



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

REGULAR MONTHLY BOARD MEETING
August 9, 2023

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
Agenda – August 9, 2023 Board Meeting	1
Minutes – July 12, 2023 Board Meeting	2-12
Resolution No. 23-06	13
General Managers Report	14
New Developments and Projects	15
Staff Reports – August, 2023	16
Jacobs Operations Report – August, 2023	17-22
Financial Reports	
• Cash Disbursement Recap	23
• Accounts Payable Detail	24-30



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

August 9th, 2023
RUSA Board Room
4:00 p.m.

The August 9th, 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) July 12th, 2023; Board Meeting
5. **Resolution 23-06**
 - a) A Resolution Declaring Surplus Property.
6. **Presentation by Ameresco**
 - a) Gerry Glynn, Kathleen Kelleher, and Jason Carver presenting.
7. **General Managers Report**

1. Office Remodel – Finance Department a. Project Update	4. Office and Garage Reroof Project a. Project Update
2. Deer Creek Trunk Rehabilitation Project a. Project Update	5. SE Chadwick St, and Atlanta St. Sewer Replacement Project a. Project Update
3. Biogas Feasibility Study – WRF a. Project Update	6. RUSA WRF Waterline Project a. Project Update
	7. Reschedule September Board Meeting

8. **New Developments**
9. **Staff Report**
10. **Jacobs Plant Operations Report**
11. **Accounts Payable**
12. **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 Vice Chair, Rob Lieberman, called the regular monthly Board Meeting to order at 4:04 p.m. on July 12, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Vice Chair Rob Lieberman, David Campos, Kelsey Wood and Tom Dole

Absent: John Dunn

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Specialist Angie Allen, Engineering Technician III Ryon Kershner, Caleb Trammell Jacobs Interim Plant Manager

Swearing in Elected Board Members

Newly elected Board Member Tom Dole (Position 3) and reelected Board Member Kelsey Wood (Position 4) were sworn in to their new 4-year terms.

Consideration of the June 14, 2023, Board Meeting Minutes

David Campos moved to approve the minutes for the June 14, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.

Kelsey Wood seconded the motion.

Tom Dole abstained from voting since he was not a Board Member at the time of the meeting.

The motion passed unanimously.

Annual Turnovers to Douglas County Assessor

Staff presented the Board Annual Turnover Report. Discussion was had regarding the additional assistance available to customers through UCAN and a downward trend in the number of turnovers.

Roseburg Urban Sanitary Authority Local Contract Review Board; Office Remodel Project

The Roseburg Urban Sanitary Authority Local Contract Review Board reviewed the Bids received for the Office Remodel Project. Three bids were received for the project as follows:

- JNB Solutions, Roseburg, OR \$49,205
- Zerbach Construction, Roseburg, OR \$49,888
- Stumbo Construction, Winchester, OR \$79,700

The engineer reviewed the bids and recommends award of the bid to JNB Solutions.

Kelsey Wood made a motion to award the Office Remodel Project to JNB Solutions in the amount of \$49,205.

David Campos seconded the motion.

The motion was passed with a 4/0 vote.

The Roseburg Urban Sanitary Authority Local Contract Review Board reviewed the Bids received for the Administrative Offices Re-Roofing Project. Five bids were received for the project as follows:

- NW Roofing and Siding Pros, Creswell, OR \$125,500 & add \$6,000 for 80 mil membrane
- Roseburg Roofing, Roseburg, OR \$199,610 & add \$7,500 for 80 mil membrane
- Vitan Construction LLC, Gresham, OR \$224,750 & add \$9,200 for 80 mil membrane
- Umpqua Roofing, Eugene, OR \$378,495 & add \$12,121 for 80 mil membrane
- Richard's Remodeling, Eugene, OR \$398,062 & add \$11,640 for 80 mil membrane

The Engineer's Estimate for the project was \$315,000.

The engineer reviewed the bids and recommends award of the bid to Roseburg Roofing in the amount of \$199,610 with the 80 mil membrane option for an additional \$7,500 for a total of \$207,110. NW Roofing and Siding Pros withdrew their bid and forfeited the bid security.

Kelsey Wood made a motion to award the Administrative Offices Re-Roofing Project to Roseburg Roofing in the amount of \$207,110.

David Campos seconded the motion.

The motion was passed with a 4/0 vote

General Managers Report

Office Remodel

The Contract Review Board voted to follow Tom Rogers, of Rogers Engineering's recommendation to award the Office Remodel Project to JNB Solutions. Start date TBD.

Biogas Feasibility Study – WRF:

The final draft was received and is being reviewed by Bob from the Energy Trust of Oregon to insure it has all the requirements to be submitted for the grant. Co-gen is looking to be favorable for return on investment. A FOG receiving station may add additional benefit in generation and will continue to be investigated based on the additional maintenance costs of having one.

Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, inc., has completed work included in the contract. The contractor has submitted pay estimate #2 in the amount of \$104,224.50 with \$5,211.23 in retainage for a pay request in the amount of \$99,013.27.

The project engineer, i.e. Engineering, has reviewed the pay estimate and recommends that RUSA consider paying the amount due of \$99,013.27. The staff has reviewed the pay estimate and would recommend that the Board approve payment of pay request #2 to Cradar Enterprises, Inc. in the \$99,013.27.

Kelsey Wood made a motion to approve pay request #2 to Cradar Enterprises, Inc. in the amount of \$99,013.27.

David Campos seconded the motion.

The motion was passed with a 4/0 vote.

Administrative Offices Reroofing Project

The Contract Review Board voted to follow Curt Wilson of Wilson Architecture's recommendation to award the Office Building and Garage Reroof to Roseburg Roofing. Start date TBD.

RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., contacted the City to proceed with tapping the water line to get this project started and the City stated that the 6" water line that was reviewed would not be sized properly for the fire hydrant and building size. The project has been halted while i.e. Engineering works on a change to the plans and a change order is submitted by Cradar Enterprises, Inc. to upsize the piping from 6" to 8". There will likely be a restocking fee, but RUSA will look to i.e. Engineering to cover those costs due to the error.

