



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

**REGULAR MONTHLY BOARD MEETING**  
**January 8, 2020**

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

**January 8<sup>th</sup>, 2020  
RUSA Board Room  
4:00 p.m.**

## **AGENDA REGULAR MONTHLY BOARD MEETING**

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### **Board of Directors**

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Griese

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- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
  - a. December 11<sup>th</sup>, 2019 Board Meeting
- 4. Auditor's Report to the Board**
  - a. Isler CPA, Paul Nielson
- 5. Resolution 20-01; A Resolution Declaring Surplus Equipment and Vehicles**
- 6. Jacobs Operations Contract Annual Report**
- 7. General Managers Report**
  - a. Winchester Pump Station Force Main Replacement
  - b. FEMA Application for damage claimed disaster relief
  - c. Biosolids Building expansion project
  - d. Hooker Road Rehabilitation Project
- 8. Staff Professional Development**
- 9. New Developments**
- 10. Staff Report**
- 11. Jacobs (ch2m) Plant Operations Report**
- 12. Accounts Payable**
- 13. Executive Session, General Manager Evaluation**
- 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 December 11, 2019 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Vice Chair Rob Lieberman, Jerry Griese, Kelsey Wood and David Campos

**Absent:**

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch, Information Technology System Administrator David Fromdahl, Douglas Education Service District AmeriCorps member Janelle Polcyn and Jacobs Chief Plant Operator Randy Turner.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, November 13, 2019.**

Rob Lieberman moved to approve the minutes for the Wednesday, November 13, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**Resolution No. 19-06: A Resolution Adopting a Workplace Harassment Policy**

On June 20<sup>th</sup>, 2019 the Governor of the State of Oregon signed Senate Bill 479, a bill requiring public employers to adopt policies to prevent workplace harassment. Roseburg Urban Sanitary Authority's existing "Discrimination Workplace Harassment Policy" did not include all the provisions in the new law. Staff presented a new Workplace Harassment Policy that meets the new state requirements.

Kelsey Wood made a motion to adopt Resolution No.19-06.

David Campos seconded the motion.

The motion passed unanimously.

### Vote By Roll Call

Chairman Dunn requested "Roll Call" for Resolution No. 19-06:

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

Resolution No. 19-06 was passed with a 5/0 vote.

### **Appointment of Budget Committee Member**

Marc Chirrick currently holds Position 1 on the RUSA Budget Committee. Mr. Chirrick's term will expire June 30, 2020. Mr. Chirrick has informed staff he is willing to volunteer to fill Position 1 for another three year term. Staff recommended the Board appoint Marc Chirrick to the Budget Committee, Position 1.

Kelsey Wood made a motion to appoint Marc Chirrick to the Budget Committee, Position 1 for a new three year term beginning July 1, 2020.

Rob Lieberman seconded the motion.

### **General Managers Report**

#### Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 50% of the sanitary sewer work. The project completion is estimated to be in December 2019.

#### FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of reviewing the documentation with FEMA to complete the application of RUSA's claim.

#### Watson Street Mainline Replacement

RUSA's collection crew has completed the installation of a new main line in Watson Street. The majority of customer building sewers have been connected to the new main line. Three services remain to be rerouted and connected to the public sewer. Currently these services are utilizing the old private community sewer.

#### Bio Solids Building Expansion Project

The contractor is approximately 80% complete on the project. The site grading, concrete floor, walls and the erection of the steel structure have been completed.

The contractor has submitted the second pay request in the amount of \$75,425.64 with 5% retainage withheld for \$3,771.29. The total for this pay request is \$71,654.35.

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment of pay estimate #2 in the amount of \$71,654.35.

Kelsey Wood made a motion to approve the second pay request in the amount of \$71,654.35.

David Campos seconded the motion.  
The motion passed unanimously.

#### Umpqua Fishery Enhancement Derby

The Derby committee has requested that RUSA be a Derby Sponsor for the 28<sup>th</sup> Annual Fish Derby. The funds raised by this event contribute to fishery enhancement, restoration and education projects for the Umpqua Basin fishery.

RUSA has been a Chinook sponsor of this event for several years. Staff would recommend that RUSA sponsor this event at the Chinook sponsor level in the amount of \$500.

Kelsey Wood made a motion to approve the Umpqua Fishery Enhancement Derby Donation of \$500.00.

David Campos seconded the motion.

#### **CH2M Report**

Jade Mecham reported the treatment facility averaged 97% BOD removal and 97% Total Suspended Solids removal during November. The total Effluent flow was 83.36 million gallons. The NTS was shut down for the season following a chlorination of all the distribution water lines to reduce algae buildup.

#### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the December 11, 2019 Accounts Payable.

Rob Lieberman made a motion to approve the Accounts Payable and Addendum as presented.

David Campos seconded the motion.

The motion passed unanimously.

#### **Other Business**

Staff informed the Board that Jacobs has been working on a SCADA upgrade project at the Wastewater Treatment Plant. The current system was installed approximately ten years ago and uses an unsupported operating system. Jacobs is proposing an Out of Scope at cost plus 15% for installing the new software and new hardware. The estimated OOS will be about \$20,000. The Board had no objection to the proposal.

Respectfully submitted,



Harmony Williams  
Office Assistant

**RESOLUTION NO. 20-01**  
**A RESOLUTION DECLARING SURPLUS PROPERTY**

**RECITAL:**

Roseburg Urban Sanitary Authority, a Local Government, must declare property not needed to be surplus by Resolution. As established by Resolution 05-01, Exhibit "A" section "H" (Disposal of Surplus Property) the Authority has established policies to dispose of property that is of no use or value to the Authority.

