	05/10/2023	165.00
Total for Check Number 51404:				165.00
51405	H3 Pay Req #6 Pay Req #6 Ret	H3 General Contractors LLC Bisulfite Building Pay req #6 Bisulfite Building Pay req #6-Retainage	05/10/2023	73,270.00 -3,665.00
Total for Check Number 51405:				69,605.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51406	IE-ENG 61558 61560 61697	i.e. Engineering, Inc. Chadwick and Atlanta Sewer Improvement Engineering for Watermain and Hydrant at WW1 Engineering for Watermain and Hydrant at WW1	05/10/2023	540.00 407.50 60.00
Total for Check Number 51406:				1,007.50
51407	ICONIX U2316012728	ICONIX WATERWORKS INC Air/vacuum valve project	05/10/2023	297.32
Total for Check Number 51407:				297.32
51408	Jacobs 351289-068	Jacobs Engineering Group Inc Professional services per agreement	05/10/2023	133,435.58
Total for Check Number 51408:				133,435.58
51409	COASTAL G8762 G88247 G90024 G94191 G95567 G96882	John Deere Financial f.s.b. Boots for Sarah Rat Bait Pants and boots - Austin Pants for Ryon and Sarah Boots for Rick Boots for Devin	05/10/2023	91.99 59.99 315.89 335.85 171.99 199.99
Total for Check Number 51409:				1,175.70
51410	LYOUNG 70300580318	Lauren Young Tire Tire chains	05/10/2023	152.99
Total for Check Number 51410:				152.99
51411	LOWES 02357 02391 78561 79302	Lowes Rectorseal for Airvac repair Stakes for Airvac repair Weed preventer for landscape project Weed fabric for landscape project	05/10/2023	7.60 16.12 66.44 94.92
Total for Check Number 51411:				185.08
51412	MSTRCR 35233-J	MasterCare Cleaning Co Inc Monthly janitorial services	05/10/2023	390.00
Total for Check Number 51412:				390.00
51413	UB*00061	PATRICIA MATTHEWS Refund Check Refund Check Refund Check	05/10/2023	122.71 25.83 6.46
Total for Check Number 51413:				155.00
51414	NBS IN115597	National Business Solutions Quarterly Konica/Minolta copier maintenance	05/10/2023	367.07
Total for Check Number 51414:				367.07
51415	NEWS-REV 86490	The News-Review Publication of budget committee meeting	05/10/2023	279.82
Total for Check Number 51415:				279.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51416	NEXNET 19739	Nexcom, LLC Digital phone services	05/10/2023	332.80
Total for Check Number 51416:				332.80
51417	Occu 20296 20423	OccuHealth Pre-employment physical - new hire and employ Pre-employment physical and drug scree - new h	05/10/2023	340.00 150.00
Total for Check Number 51417:				490.00
51418	OR-LIN 932349 937948	Oregon Linen, Inc. Laundry & mat service Laundry & mat service	05/10/2023	32.94 65.51
Total for Check Number 51418:				98.45
51419	OR-TOOL 846094	Oregon Tool & Supply Wire stripper/cutter	05/10/2023	19.95
Total for Check Number 51419:				19.95
51420	PAC AIR i13499	Pacific Air Comfort, Inc. Quarterly inspection and filter change	05/10/2023	450.00
Total for Check Number 51420:				450.00
51421	PPL Apr 2023 411LM Apr 2023 425LM Apr 2023 BrbnC April 2023 Admi April 2023 Brbn April 2023 Gate April 2023 High April 2023 Kead April 2023 LV April 2023 NBk April 2023 NTS April 2023 SBk April 2023 Will April 2023 Wil2 April 2023 WRF1 April 2023 WRF2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Contract-310 Bourbon St PS Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	05/10/2023	25.27 12.55 62.50 569.37 92.41 20.17 1,524.67 147.31 110.85 194.91 6,083.79 2,374.55 333.00 325.66 20,644.93 27.71
Total for Check Number 51421:				32,549.65
51422	Premium 25567	Premium Landscape, Inc. Monthly landscape maintenance	05/10/2023	225.00
Total for Check Number 51422:				225.00
51423	PRINTS 35508 35572	Prints Charming Safety shirts for Austin Safety shirts for Sarah	05/10/2023	103.50 157.50
Total for Check Number 51423:				261.00
51424	RSBG-DIS 1300338	Roseburg Disposal Company Monthly garbage services	05/10/2023	61.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51424:	61.00
51425	Printhau 1019	Scott Heath's Printhauss Cut utility bills to mailing size	05/10/2023	59.40
			Total for Check Number 51425:	59.40
51426	SIERRASP 21794341 042923	Sierra Springs Bottled water delivery	05/10/2023	112.49
			Total for Check Number 51426:	112.49
51427	Sims 10317	Sims Electric, Inc Install 30A ceiling plug for server, double duplex	05/10/2023	1,300.00
			Total for Check Number 51427:	1,300.00
51428	SODIESEL 3920	Southern Oregon Diesel 5yd repairs	05/10/2023	1,772.53
			Total for Check Number 51428:	1,772.53
51429	SPRBRK INV-012583	Springbrook Holding Company LLC Finance, UB, Payroll subscription to cloud	05/10/2023	34,640.08
			Total for Check Number 51429:	34,640.08
51430	TECHUNL 368921	Technology Unlimited, Inc Additional license fee for AQ2 check scanning s	05/10/2023	135.00
			Total for Check Number 51430:	135.00
51431	TEKMAN 84931 85003 85003 85003 85003 85003 85003	TEKMANAGEMENT, INC. Additional Office 365 license Backup & Recovery Services DNS Filter (security) Security awareness training refund Feb-Apr Cloud storage-server backups Encryption of laptops Server Maint & monitoring	05/10/2023	242.00 565.00 40.00 -76.95 84.00 107.25 1,518.14
			Total for Check Number 51431:	2,479.44
51432	UBWA Apr 2023 411LM Apr 2023 606LM Apr 2023 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	05/10/2023	22.04 22.04 22.00
			Total for Check Number 51432:	66.08
51433	UMP-SAND 107684	Umpqua Sand & Gravel Drain rock for landscape project	05/10/2023	180.00
			Total for Check Number 51433:	180.00
51434	UNITED 218258659-001	UNITED RENTALS (NORTH AMERICA) Dozer rental for waterline project prep	05/10/2023	2,475.89
			Total for Check Number 51434:	2,475.89
51435	West Tes 27701	Western Testing LLC Job #60830.2 - Lab services for Bisulfite Bldg	05/10/2023	166.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51435:	166.75
			Total for 5/10/2023:	297,349.21
			Report Total (42 checks):	297,349.21