North Deer Creek Trunk Rehabilitation Project

The pre-construction meeting is scheduled for tomorrow, July 13, 2023 at 2:00 p.m.

Accounts Payable

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

David Campos moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

The motion was passed with a 4/0 vote.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Memorandum to the Board Dated July 12, 2023

Rogers Engineering Letter Dated July 11, 2023

Wilson Architecture Letter Dated July 12, 2023

Respectfully submitted,

Angie Allen

Angie Allen
Accounting Specialist

ADDENDUM TO JULY 12, 2023 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: Christine
Printed: 7/12/2023 3:08 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51553	Chytka 155173	Chytka Pest Control LLC Pest Control-July	07/12/2023	40.00
Total for Check Number 51553:				40.00
51554	WATER INV19286	City of Roseburg Bulk water usage-June	07/12/2023	143.63
Total for Check Number 51554:				143.63
51555	CRADAR 03299 03299 ret	Cradar Enterprises, Inc SE Chadwick St and Atlanta St sewer replaceme SE Chadwick St and Atlanta St sewer replaceme	07/12/2023	104,224.50 -5,211.23
Total for Check Number 51555:				99,013.27
51556	DiaPower 336225	Diamond Power Equipment, Inc Weed/brush cutter	07/12/2023	583.99
Total for Check Number 51556:				583.99
51557	GENEQ 84948	General Equipment Company Parts for B-6	07/12/2023	534.30
Total for Check Number 51557:				534.30
51558	LEAGUE O 11872	League of Oregon Cities Job Posting for Collection II	07/12/2023	80.00
Total for Check Number 51558:				80.00
51559	NBS IN118373 IN118374	National Business Solutions Canon TX-3100 MFP (Wide Format) Maintenance Agreement FYE 24	07/12/2023	12,373.00 986.00
Total for Check Number 51559:				13,359.00
51560	NEXNET 20262	Nexcom, LLC Digital phone service	07/12/2023	332.80
Total for Check Number 51560:				332.80
51561	MWINTERS 069051	Michael Winters Landscape plan	07/12/2023	300.00
Total for Check Number 51561:				300.00
Total for 7/12/2023:				114,386.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (9 checks):				114,386.99



INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: OFFICE REMODEL PROJECT
DATE: 7/12/23
CC:

RUSA received three bids for the Office Remodel Project on July 11th, 2023. The bids were as follows:

JNB Solutions	\$49,205
Zerbach Construction	\$49,888
Stumbo Construction	\$79,700

Tom Rogers, of Rogers Engineering, has reviewed the bids and recommends that the lowest bidder, JNB Solutions, be awarded the contract for the Office Remodel Project.

The staff has also reviewed the bids and would recommend that the Board award the contract to JNB Solutions in the amount of \$49,205.

We will use RUSA's under \$50,000 contract for this project as it is below the \$50,000 as the BOLI prevailing wage requirements will not apply.

ROGERS ENGINEERING

Structural Engineering • Building Design • Code Consulting • Inspection Services

558 S.E. Jackson St.
Roseburg, Oregon 97470
Ph: (541) 672-0315
Fax: (541) 672-1787
rogerst@rosenet.net

July 11, 2023

Roseburg Urban Sanitary Authority
Attn: Jim Baird, Manager
1297 Grandview Drive
Roseburg, OR 97470

RE: Office Remodel

Dear Jim,

Three bids were received on July 11, 2023 for the Office Remodel project. Bids received have been reviewed and appear complete. Following is a summary of bid results:

JNB Solutions, Roseburg, OR	\$49,205.00
Zerbach Construction, Roseburg, OR	\$49,888.00
Stumbo Construction, Winchester, OR	\$79,700.00

JNB Solutions is low bidder with a bid of \$49,205.00. I recommend proceeding to award a contract to JNB Solutions for the project.

If you have questions or need additional information, please contact me at your convenience.

Regards,



Tom Rogers, P.E.

7/12/2023

Jim Baird
General Manager
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive
Roseburg, OR 97470

Re: Review of Bid Results, RUSA Office Building and Reroof

Mr. Baird,

The Roseburg Urban Sanitary Authority received bids from five prime bidders for the Office Building and Garage Reroof project on July 12, 2023. The bid results are attached. The bids included a base bid and one bid alternate.

NW Roofing and Siding Pros submitted the lowest bid, however they requested to have their bid withdrawn. I recommend accepting the bid security and allowing them to withdraw. The next lowest bidder for the base bid and the alternate is Roseburg Roofing. Their base bid is \$199,610, and the alternate bid is \$7,500.

Bid Submittal Documents

The required bid submittal documents were provided. See the attached Bid Tabulation Form for the list of submittal requirements.

Construction Contractor Board

Roseburg Roofing has an active Oregon CCB (Construction Contractor Board) registration, with the required bonding and insurance. CCB records indicate both a compliant and an administrative suspension in the past 10 years, but the compliant was resolved in mediation and the suspension was for a minor offense. There have been no disciplinary actions in the last ten years.

Alternate Item

The lone alternate item is to increase the thickness of the roofing membrane from 60 mil to 80 mil. The increased thickness of the membrane is preferred and estimated amount is reasonable, therefore we recommend accepting the alternate.

Recommendation

Wilson Architecture recommends accepting the bid from Roseburg Roofing and entering into a contract for \$207,110 for the scope of work described in the project documents.