**NOW THEREFORE, IT IS HEREBY RESOLVED**, that the Board of Directors of the Roseburg Urban Sanitary Authority, the Governing Body, does hereby declare the following surplus to the needs of the Authority:

Bucket Machine 1 – Serial No. L633787

Bucket Machine 2 – Serial No. L82839

1982 John Deere Tractor – Serial No. 400318

2010 Chevrolet Silverado Crew Cab - V.I.N 3GCRCPEA3AG204720

2004 Chevrolet Silverado Service Truck - V.I.N. 1GBJC34U64E294897

Be it resolved further the above surplus property will be disposed of as provided for in Resolution 05-01 Exhibit A.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 8<sup>th</sup> DAY OF JANUARY 2020.**

**ATTESTED:**

**ROSEBURG URBAN SANITARY  
AUTHORITY**

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**James V. Baird, General Manager**

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**John Dunn, Board Chair**

**Operations Management  
and Facilities Services**

2018-2019 Annual Report

# **Roseburg Urban Sanitary Authority Wastewater Treatment Facility**



**Jacobs**

**Challenging today.  
Reinventing tomorrow.**



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## A Message from Regional Manager Brian Helliwell



Roseburg Urban Sanitary Authority leaders, and staff:

One privilege I enjoy as the Oregon Regional Business Manager is the time I spend with staff, project leaders, and clients. Besides the day-to-day management of budgets and programs, I have the pleasure to work alongside passionate people who make each organization strong and successful.

Since selecting Jacobs as your operations management service provider in 1985, we have worked with Roseburg Urban Sanitary Authority (RUSA) staff to meet and exceed your expectations. This past year brought typical challenges and opportunities such as the North Bank Lift Station Failure, cleaning the digester and hauling the associated excess biosolids and continued improvements to the award-winning Natural Treatment System (NTS).

Our onsite team is comprised of mostly Roseburg residents; people committed to RUSA not only as your service provider but, also as citizens who live, work, play, worship, and raise their families here. We are excited for the future, as well as for the opportunity to continue serving your community and the RUSA board.

I would like to convey our appreciation to the RUSA board and staff for their support this last year, and in the future. At Jacobs, we understand the importance of being innovative, resourceful, and flexible partners with our clients in order to provide the best solutions for their utility and environmental needs.

Thank you for your continued support.

Sincerely,

A handwritten signature in black ink that reads "Brian Helliwell". The signature is written in a cursive, flowing style.

Brian Helliwell

# Quality Employees



The Roseburg team.

Jacobs personnel work tirelessly to ensure RUSA's facilities run smoothly. This dedication to our work is evidenced by industry awards.

The Roseburg Wastewater Treatment Facility (WWTF) received the Wastewater Treatment Plant of the Year Award, Facility Safety Award, Wastewater Operator of the Year (winner Rusty Marples, Operator II), and Maintenance Person of the Year (winner Kevin Bruton, Lead Mechanic) from the Umpqua Basin Operators Section for 2018. The team also won the 2018 OMFS Teamwork Award for Safety and BeyondZero Excellence Award for safety.

The Roseburg team is comprised of 11 full-time associates with one associate on call 24 hours per day, 7 days per week. Our associates have over 208 years of combined wastewater treatment experience, of which 203 years have been at the Roseburg facility. We are very proud of our dedicated workers and of the facilities we manage for RUSA.

## Community Engagement

We understand how important it is that the citizens of Roseburg be able to trust and have confidence that their utilities are being managed safely and wisely. Getting involved and connecting with community members is key to building that trust and we relish opportunities to get involved that help us inform and connect with our neighbors.

To help us communicate directly with residents of Roseburg about the collections system and the WWTF, we partnered with RUSA at the local Douglas County Fair. We joined the team at the RUSA booth to help provide information to the public and answer any questions they might have about the systems we manage for RUSA.

# Safety

Safety is a top priority at the Roseburg WWTF and for the operations team.

The Jacobs BeyondZero safety program is designed and implemented to ensure employees go home in the same or better condition in which they arrived. Safety is woven into the fabric of our culture and touches how we approach everything we do. It includes the physical, mental, and emotional wellness of our employees, clients, subcontractors, and the community. We are trained and fully committed to be vigilant and look after one another.

Employee training is a critical element of Jacobs' safety program. Monthly training sessions are delivered through a mixture of classroom and on-the-job training. These sessions are designed to both educate and train new employees, they are also key to keeping us refreshed in our knowledge and remind us to be dedicated to looking after ourselves and our colleagues every single day. As an example, tailgate sessions are held weekly where all employees are encouraged to lead briefings on pertinent health and safety issues. A training log is maintained for each session, and copies of training certificates are kept in each employee's safety file.

Jacobs takes as many precautions as necessary to keep our employees safe. In addition to preparing standard operating procedures (SOPs) for equipment, we perform activity hazard analyses (AHAs). The AHAs carefully study and record each step of a job that employees perform, identifying existing or potential equipment, environment, or action generated hazards. AHAs help us make sure we have thoroughly thought the task through, noted and addressed any potential hazards, and confirmed we have the equipment and safety tools we need to execute the job safely and efficiently.



## BeyondExcellence<sup>SM</sup>

**Jacobs**



The Roseburg team.



# Laboratory

Beginning November 1 and continuing through April 30, we follow our winter testing requirements of: biochemical oxygen demand (BOD) three times per week, total suspended solids (TSS) three times per week, pH daily, chlorine residual daily average, ammonia once per week, and E. coli three times per week.

From May 1 through October 31, we follow our summer testing requirements of: carbonaceous biochemical oxygen demand (CBOD) three times per week, TSS three times per week, pH daily, chlorine residual daily average, ammonia three times per week, E. coli three times per week, nitrate once per week, total kjeldahl nitrogen (TKN) once per week, and total phosphorus once per week.

## Natural Treatment System Laboratory

During the summer months (May 1–October 31) we send flow to the NTS (Outfall 002). When discharging from the pond, we sampled daily for total phosphorus, flow with continuous probe data for pH, dissolved oxygen (DO), and temperature at SW5.

During the entire compliance period (May 1 – October 31), we have continuous probes at SW1, SW5, and SW6 to sample for pH, DO, and temperature and we take total phosphorus samples weekly. At MW1, we take monthly samples for pH, DO, temperature, and total phosphorus.

From July 2018 through June 2019, we ran 1,777 tests for permit with 10 out of control.

Exhibit 1 highlights the parameters and number of tests ran.