Sincerely,



Curt Wilson, AIA
Wilson Architecture



wilson-architecture.com • 541-912-0878

Bid Tabulation

Owner Roseburg Urban Sanitary Authority
 Project Office Building and Garage Reroof
 Bid Opening Date 7/12/2023

Construction Cost Estimate \$315,000

Prime Bidders	Bid Form	Bid Bond (Security)	Non-Collusion Affidavit	First Tier Subcontractor Disclosure Form	Drug Testing Program Form	Addendum 1	Base Bid	Alt 1 80 mil membrane Additive	
NW Roofing and Siding Pros CCB: 210265	•	•	•	•	•	•	\$125,500	\$6,000	\$131,500
Richard's Remodel CCB: 30422	•	•	•	•	•	•	\$398,062	\$11,640	\$409,702
Roseburg Roofing CCB: 52231	•	•	•	•	•	•	\$199,610	\$7,500	\$207,110
Umpqua Roofing CCB: 51465	•	•	•	•	•	•	\$378,495	\$12,121	\$390,616
Vitan Construction LLC CCB: 201632	•	•	•		•	•	\$224,750	\$9,200	\$233,950

NW Roofing & Siding Pros CCB#210265

32568 Deberry Rd Creswell, Oregon 97426

Phone: 541-915-7566 dannwrspros@hotmail.com



Name: Wilson Architects/ Roseburg Urban Sanitary Authority

Address: 1297 Grand View Roseburg, Oregon 97470

Contact Preference: E-mail.

We are withdrawing our bid for the Roseburg Urban Sanitary Re roof project.

x A handwritten signature in black ink, appearing to read 'Danny Roseberry', is written over a horizontal line.

Danny Roseberry - Director of Operations

RESOLUTION NO. 23-06
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:

- Canon imagePROGRAF iPF785 MFP M40 Large Format Photo Printer

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 9th DAY OF AUGUST 2023.

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

GENERAL MANAGERS REPORT

Date: 08/04/23

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

Office Remodel

The contractor has started the work on the remodel. The contract stipulates that all the work shall be completed on or before September 29th, 2023. The contractor has not requested any time extension for supply chain delays at this time.

North Deer Creek Trunk Rehabilitation Project

The contractor has measured and ordered the liner material. Work is scheduled to begin on October 2nd.

Biogas Feasibility Study – WRF:

The staff and Jacobs are scheduling a final review for the week of the 7th.

Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, Inc., has completed the work included in the contract. The contractor is completing the work on the punch list. The contractor will not be submitting a did not submit a pay estimate.

Administrative Offices Reroofing Project

The contractor, Roseburg Roofing, has ordered the material and is scheduled to begin work in September.

RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., has begun the work included in the contract. The contract period has the project completion on or before September 29th.

September Board Meeting

I will be out of town attending the PNCWA Annual Conference on September 13th, the regularly scheduled date for the Board meeting. We can hold the board meeting on the 13th, and I will attend over Zoom.

If you would like to reschedule the meeting to a date I will be able to attend in person, I would recommend that we hold the meeting on September 7th and provide the Board packets the afternoon of 6th September.

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 – 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)
- Hanna Heritage Plaza Sewer Main Relocation
- Eddy Street Sewer Main Extension

PRELIMINARY DESIGN:

- Library Siphon
- Replacement and upgrade of pumps at Highland Pump Station

PROJECTS:

- Chadwick-Atlanta Street Main Extension -Work complete
- Deer Creek sewer trunk line rehabilitation project awarded to Titan
- WWTP Water Main extension to begin 8-14-2023

ROSEBURG URBAN SANITARY AUTHORITY

July 2023 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 47 work orders.
- Cleaned and CCTV 11,074 feet or 2.1 miles of mainline.
- Cleaned 47,523 feet or 9.0 miles of mainline.
- Completed 37 manhole inspections.
- Completed CleverScan for 3 manholes.
- Completed
- Completed monthly air release valve inspections.
- Completed monthly trouble spot inspections.
- Completed annual drawdown tests for the Fairgrounds, Keady Ct, Loma Vista and Back 9 stations.

ENGINEERING DEPARTMENT:

- Issued 12 permits and 1 completed inspections.
- Work to begin on the WWTP water line July 14, 2023
- Admin Building Roof Big Awarded to Roseburg Roofing
- Admin Remodel has begun.

FINANCE DEPARTMENT:

- Vacancy Credits: 4 were processed for a total of \$175.00 for July.
- Credit cards/checks: 1481 payments totaling \$87,100.66 or approximately 14.7% of monthly billing was collected in July. 132 payments were received by voice response system, 52 payments received at the counter and 1297 on-line.
- Automatic Payments: 2241 customer accounts are signed up. Received \$103,249.45 or approximately 17.5% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Caleb Trammell, Project Manager-Jacobs
DATE: 08/03/2023
SUBJECT: July 2023 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 96% BOD removal (estimate) and 96% 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 July 2023, was 246,000 KWHRS with a total Effluent flow of 70.77 million gallons all of which went to the NTS at Outfall 002. The July 2022 electrical consumption was 237,000 KWHRS with a total Effluent flow of 93.14 million gallons all of which went to the NTS at Outfall 002.
- Flow from the plant was sent to the Natural Treatment System the entire month.
- On the last day of the month, a power outage in the north part of Roseburg caused the following stations to be out of power: Highland, North Bank, Bourbon Street and both Wilbur stations.
- Snail shell were removed from the # 1 aeration basin along with the RUSA collections staff and the vac truck.
- The bio tower distributor arms were flushed to help it rotate better.
- An underground W-3 line ruptured near the aeration basins that required excavation to repair.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in July:

- Douglas County Fairgrounds: The interceptor was 5% full using the sludge judge.
- In and Out: Very little FOG in the sample box.
- Old 99/Loggers Pizza: Interceptor was full, and the discharge line had a lot of FOG. Called the manger and informed.
- Red Robbin: Their interceptor was at 50%, called the manager and he will check with their pumper to see where they are in the schedule.
- Shanti's: No noticeable FOG at the nearest manhole.
- Wendy's: Some FOG at the nearest manhole, Ok.

NATURAL TREATMENT SYSTEM (NTS)

- The HVAC system failed and caused the high pressure VFD to fail out. Two portable air conditioners were installed to blow cold air into the VFD cabinets on the low pressure VFD's, to keep them operational. High pressure pump is still out of service, so the low zones are receiving all the irrigation.
- A 2" irrigation line developed a 6" split in zone 3L1 that required electro-fusion to repair.
- A new pac-tank sprayer was received from Rears Manufacturing in Coburg and installed on the Kubota tractor.