### Exhibit 1

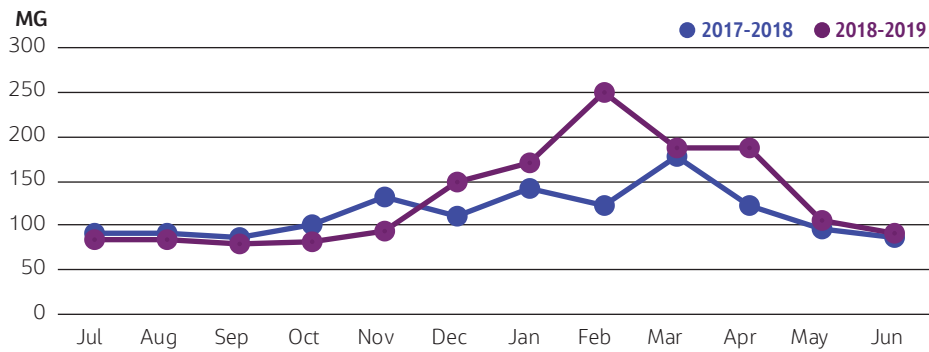
#### Laboratory Analysis Required by RUSA Permit

pH	730
Chlorine Residual	365
BOD/CBOD	156
TSS	156
Ammonia	96
E. coli	157
TKN	29
Nitrite/Nitrate	27
Total Phosphorus	61
<b>Total</b>	<b>1,777</b>

# Process

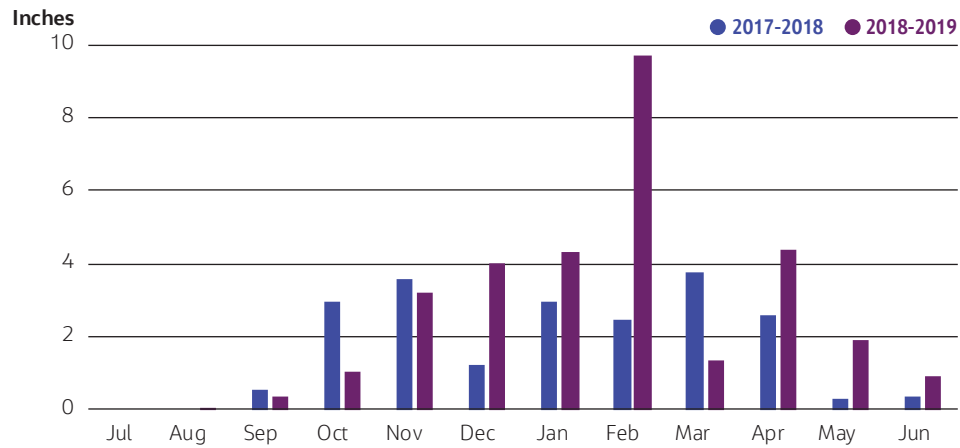
**Exhibit 2**

Total Effluent Flow Past Two Contract Years



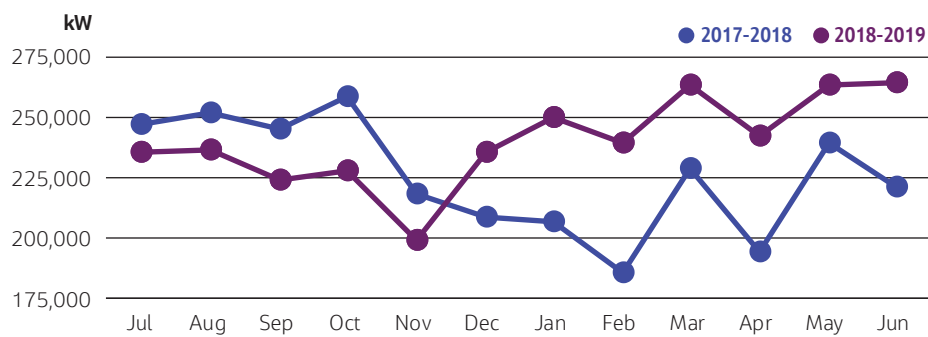
**Exhibit 3**

Total Rainfall Past Two Contract Years



**Exhibit 4**

Total Power Usage Past Two Contract Years



# Facility and Lift Stations

The Roseburg team is responsible for the operation and maintenance of the 8-mgd WWTF and nine lift stations. During the 2018-2019 contract year, we performed the following tasks to better operate/maintain the locations and equipment.

## WWTF

This year the maintenance and operations teams were busy. We had many planned and unplanned projects that were completed, including:

- Semi-annual sample collection for three days took place twice during this time. All samples were shipped to an outside laboratory for analysis.
- Rebuilt the turntable for the #1 secondary clarifier with new bearings and races.
- Added a Vogelsang pump and associated piping to assist in draining secondary clarifiers.
- Completed and submitted the state Fire Marshall Report for hazardous substances on site.
- Stormwater samples were collected and sent out for analysis.
- Contract Year (CY) 31 ended June 30, 2019. Final accounting transactions for the CY have been reconciled and applied.
- Removed the invasive plants from the anammox basin.
- Drained, cleaned, and inspected primary and secondary clarifiers and aeration basin #2.
- Applied and received waivers regarding stormwater sampling for all constituents. We now only need to do monthly observations.
- Assisted RUSA in removing the onsite fuel tanks.
- ODEQ inspected the treatment plant and the NTS. The regulator was pleased with the condition and operation of the plant.
- Rebuilt the header pipe for the mixing guns for the digester gas mix system.
- Installed De-Raggers on Influent pumps 2 and 3.

## Biosolids

- All biosolids generated at the WWTF are sent to the screw press for dewatering throughout the winter season.
- Completed and sent the annual report for biosolids to the Department of Environmental Quality (DEQ).
- Completed the Peterbilt, Freightliner, and International biosolids trucks annual Department of Transportation (DOT) inspection at Pape.
- Sent quarterly biosolids samples to Neilson Research Corporation (NRC) for analysis.
- Collected soil samples from several biosolids sites for analysis for nitrogen.
- Biosolids application began with dewatered solids being applied in Tenmile.
- Hauled liquid and dewatered biosolids to multiple sites during the available season.
- We had Primary Digester #3 cleaned and inspected.
- After some piping and valves were repaired the digester was placed back into service.
- The Beall 6000-gallon tanker and the Kuhn-Knight Slinger truck bed were painted.