MAINTENANCE ACTIVITIES

Preventative Maintenance

- Maintenance Team completed **268** Preventative Maintenance items for the month.
- Maintenance Team complete **27** Corrective Maintenance items for the month.

Call Outs for the Month

- Power Failure at 5 of the lift stations x2
- Highland Generator Failure
 - PP&L yet to determine cause. Repairs are underway.
- Highland Pump 2 Failure- Impeller and Shaft Failure
 - Pump taken out of service. Replacement pump is being refurbished.

Current Month Lift Station Flows

- **Total Approx.** Flow from all lift stations for the month – **42,369,882 Gallons**
- **Average Approx.** Daily Flow from all lift stations per day - **1,366,770 Gallons**

Current Month Repairs

- Installed pressure gauges on discharge side of the three pumps at the Highland station.
- Chlorine mixer gear box replaced, and mixer shaft repaired.
- Sludge truck hub axle seal repaired.
- Sludge transfer pump #2 repaired.
- Highland pump #3 replaced broken piece of pipe downstream of check valve.
- Biofilter recirculation valve repaired damaged parts.
- W-3 water leak by blower building repaired.
- NTS HVAC system repaired.
- Washer Compactor repairs.

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO4) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- TKN and Nitrite-Nitrate are tested weekly for SW5.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 134
- Eureka probes were calibrated and deployed at SW1, SW6, and SW5, on July 7th and on July 19th Probes were pulled, down loaded and recalibrated and redeployed.
- On July 19th lab water was sampled and sent out to NRC.
- On July 13 entered DMR-QA Study 43 Data on ERA's EDATA site.

BIOSOLIDS

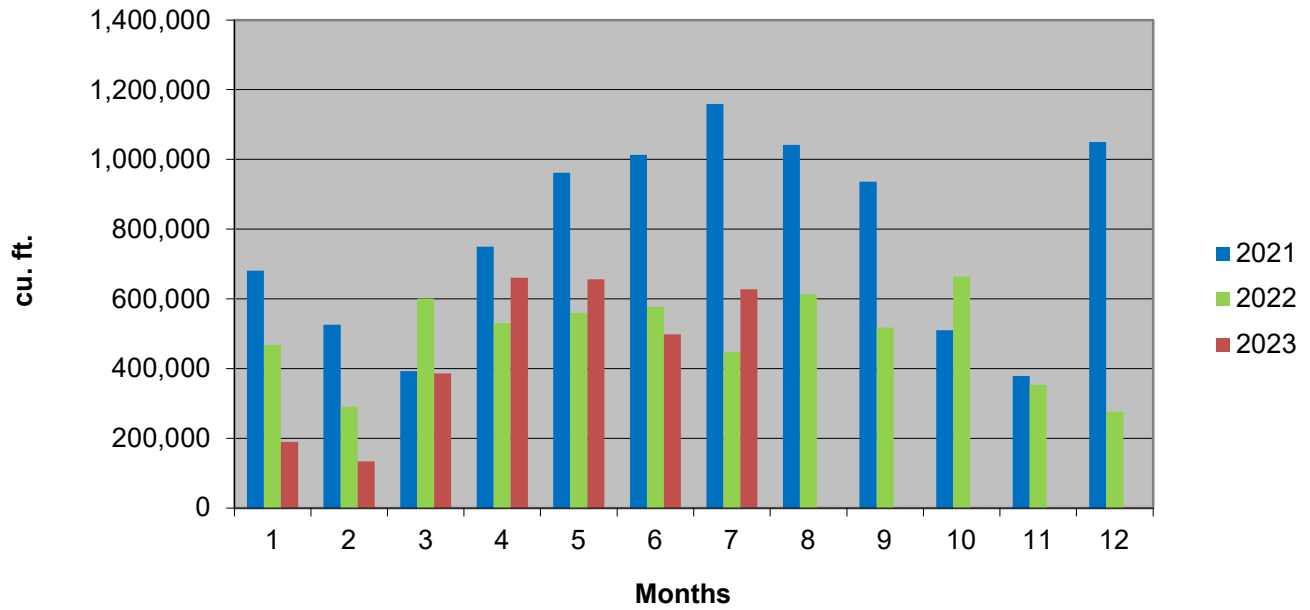
- Both liquid and dewatered were hauled to 3 different sites this month.
- All 3 trucks went through DOT inspections.
- A new window was installed in the front-end loader.

UPCOMING EVENTS:

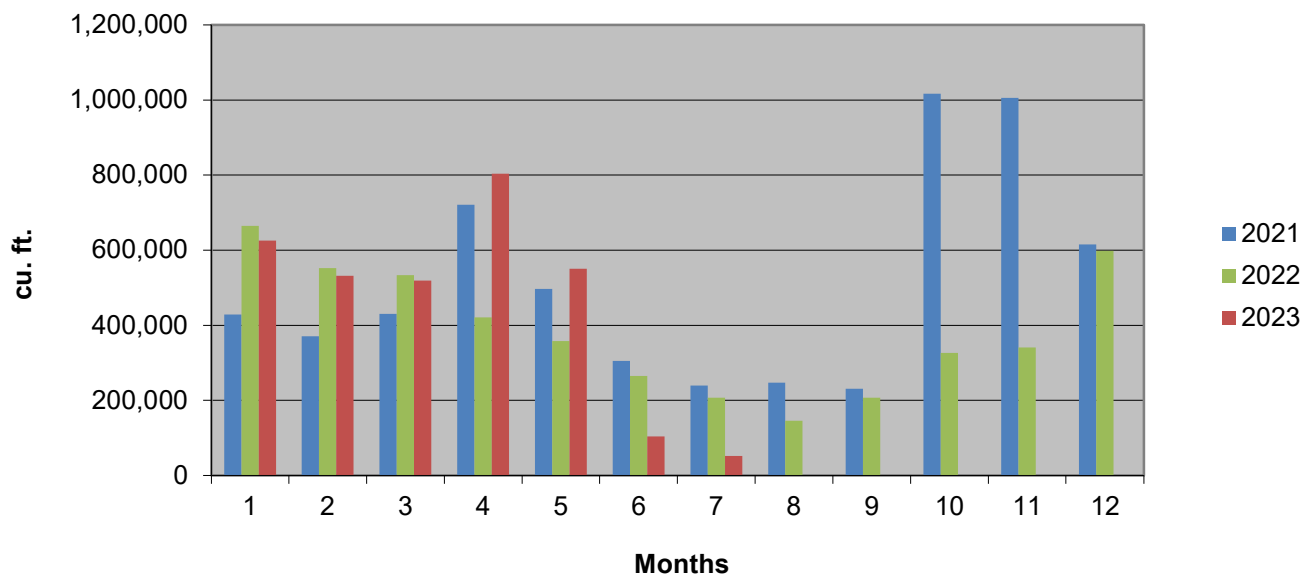
- Start herbicide application program at the NTS.
- Replace clarifier gearboxes (CIP).
- Wire and test Winchester lift station hoist and gantry (CIP).

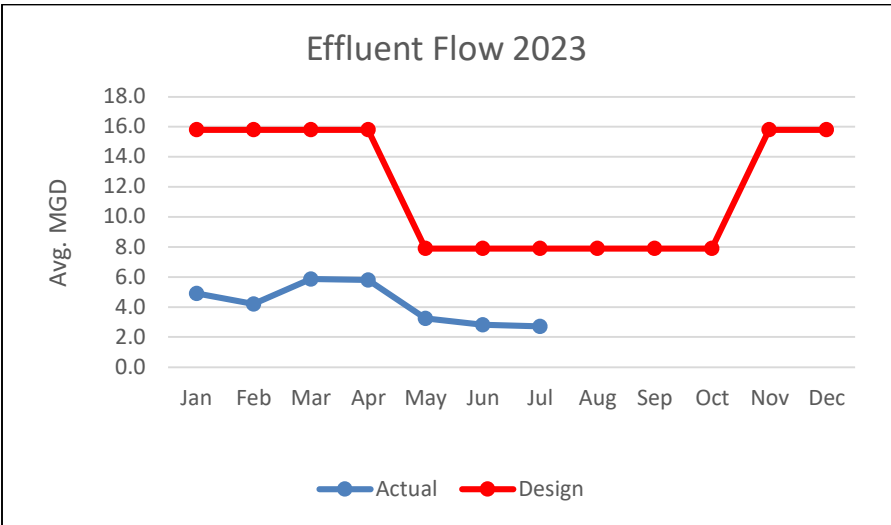
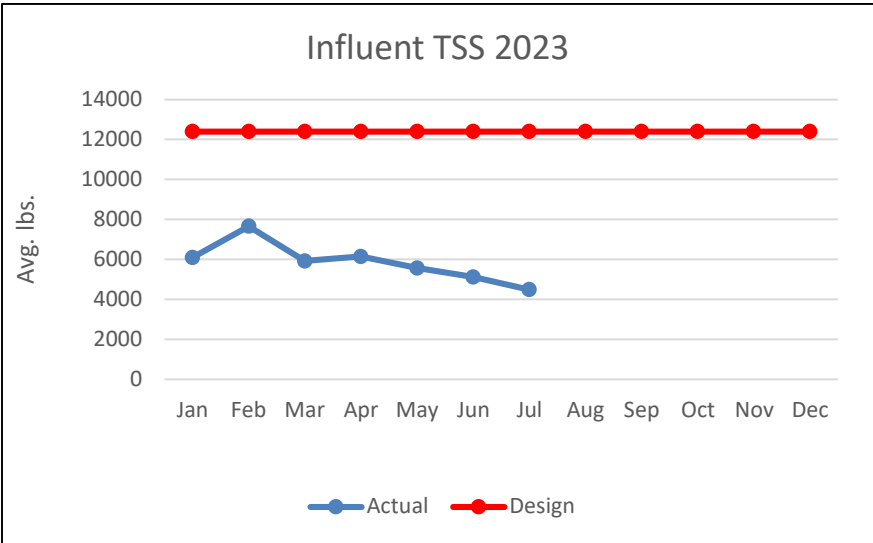
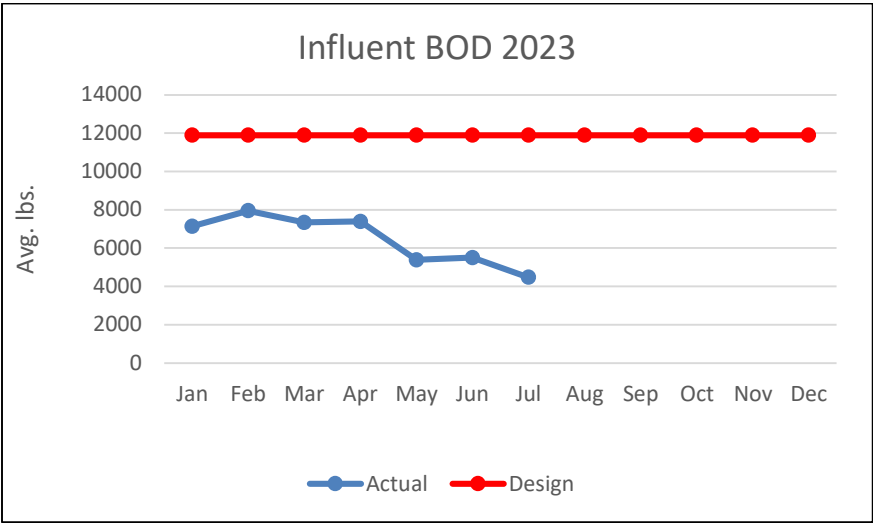
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.

FLARE GAS USAGE 2021 - 2023



BOILER GAS USAGE 2021 - 2023





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
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
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
Jul-23	2.72	4482	4483
SUM	47.04	74136	67158
AVE	3.92	6178	5597
MAX	5.87	7962	7654
MIN	2.72	4482	4483

CASH DISBURSEMENT RECAP BOARD MEETING AUGUST 9, 2023

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	76,848.47
Total of Regular Checks & ACH Transactions	<u>327,818.21</u>

Total Expenditures (not including Payroll)	<u><u>404,666.68</u></u>
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Payroll:

Net Payroll - July 31, 2023	73,263.29
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All Checks & ACH Transactions since the Board Meeting of July 12, 2023	<u><u>477,929.97</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/4/2023 1:59 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	OR-REV	Oregon Dept. of Revenue	07/28/2023	
	2nd Qtr 23 PFL	2nd Qtr OQ Paid Leave Liability		1,973.55
	2nd Qtr 23 SST	2nd Qtr OQ State Transit Tax Liability		300.81
	2nd Qtr 23 SUTA	2nd Qtr OQ Unemployment Ins Liability		1,829.54
	2nd Qtr 23 WC	2nd Qtr OQ Workers Comp Liab		159.92
Total for this ACH Check for Vendor OR-REV:				4,263.82
Total for 7/28/2023:				4,263.82
ACH	ASIFLEX	ASIFlex	07/31/2023	
	July 23 PR	PR Batch 00001.07.2023 Flexible Spending Acc	PR Batch 00001.07.2023 Flex	1,079.84
Total for this ACH Check for Vendor ASIFLEX:				1,079.84
ACH	DNB	Internal Revenue Service	07/31/2023	
	July 23 PR	PR Batch 00001.07.2023 FICA - Employer	PR Batch 00001.07.2023 FIC	6,750.74
	July 23 PR	PR Batch 00001.07.2023 Medicare - Employee	PR Batch 00001.07.2023 Med	1,578.78
	July 23 PR	PR Batch 00001.07.2023 FICA - Employee	PR Batch 00001.07.2023 FIC	6,750.74
	July 23 PR	PR Batch 00001.07.2023 Federal Income Tax	PR Batch 00001.07.2023 Fed	8,944.40
	July 23 PR	PR Batch 00001.07.2023 Medicare - Employer	PR Batch 00001.07.2023 Med	1,578.78
Total for this ACH Check for Vendor DNB:				25,603.44
ACH	OR-Rev	Oregon Dept. of Revenue	07/31/2023	
	July 23 PR	PR Batch 00001.07.2023 Oregon W/Held	PR Batch 00001.07.2023 Ore	6,734.65
Total for this ACH Check for Vendor OR-Rev:				6,734.65
ACH	PEBSCO	Nationwide Retirement Solutions	07/31/2023	
	July 23 PR	PR Batch 00001.07.2023 Nationwide-Deferred C	PR Batch 00001.07.2023 Nati	4,150.00
	July 23 PR	PR Batch 00001.07.2023 Roth Contribution	PR Batch 00001.07.2023 Rotl	200.00
Total for this ACH Check for Vendor PEBSCO:				4,350.00
ACH	CENTURY	CenturyLink	07/31/2023	
	July 2023 Fx/Al	Analog phone line for fax and alarm		141.68
	July 2023 Gate	Analog phone line for NTS Gate		62.42
Total for this ACH Check for Vendor CENTURY:				204.10
51563	CIS INS	CIS Trust	07/31/2023	
	July 23 PR	PR Batch 00001.07.2023 Accident Insurance	PR Batch 00001.07.2023 Acc	152.44
	July 23 PR	PR Batch 00001.07.2023 CCIS Insurance AD&I	PR Batch 00001.07.2023 CCI	16.48
	July 23 PR	PR Batch 00001.07.2023 Critical Illness Insuran	PR Batch 00001.07.2023 Criti	109.00
	July 23 PR	PR Batch 00001.07.2023 Dental & Vision	PR Batch 00001.07.2023 Den	2,450.61
	July 23 PR	PR Batch 00001.07.2023 Voluntary Dependent I	PR Batch 00001.07.2023 Volu	34.58
	July 23 PR	PR Batch 00001.07.2023 Hospital Indemnity	PR Batch 00001.07.2023 Hos	144.90
	July 23 PR	PR Batch 00001.07.2023 Identity Protection	PR Batch 00001.07.2023 Iden	81.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	July 23 PR	PR Batch 00001.07.2023 Voluntary Life Insuran	PR Batch 00001.07.2023 Volu	402.22
	July 23 PR	PR Batch 00001.07.2023 Life Insurance - er	PR Batch 00001.07.2023 Life	97.96
	July 23 PR	PR Batch 00001.07.2023 Life Insurance - Spous	PR Batch 00001.07.2023 Life	186.10
	July 23 PR	PR Batch 00001.07.2023 CCIS Insurance Long-	PR Batch 00001.07.2023 CCI	169.52
	July 23 PR	PR Batch 00001.07.2023 Medical Ins w/RX	PR Batch 00001.07.2023 Med	26,293.13
	July 23 PR	PR Batch 00001.07.2023 Short-Term Disability	PR Batch 00001.07.2023 Sho	146.43
	July 23 PR	PR Batch 00001.07.2023 Trauma	PR Batch 00001.07.2023 Trau	95.00
Total for Check Number 51563:				30,380.12
51564	WATER June 2023	City of Roseburg Water service for Keady Ct	07/31/2023	51.00
Total for Check Number 51564:				51.00
51565	SHRED-IT 8004320123	Stericycle, Inc. Monthly document shredding services	07/31/2023	87.59
Total for Check Number 51565:				87.59
51566	USPS July 2023	US Postal Service Postage to mail July utility bills	07/31/2023	3,483.29
Total for Check Number 51566:				3,483.29
51567	VERIZON 9939621182	Verizon Wireless Monthly wireless services	07/31/2023	610.62
Total for Check Number 51567:				610.62
Total for 7/31/2023:				72,584.65
Report Total (11 checks):				76,848.47