## Lift Stations

- Installed surcharge floats at most lift stations that is tracked on Missions when the float is triggered.
- Rebuilt North Bank station after failure caused by the February snow storm.
- Hauled water to and ran Bourbon Street Lift Station.
- Jacobs provided a trailer mounted generator that can be used during future power outages.

# Facility and Lift Stations

## Natural Treatment System

- Replaced multiple sprinklers, supply line whips, and support rods.
- Sheep were on the property for six months beginning in November.
- Redirected flow going to the NTS to the river at outfall 001 at the beginning of November.
- Drained all irrigation lines at the pump station and winterized the system.
- Assisted with preparation of the annual Farm Operations Plan for 2019 and Monitoring Report for the 2018 season. Both were submitted to and accepted by DEQ.
- Installed a new irrigation line (zone 3L1) on the west side of the property to take advantage of some unirrigated land.
- Placed monitoring probes upstream and downstream in the river. One probe was also placed in Sylman Creek.
- Plant effluent flow began being pumped to the NTS on May 1, 2019.
- Irrigating more water onto the fields earlier this year because of low river flows.
- In the middle of May, the high-pressure pump vfd failed which resulted in unit being taken out of service. The pump was put back into operation in June.
- There were a lot of repairs done to the sprinkler system at the beginning of the season.
- Dry weather and river flow below 150 cubic feet per second (cfs) will lower the benchmark for phosphorous to 3.4 pounds per day. We will have to adjust irrigation procedures to meet this benchmark.

## Pretreatment

The Jacobs team is responsible for the completion of five pretreatment [fats, oils, gas (FOG)] inspections each month along with inspections, sampling, and laboratory testing services for each of our permitted categorical industrial users (CIU) or significant industrial users (SIU). These were conducted, and the Annual Pretreatment Report was submitted, by Jacobs, to the DEQ, on behalf of RUSA.

- Sent the annual pretreatment report to the DEQ.
- Inspected the Umpqua Dairy for pH as part of their semi-annual check. They were found to comply both times.
- We sent a one-time dental compliance report to all dentists in the district as part of a new EPA dental amalgam rule.
- Jack Pollock's permit to haul tanked waste was renewed for another year.
- Sent FCC furniture an application for their permit renewal. Their permit with RUSA expires December 31, 2019.

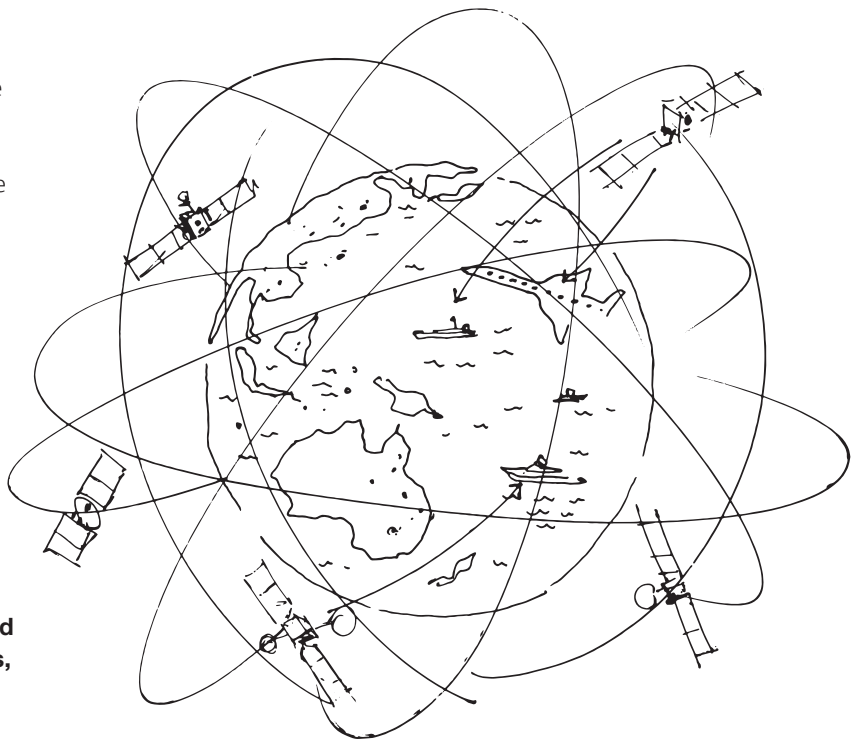


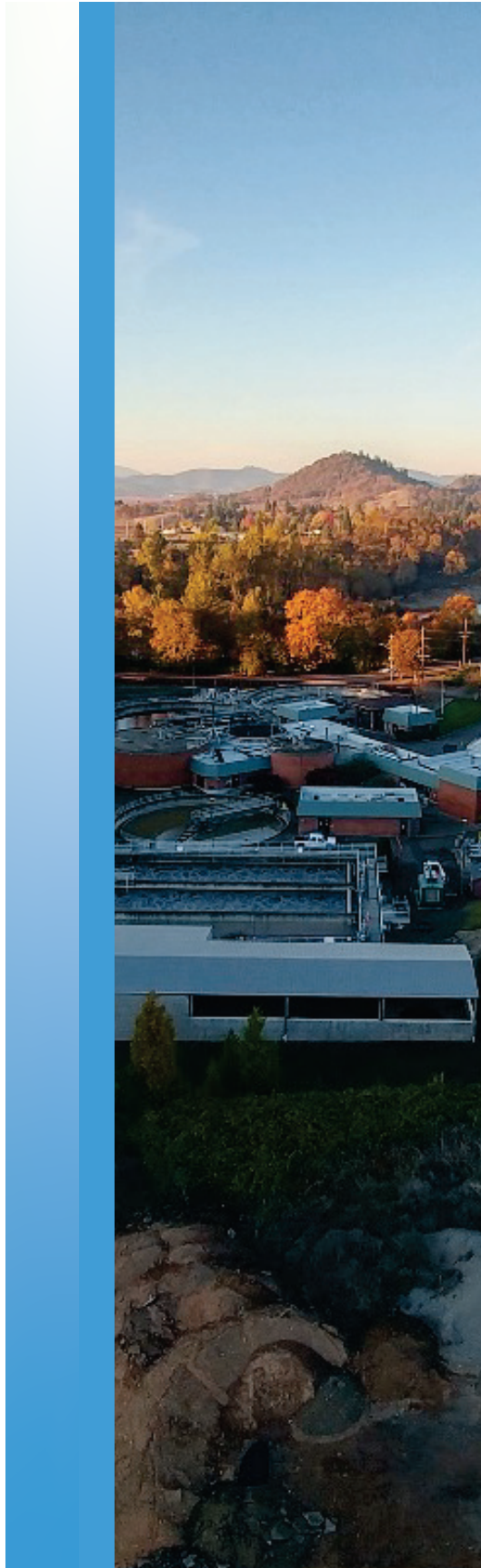
# Sustainability

Sustainability is important to Jacobs because we know it helps us manage your facilities in the most energy conscious way to help them operate as efficiently as possible and save the community money while protecting the environment. We have a sustainability team that looks for ways to save energy of all kinds.



**This year we reduced gas usage by 110.1 gallons. We also recycled 303 pounds of plastic, magazines, newspapers, and used paper, 16 pounds of printer cartridges and 1,280 pounds of scrap metal.**





## Looking Forward

For the coming year, we are focused more than ever on keeping costs down, and in some cases, finding new ways to operate the facility to save the Authority and its ratepayers money. Projects we are focused on in the coming year include:

- Installing two new bio-tower pumps.
- Receiving approval to begin construction on the stormwater tie-in.
- Continuing to search for ways to save RUSA money by cost-efficiently supporting any project needs, both within the scope of our contract and beyond.

Jacobs is proud to operate RUSA's WWTF and we look forward to being the Authority's wastewater utility partner for years to come.

## GENERAL MANAGERS REPORT

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Date: 12/31/19  
To: Roseburg Urban Sanitary Authority, Board of Directors  
From: James V. Baird, General Manager  
Re: General Managers Informational Report to the Board

### **Winchester Pump Station Force Main Replacement Project**

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 75% of the sanitary sewer work. The project completion is estimated to be in February 2020.

### **FEMA Application for Damage Claimed Disaster Relief**

Staff is in the process of reviewing the documentation with FEMA to complete the application of RUSA's claim.

### **Bio Solids Building Expansion Project**

The contractor is approximately 95% complete on the project. The site grading, concrete floor, walls and the erection of the steel structure have been completed. The roof has been installed with the trim and gutters yet to be completed.

The General Contractor, Zerbach Construction, did not request a progress payment this month.

### **Hooker Road Rehabilitation Project**

Rob Lee, representing Murraysmith, conducted a site visit January 2<sup>nd</sup> to begin the design of this project.

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Oakridge Court Apartments
  - The plans and specifications have been approved. This project is on hold.
- Harvard West Phase II – short mainline extension to serve a new commercial building - under review
- Townsend Lane Subdivision - This project seems to be on hold

#### **PRELIMINARY DESIGN:**

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Neighborworks Apartment -preliminary design for a mainline extension
- Rosemary Subdivision
- Thyme Subdivision
- Hanna Heritage Plaza

#### **PROJECTS:**

- Oak Springs Apartments Beginning on Pomona Street-Work has begun on sewer mainline
- Winchester Pump Station Pressure Line Replacement- Approximately 75 percent of the pipe is now installed. Drilling has restarted for the southern 2500 feet of the pressure mains.

# ROSEBURG URBAN SANITARY AUTHORITY

## December 2020 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 62 work orders.
- Completed CCTV of 28,150 feet or 5.33 miles of mainline.
- Cleaned 76,773 feet or 14.54 miles of mainline.
- Completed 137 manhole inspections.
- Completed maintenance on Air-Vac valves.
- Repaired 1 Manhole
- Cleaned Deer Creek syphon manhole and installed Mission MH monitor.
- Completed 2 taps for service (Bourbon & Sanders).

### ENGINEERING DEPARTMENT:

- Completed 121 underground utility locate requests.
- Issued 8 permits and completed 10 inspections.
- Hwy 99 pressure main project is underway, currently 75 percent of the project work has been completed.

### FINANCE DEPARTMENT:

- Vacancy Credits: 10 were processed for a total of \$1,676.45 in December.
- Credit cards/eChecks: 799 payments totaling \$39,788.35 were collected in December. 73 payments received at the counter, 28 by voice response system, and 698 on-line.
- Automatic Payments: 2,061 customer accounts are signed up. Received \$81,429.79 or approximately 14.8% of monthly billing.

TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager  
DATE: January 2, 2020  
SUBJECT: December 2019 Monthly Report

## OPERATIONAL ACTIVITIES

- The treatment facility averaged 96% BOD removal (pending results out next week) and 97% 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 December 2019, was 216,000 KWHRS with a total Effluent flow of 127.22 million gallons all of which went to the South Umpqua River (Outfall 001). The December 2018 electrical consumption was 207,000 with a total Effluent flow of 149.52 million gallons all of which went to Outfall 001 (South Umpqua River).
- The biosolids dewatered storage building addition has a roof over it now.
- The #1 secondary clarifier was put into service for the winter season.
- The #2 primary clarifier was put into service for the winter season.

## PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in December:

- *Taco Bell*: Their interceptor was found to be in good condition, with minimal FOG discharge.
- *Winchester Deli*: The push camera showed some FOG buildup, generally Ok, owner cleans the outside grease trap twice a month.
- *Loggers Tap House*: Their interceptor is pumped every 3 months; the outfall was in satisfactory condition. Called to verify and update the information.
- *Round Table*: Their discharge line has some FOG buildup, called the manager to discuss, generally their discharge was Ok.
- *Mercy Medical*: Their discharge showed some FOG buildup downstream and the tank was in good condition.
- FCC Commercial Furniture had their discharge permit with RUSA renewed for another 5-year term.

## NATURAL TREATMENT SYSTEM (NTS)

- The natural treatment system is shut down for the season.
- Some new sprinklers and sprinkler parts were received.