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/4/2023 1:59 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	08/09/2023	
	3295150131	Misc office supplies		231.43
	3305018801	Duracell 2123 Batteries		15.87
Total for this ACH Check for Vendor STAPLES:				247.30
51568	WP	Avista Utilities	08/09/2023	
	July 2023	Natural gas service		32.08
Total for Check Number 51568:				32.08
51569	BANNERMC	BANNER BANK	08/09/2023	
	AA 070623	Pitney Bowes - Quarterly postage machine lease		94.50
	AA 071423	WalMart - Door prizes for summer picnic		337.40
	AA 071823	Douglas County - Building Permit for Office Rei		728.71
	AA 071823 fee	Douglas County - Convenience fee for paying pe		23.68
	AB 070723	Home Depot - Concrete for WRF W3 line repair		31.86
	AB 072623	Coastal - Gas can		19.99
	CM 071623a	Amazon - Door prizes for RUSA Annual Picnic		354.46
	CM 071623b	Amazon - Door prizes for RUSA Annual Picnic		43.96
	CM 071823	ASSN - AICPA - FYE24 Dues - Christine		340.00
	DEV 072523	Bentley Welding - Headache rack		677.87
	DF 070123	Dell - Replacement monitor for Dave's failed mo		297.14
	DF 071023	Zoom - Electronic meeting software		99.00
	DF 072123	Home Depot - Parts to build 8 gauge extension c		108.79
	DF 072723	Amazon - replacement fingerprint readers		147.69
	DF 072723po	Digital Persona Subscription - 30 total licenses		1,800.00
	HW 070823	Costco - Pallet of water for compliance w/OSHA		631.99
	JB 070623a	Paypal NW Biosolids - Annual Conf - Jim		675.00
	JB 070623b	PNCWA - Annual Conf - Jim		618.00
	JB 070723	ACWA - Dinner - Jim - Annual ACWA Conf		60.00
	JB 071223	Panda Express - Dinner - EPA WW Surv Mtg - J		8.40
	JB 071423 reb	Panda Express Credit Card Rebate		-0.34
	JB 071423a	Holiday Inn Express - Lodging - Jim - EPA WW		568.30
	JB 071423b	Pancake House - Breakfast - Jim - EPA WW Sur		20.86
	JB 071423c	Arby's - Lunch - Jim - EPA WW Surv Mtg		12.70
	JB 071823	Event/SDAO - Board Training - Tom Dole		75.00
	JB 072123a	Sherms - RUSA Annual Picnic supplies		11.75
	JB 072123b	Fred Meyer - RUSA Annual Picnic supplies		71.94
	JB 072523	McDonalds - Breakfast - Jim - ACWA Conf		10.00
	JB 072723	Eagle Crest - Lodging - Jim - ACWA Conf		639.06
	KB 070623	PNCWA - Conference Registration - Kyle		618.00
	KB 071423	Amazon - Fernco torque wrenches		137.97
	KB 072123	Safeway - Propane		21.99
	KB 072423	Ritz Safety - 30 Traffic Cones		747.81
	NS 071923	Traffic Safety Supply - Traffic signs		779.16
	NW 071223	Safeway - Board meeting snacks		17.00
	RC 071823	Coastal - Water jugs for mixing mortar		73.98
	RK 070623	RTIC - Coolers & Ice for Engineering Trucks - C		482.64