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## **MAINTENANCE ACTIVITIES**

### **MAINTENANCE**

- Replaced the automatic grease unit for the Biofilter Tower.
- Rebuilt the check valve for the #1 pump at the North Bank Station.
- Replaced the skimmer actuator for the #1 Secondary Clarifier.
- Removed a piece of plastic debris from the suction of the #1 Winchester pump, causing extreme cavitation problems.
- Replaced the boiler recirc pump motor coupling.
- Wired the engine block heater for the generator at Wilbur #1 Station.

## **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.
- Number of QAQC results for permit: 105
- On 12/19/19, lab water was sampled. Samples were shipped to NRC for testing.

## **PERSONNEL/COMMUNITY SERVICE ACTIVITIES**

- Chad Snyder spent one day helping in Coos Bay.

## **UPCOMING EVENTS**

### **OPERATIONS/NTS:**

- Dewatering biosolids and storage.
- Pretreatment and biosolids annual reports to the DEQ.

### **MAINTENANCE:**

- Work on replacing the HMI for the SCADA system
- Replace the VFDs for both Sludge Transfer pumps.
- Rebuild the check valve for the #1 Winchester station pump.

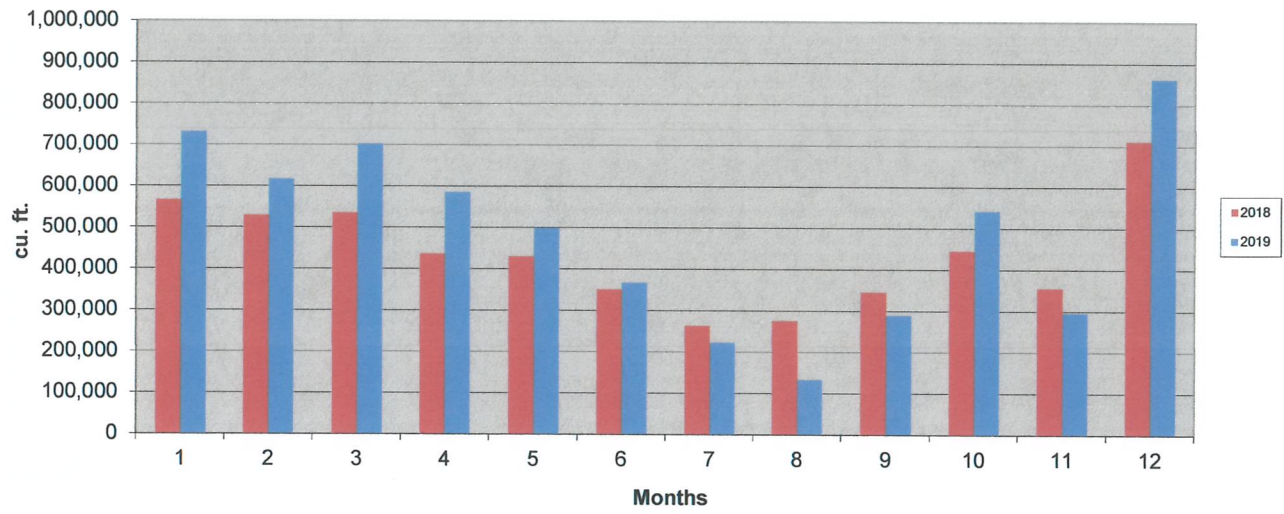
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Enclosures:      Boiler/Flare Gas Usage graphs  
                     Influent TSS/BOD and Effluent Flow Graphs (awaiting final results, will deliver)  
                     12 Month Moving Avg. (awaiting final results, will deliver)  
                     Violation Win-Limit Report (awaiting final results, will deliver)

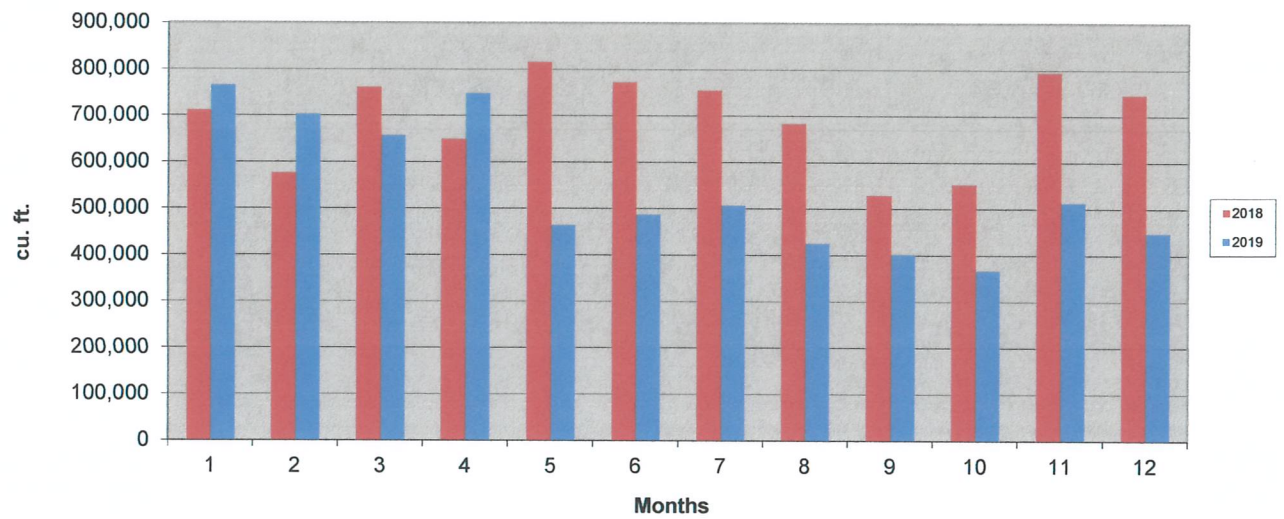
A handwritten signature in cursive script, reading "Jade Mecham", is written over a horizontal line.

Jade Mecham  
Project Manager  
Jacobs

### BOILER GAS USAGE



### FLARE GAS USAGE



## **CASH DISBURSEMENT RECAP BOARD MEETING JANUARY 8, 2020**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	91,134.51
Total of Regular Checks & ACH Transactions	<u>230,090.18</u>

Total Expenditures (not including Payroll)	<u>321,224.69</u>
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Payroll:

Net Payroll - December 2019	62,118.83
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All Checks & ACH Transactions since the Board Meeting of December 11, 2019	<u>383,343.52</u>
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# 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	02669	PERS Deposit	12/12/2019	
	Nov 19 PR	PR Batch 00001.11.2019 PERS - Not W/Held	PR Batch 00001.11.2019 PER	7,952.67
	Nov 19 PR	PR Batch 00001.11.2019 PERS Pick-Up	PR Batch 00001.11.2019 PER	736.38
	Nov 19 PR	PR Batch 00001.11.2019 OPSRP-Not W/Held	PR Batch 00001.11.2019 OPS	7,542.30
	Nov 19 PR	PR Batch 00001.11.2019 PERS W/Held	PR Batch 00001.11.2019 PER	4,665.75
	NOV 19 ROUNDING	November PERS Rounding		0.01
Total for this ACH Check for Vendor 02669:				20,897.11
Total for 12/12/2019:				20,897.11
ACH	ASIFLEX	ASIFlex	12/31/2019	
	DEC 19 PR	PR Batch 00001.12.2019 Dependent Care FSA	PR Batch 00001.12.2019 Dep	83.37
	DEC 19 PR	PR Batch 00001.12.2019 Flexible Spending Acco	PR Batch 00001.12.2019 Flex	1,479.57
Total for this ACH Check for Vendor ASIFLEX:				1,562.94
ACH	DNB	Internal Revenue Service	12/31/2019	
	DEC 19 PR	PR Batch 00001.12.2019 Medicare - Employer	PR Batch 00001.12.2019 Med	1,316.45
	DEC 19 PR	PR Batch 00001.12.2019 FICA - Employer	PR Batch 00001.12.2019 FIC	5,016.50
	DEC 19 PR	PR Batch 00001.12.2019 FICA - Employee	PR Batch 00001.12.2019 FIC	5,016.50
	DEC 19 PR	PR Batch 00001.12.2019 Federal Income Tax	PR Batch 00001.12.2019 Fed	6,432.60
	DEC 19 PR	PR Batch 00001.12.2019 Medicare - Employee	PR Batch 00001.12.2019 Med	1,316.45
Total for this ACH Check for Vendor DNB:				19,098.50
ACH	OR-Rev	Oregon Dept. of Revenue	12/31/2019	
	DEC 19 PR	PR Batch 00001.12.2019 Oregon W/Held	PR Batch 00001.12.2019 Ore	5,240.41
Total for this ACH Check for Vendor OR-Rev:				5,240.41
49398	CIS INS	CIS Trust	12/31/2019	
	DEC 19 PR	PR Batch 00001.12.2019 CCIS Insurance AD&I	PR Batch 00001.12.2019 CCI	22.37
	DEC 19 PR	PR Batch 00001.12.2019 Dental & Vision	PR Batch 00001.12.2019 Den	3,315.60
	DEC 19 PR	PR Batch 00001.12.2019 Voluntary Dependent I	PR Batch 00001.12.2019 Vol	31.92
	DEC 19 PR	PR Batch 00001.12.2019 Voluntary Life Insuran	PR Batch 00001.12.2019 Vol	339.79
	DEC 19 PR	PR Batch 00001.12.2019 Life Insurance - er	PR Batch 00001.12.2019 Life	117.00
	DEC 19 PR	PR Batch 00001.12.2019 Life Insurance - Spous	PR Batch 00001.12.2019 Life	176.13
	DEC 19 PR	PR Batch 00001.12.2019 CCIS Insurance Long-	PR Batch 00001.12.2019 CCI	234.02
	DEC 19 PR	PR Batch 00001.12.2019 Medical Ins w/RX	PR Batch 00001.12.2019 Med	29,476.84
	DEC 19 PR	PR Batch 00001.12.2019 Short-Term Disability	PR Batch 00001.12.2019 Sho	124.51
Total for Check Number 49398:				33,838.18
49399	PEBSCO	Nationwide Retirement Solutions	12/31/2019	
	DEC 19 PR	PR Batch 00001.12.2019 Nationwide-Deferred C	PR Batch 00001.12.2019 Nati	5,105.00
Total for Check Number 49399:				5,105.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49400	CENTURY Dec 2019 Dec 2019 NTS G	CenturyLink Analog phone service for fire alarm and fax mac Phone service to gate at NTS	12/31/2019	119.81 53.21
Total for Check Number 49400:				173.02
49401	DC Fair 16905 16905 dep	Douglas County Fairgrounds Christmas Party Christmas Party - Security Deposit Refund	12/31/2019	1,312.32 -100.00
Total for Check Number 49401:				1,212.32
49402	PETTY 112719 120519a 120519b 121119 121319	Petty Cash c/o Harmony Williams Costco - Tubs of laundry detergent Costco - Christmas party door prizes Stamps Costco - Board meeting, staff meeting and party Costco - Desserts for Christmas Party	12/31/2019	29.98 175.81 4.00 57.44 69.94
Total for Check Number 49402:				337.17
49403	SHRED-IT 8128788941	Shred-It USA Monthly shredding services	12/31/2019	99.22
Total for Check Number 49403:				99.22
49404	UFED 2020 Derby	Umpqua Fishery Enhancement Derby Chinook Sponsor for 2020 Derby	12/31/2019	500.00
Total for Check Number 49404:				500.00
49405	USPS Dec 2019	US Postal Service Postage for mailing January 2020 Utility Bills	12/31/2019	2,448.60
Total for Check Number 49405:				2,448.60
49406	VERIZON 9844240895 9844240903	Verizon Wireless Monthly wireless telephone services Monthly wireless service for CCTV van	12/31/2019	583.02 39.02
Total for Check Number 49406:				622.04
Total for 12/31/2019:				70,237.40
Report Total (13 checks):				91,134.51