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RK 071323	Home Depot - Shop vac and filters		144.95
	RK 071923a	PLSO - Membership dues - Ryon		248.00
	RK 071923b	PNCWA - Annual Conf - Ryon		618.00
	SL 070723 Coll	WEF UPP - Membership to WEF/PNCWA - SL,		518.00
	SL 070723 Eng	WEF UPP - Membership to WEF/PNCWA - Jim,		450.00
Total for Check Number 51569:				13,365.21
51570	BARNEY 23105	Barney's Trophy House Sign for Tom Dole, Engrave date on Jerry's plaq	08/09/2023	15.50
Total for Check Number 51570:				15.50
51571	BHEC CL17634-IN CL18033-IN	Bassett-Hyland Energy Company Fuel usage 7/1 - 7/15 Fuel usage 7/16 - 7/31	08/09/2023	948.28 1,504.77
Total for Check Number 51571:				2,453.05
51572	BATT PLU P64519159	Batteries Plus #208 12V Battery	08/09/2023	20.05
Total for Check Number 51572:				20.05
51573	CH2M 107769CH007 107769CH008a 107769CH008b 107769CH009a 107769CH009b 107769CH009c	CH2M Hill Engineers, Inc. Refund of Eng at WWRf Plan reviews thru April Monitoring Plan Plan Reviews-June Misc Support-NTS/WWRf Bisulfite Facility	08/09/2023	-2,074.69 996.56 30.65 188.99 1,129.94 690.15
Total for Check Number 51573:				961.60
51574	Chytka 155521	Chytka Pest Control LLC Monthly pest control services	08/09/2023	40.00
Total for Check Number 51574:				40.00
51575	WATER July 2023 Admin July 2023 High July 2023 WRF	City of Roseburg Water service for Admin Office Water service for Highland Water service for WRF	08/09/2023	310.94 34.02 992.02
Total for Check Number 51575:				1,336.98
51576	DRAUTO 090410 090643	D & R Auto & Truck Supply Corp O-ring for Camel DEF Fluid	08/09/2023	3.38 50.44
Total for Check Number 51576:				53.82
51577	DARKTR 170541a 170541b	Darktrace Holdings Limited Darktrace server and network services - Paid by Darktrace server and network services	08/09/2023	15,500.00 6,153.00
Total for Check Number 51577:				21,653.00
51578	DCPW 693358 693401	Douglas County Solid Waste Grit pit Grit pit	08/09/2023	285.76 87.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51578:				373.18
51579	DFN	Douglas Fast Net	08/09/2023	
	Aug 2023 411LM	Internet Services-411 Long Meadows		84.39
	Aug 2023 Admin	Internet Services-Admin	Service: 14806	218.99
	Aug 2023 Brbn	Internet Services-Bourbon St	Service: 205697	100.21
	Aug 2023 High	Internet Services-Highland PS	Service: 105797	76.84
	Aug 2023 Host	Admin Hosting		10.55
	Aug 2023 Keady	Internet Services-Keady Ct	Service: 106289	76.84
	Aug 2023 LV	Internet Services-Loma Vista P	Service: 205950	104.21
	Aug 2023 NBank	Internet Services-No. Bank PS	Service: 105793	73.84
	Aug 2023 Ph/Ca	Phones/Security Cams	Service: 141784	98.94
	Aug 2023 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	73.84
	Aug 2023 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	73.84
	Aug 2023 Winch	Internet Services-Winchester P	Service: 105795	73.84
Total for Check Number 51579:				1,066.33
51580	EFILE INV-8110	eFileCabinet Rubex Subscription	08/09/2023	4,000.00
Total for Check Number 51580:				4,000.00
51581	FASTENAL ORROS230621	Fastenal Company Locate paint	08/09/2023	346.44
Total for Check Number 51581:				346.44
51582	FLURY E 4227	Flury Supply Company Chain	08/09/2023	12.84
Total for Check Number 51582:				12.84
51583	ICONIX U2316027591 U2316029785 U2316030676	ICONIX WATERWORKS INC Measuring tape Pull box - NTS Gate Ferncos	08/09/2023	22.50 136.61 40.28
Total for Check Number 51583:				199.39
51584	Jacobs 35128936-01 35128936-01 Aug 35128936-01cr	Jacobs Engineering Group Inc Professional services per agreement Professional service per agreement Credit negotiated for FY24 Contract	08/09/2023	140,624.42 140,624.42 -21,017.41
Total for Check Number 51584:				260,231.43
51585	LOWES 01011 02528 02926a 02926b 02964	Lowes Conduit for WRF Gate Allen wrenches 4 bags of asphalt patch Toilet flapper Toilet repair kit	08/09/2023	16.32 24.64 83.52 6.64 20.89
Total for Check Number 51585:				152.01
51586	MSTRCR 36203-J	MasterCare Cleaning Co Inc Monthly janitorial services	08/09/2023	390.00
Total for Check Number 51586:				390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51587	NBS IN119403	National Business Solutions Konica-Minolta copier use and maintenance agre	08/09/2023	454.34
Total for Check Number 51587:				454.34
51588	LGL 13511	Northwest Local Government Legal Adviso Legal services - Eng Agreement, Sewer Ext Agre	08/09/2023	1,100.00
Total for Check Number 51588:				1,100.00
51589	OR-LIN 966703 972166	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	08/09/2023	41.88 52.44
Total for Check Number 51589:				94.32
51590	OHDDoor 121852	Overhead Door Co. of Roseburg Gutters & downspouts for Wilbur 2	08/09/2023	360.00
Total for Check Number 51590:				360.00
51591	PAC AIR i14947	Pacific Air Comfort, Inc. Semi-annual preventative maintenance and filter	08/09/2023	1,200.00
Total for Check Number 51591:				1,200.00
51592	PLATT2 4G61625 4G81097	Platt Electric Supply Conduit for WRF Gate Circuit tracer for Office Remodel	08/09/2023	749.52 49.97
Total for Check Number 51592:				799.49
51593	PostDue PS 3582-C	Postmaster Refill draw down account for return service item	08/09/2023	200.00
Total for Check Number 51593:				200.00
51594	Premium 25769	Premium Landscape, Inc. Monthly landscape maintenance	08/09/2023	225.00
Total for Check Number 51594:				225.00
51595	Rears 437464	Rears Mfg. Co. Inc 200-Gal Pak-tank PTO sprayer	08/09/2023	5,781.00
Total for Check Number 51595:				5,781.00
51596	RITZ 6539551	Ritz Safety Traffic sign stands	08/09/2023	823.05
Total for Check Number 51596:				823.05
51597	RSBG-DIS 1315064	Roseburg Disposal Company Monthly garbage services	08/09/2023	61.00
Total for Check Number 51597:				61.00
51598	Printhau 1109	Scott Heath's Printheaus Cut bills to mailing size	08/09/2023	59.40
Total for Check Number 51598:				59.40
51599	TEKMAN	TEKMANAGEMENT, INC.	08/09/2023	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	86477	Server Maint & monitoring		1,578.87
	86477	Encryption of laptops		107.25
	86477	DNS Filter (security)		40.00
	86477	Cloud storage-server backups		84.00
	86477	Backup & Recovery Services		565.00
				<hr/>
Total for Check Number 51599:				2,375.12
51600	Traffic INV061469	Traffic Safety Supply Co. Freight for traffic signs	08/09/2023	140.04
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Total for Check Number 51600:				140.04
51601	UMP-SAND 110396	Umpqua Sand & Gravel Pipe repair	08/09/2023	70.00
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Total for Check Number 51601:				70.00
51602	West. Sy 40127	Western Systems Vacuum system repair on Camel	08/09/2023	506.23
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Total for Check Number 51602:				506.23
51603	West Tes 28112	Western Testing LLC Materials Testing for Atlanta Chadwick	08/09/2023	801.00
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Total for Check Number 51603:				801.00
51604	WilsonA 23011-03	Wilson Architecture Design for new roof at Admin	08/09/2023	5,521.51
				<hr/>
Total for Check Number 51604:				5,521.51
51605	YAEGER P 30189	Yaeger's Plumbing, Inc. Locker room toilet repair and faucet replacement	08/09/2023	296.50
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Total for Check Number 51605:				296.50
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Total for 8/9/2023:				327,818.21
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Report Total (39 checks):				327,818.21
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