# 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	STAPLES	Staples Credit Plan	01/08/2020	
	2394974701	Logitech Mouse for Engineering		54.99
	2409573541	Board room calendar		18.79
	2411943131	Monoprice mini display port		83.16
Total for this ACH Check for Vendor STAPLES:				156.94
49407	WP	Avista Utilities	01/08/2020	
	Dec 2019	Natural Gas Service		183.29
Total for Check Number 49407:				183.29
49408	BANNERMC	BANNER BANK	01/08/2020	
	AA 120819	Fred Meyers-Christmas Party Supplies		49.22
	AA 121719	Costco-Kitchen & Janitorial supplies		95.96
	AA 122619	Smart Sign-ADA Compliant Signs-Rooms, not e		281.60
	DF 120619	Amazon.com-Sound card for Ryon's PC		44.99
	DF 121119	Network Solutions-email acct for admin domain		11.39
	DF 122419	Digital River-Software to wipe drives (security)		27.00
	DF 123119	Amazon.com-USB to Ethernet Adapter		17.95
	HW 120419	Walgreens-Christmas Party supplies		6.38
	JB 120419	Amazon-Christmas party gifts		68.99
	JB 120519	Amazon-Christmas party gifts		147.54
	JB 120619	Amazon-Christmas party gifts		31.47
	JB 121319	Lowes-Christmas party gifts		115.88
	JB 120319	Ten Down-DCUCC lunch (Ryon & John)		27.40
	JB 120419	OR Tool & Supply-Black spray paint		9.90
	JB 121919	Lowes-Tools for vehicle (toolbag, hammer, tape)		54.81
	KB 121919a	NASSCO-Membership Renewal-Kyle B		90.00
	KB 121919b	Cal State University-Office of Water programs c		113.00
	RC 120319a	Home Depot-Inventory-rope for tiger tail/ice me		35.95
	RC 120319b	Home Depot-Pin for service truck hitch		4.40
	RC 120319c	U-Haul - Hitches for '19 service truck		159.85
	RK 12022019	PLSO-Annual Conference-Ryon K		440.00
	RK 12242019	Adobe-Adobe Photo plan		119.88
	RK 12272019	Amazon-Light table for drafting		21.08
	SL 120519	APWA-membership renewal-Stephen L		202.00
	SL 121419	Quality Logo Products-Home Show give aways		720.30
	SL 122919	Amazon-Field Notebooks for crew		47.70
Total for Check Number 49408:				2,944.64
49409	BROWNNW	Brown & Brown Northwest	01/08/2020	
	10985551	Agency fee per agreement-Propert & Liab Insura		4,869.50
	10985551 prepay	Agency fee per agreement-Propert & Liab Insura		4,869.50
Total for Check Number 49409:				9,739.00
49410	OMI	CH2MHill OMI	01/08/2020	
	351289-025	Professional Services per Agreement		123,850.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49410:	123,850.66
49411	Chytka 132211	Chytka Pest Control LLC Pest Control Service-January	01/08/2020	40.00
			Total for Check Number 49411:	40.00
49412	DRAUTO 880177 880572 882363 882702	D & R Auto & Truck Supply Corp Backhoe paint Backhoe repair-Grease fitting DEF fluid Shop Coveralls	01/08/2020	14.14 3.99 19.78 15.95
			Total for Check Number 49412:	53.86
49413	DCUCC 2020 Dues	DCUCC 2020 Membership Dues	01/08/2020	300.00
			Total for Check Number 49413:	300.00
49414	DFN Jan 2020 Admin Jan 2020 High Jan 2020 Host Jan 2020 Keady Jan 2020 NBank Jan 2020 NTS Jan 2020 Phones Jan 2020 Wilb1 Jan 2020 Wilb2 Jan 2020 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct 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	01/08/2020 Service: 14806 Service: 14806 Service: 14806 Service: 14806 Service: 14806 Service: 14806 Service: 14806 Service: 14806 Service: 14806 Service: 14806	213.49 74.91 10.28 74.91 71.91 56.36 98.01 74.91 71.91 74.91
			Total for Check Number 49414:	821.60
49415	EARTH 485752	EARTH20 Bottled water supplies	01/08/2020	68.49
			Total for Check Number 49415:	68.49
49416	GENEQ 71541	General Equipment Company Leader hose	01/08/2020	79.62
			Total for Check Number 49416:	79.62
49417	GRAPHDIM 2461	Graphic Dimensions, Inc. Cut December UB Bills	01/08/2020	37.60
			Total for Check Number 49417:	37.60
49418	GUIDOCON 2019-6-781	GUIDO CONSTRUCTION INC Concrete slab - Bourbon St. generator	01/08/2020	1,899.00
			Total for Check Number 49418:	1,899.00
49419	Kelley IN620818	Kelley Imaging Systems, Inc. Maintenance service for samsung copier/printer	01/08/2020	181.36
			Total for Check Number 49419:	181.36
49420	LOWES 901598	Lowes Tools for crew	01/08/2020	36.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49420:	36.95
49421	MSTRCR 25259-C	MasterCare Cleaning Co Inc Janitorial Services-December	01/08/2020	390.00
			Total for Check Number 49421:	390.00
49422	OR-LIN 435954 441706	Oregon Linen, Inc. Laundry service Laundry service	01/08/2020	51.62 35.30
			Total for Check Number 49422:	86.92
49423	PAC AIR 82361	Pacific Air Comfort, Inc. Semi-Annual maintenance	01/08/2020	500.00
			Total for Check Number 49423:	500.00
49424	Premium 22862	Premium Landscape, Inc. Landscape services - December	01/08/2020	180.25
			Total for Check Number 49424:	180.25
49425	RITZ 5874360	Ritz Safety Compressed gas	01/08/2020	239.00
			Total for Check Number 49425:	239.00
49426	SDAO 35P58366-1133 35P58366-1133 P	Special Districts Insurance Services Property & Liab Insurance-1/1/20-6/30/20 Property & Liab Insurance-Prepay 7/1/20-12/31/	01/08/2020	44,150.50 44,150.50
			Total for Check Number 49426:	88,301.00
			Total for 1/8/2020:	230,090.18
			Report Total (21 checks):	230,090.18