



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

REGULAR MONTHLY BOARD MEETING

May 8, 2019

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

May 8th, 2019
RUSA Board Room
4:00 p.m.

AGENDA
REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

1. Call to Order – John Dunn, Board Chair

2. Roll Call

3. Consider Minutes

- a. April 10th, 2019 Board Meeting

4. Ordinance No. 2019-01 - First Reading

- a. An ordinance to provide authorization for system development charges for capital improvements pursuant to ORS 223.297 – 223.314 (amendments and changes)

Copies of the ordinance are available at the Authority's office and published online at rusa-or.org.

5. Wastewater Treatment Plant Operations Contract

- a. Amendment No. 14, negotiated amount for the operation of the WWTP for the 2019 – 2020 fiscal year.

6. General Managers Report

- a. Back Nine Sanitary Sewer Extension Phase I
- b. Winchester Pump Station Force Main Replacement
- c. Loma Vista Pump Station Study
- d. Wastewater Treatment Plant Fuel Tank Removal
 - i. Status update

7. New Developments

8. Staff Report

9. Jacobs (ch2m) Plant Operations Report

10. Accounts Payable

11. Other Business

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF
ROSEBURG URBAN SANITARY AUTHORITY**

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on April 10, 2019 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Board Chair John Dunn, Vice Chair Rob Lieberman, Jerry GRIESE and Kelsey Wood

Absent: David Campos

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner and CH2M Project Manager Jade Mecham.

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

Jerry GRIESE moved to approve the minutes, for the Wednesday, March 13, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Appointment of Budget Committee Member

Jim Crow and Dave Gregory will not be able to fulfill their duties as the Position 3 and Position 4 Budget Committee Members. The Board must fill their positions for the remainder of the terms.

Staff presented Ryan Neeman as a candidate to fill Position 3 on the Budget Committee and Robin VanWinkle to fill Position 4 on the Budget Committee.

Rob Lieberman made a motion to approve the appointment of Ryan Neeman and Robin VanWinkle to serve on the Budget Committee.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Vote By Roll Call

At this time, Chairman Dunn requested a “Roll Call” vote for the appointment of Ryan Neeman and Robin VanWinkle to the Budget Committee:

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

The appointment of Budget Committee Members was approved with a 4/0 vote.

Winchester Pump Station Force Main Replacement Project

RUSA’s share of the Winchester Project is \$2,126,298.39. The Board was informed that Amendment 1 to the Cooperative Improvement Agreement would not be signed by Douglas County Commissioner Boice, leaving a payment of \$2,126,298.39 due to Douglas County. The Board discussed payment options at length.

Jerry Griese made a motion to approve payment the \$2,126,298.39 payment to Douglas County for the Winchester Project.

Kelsey Wood seconded the motion.

The motion passed 3-1

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

Utility power is still pending Pacific Power installation.

Winchester Pump Station Force Main Replacement Project

The project bidding period has closed. R&G Excavating was the apparent low bidder. RUSA’s share is \$2,126,298.39. Engineering services during construction, increase in quantities and change orders will change the final amount of RUSA’s share of the construction cost.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The draft study has moved out a little. The report will be completed by the end of April.

Wastewater Treatment Plant Fuel Tank Removal

Nancy Sawka, Cleanup Project Manager, has stated that she completed the “No Further Action Required” letter and will send it to RUSA after we have paid the final billing from DEQ. The final billing should be in the April.

Staff Professional Development

Two of our collection staff, Andrew Blondell and Leland Miller, attended the Wastewater Certification Review Class hosted by UBOS and UCC. Both employees plan on taking the Grade I Wastewater Collection Certification exam soon.

CH2M Report

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 96% BOD removal and 97% Total Suspended Solids removal. A tree had to be removed due to the ground softening and the tree leaning over a generator. The semi-annual sampling event for the plant took place over a 3-day period with results showing the plant to be within the approved limits.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the April 10, 2019 Accounts Payable.

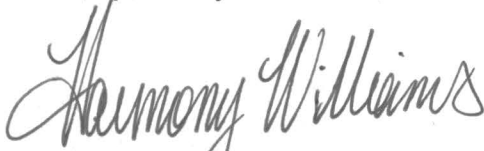
Jerry Griese made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion.
The motion passed unanimously.

Other Business

The Board discussed the rising cost of RUSA employee health care benefits.

There being no further business to come before the Board, the meeting was adjourned at 5:08 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Harmony Williams".

Harmony Williams
Office Assistant

ORDINANCE NO. 2019-01

ROSEBURG URBAN SANITARY AUTHORITY

AN ORDINANCE TO PROVIDE AUTHORIZATION FOR SYSTEM DEVELOPMENT CHARGES FOR CAPITAL IMPROVEMENTS PURSUANT TO ORS 223.297 – 223.314 FOR THE PURPOSE OF CREATING A SOURCE OF FUNDING FOR EXISTING SYSTEM CAPACITY AND/OR THE INSTALLATION, CONSTRUCTION AND EXTENSION OF FUTURE CAPITAL IMPROVEMENTS, AND REPEALING ORDINANCE #2005-01, DATED OCTOBER 19, 2005.

Section 1. Purpose. The purpose of this Ordinance is to provide authorization for System Development Charges; to provide for capital improvements pursuant to ORS 223-297 – 223.314; for the purpose of creating a source of funding for existing capacity and/or the installation, construction and extension of future capital improvements. These charges shall be collected either at the time of increased usage or at the time of permitting development of properties which increase the use of capital improvements and generate a need for those facilities.

Section 2. Scope. The System Development Charges imposed herein are separate from and in addition to any applicable tax, assessment, charge, or fee otherwise provided by law or imposed as a condition of development.

Definitions. For purposes of this Ordinance, the following definitions shall apply:

Capital Improvement. Facilities or assets used for:

- (a) Sewage and wastewater collection, transmission, treatment and disposal.

Development. Conducting a building or mining operation, making a physical change in the use or appearance of a structure or land, or creating or terminating a right of access.

Improvement Fee: A fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to the provisions of this Ordinance.

Land Area. The area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or scenic or preservation purpose.

Owner. Owner means the owner of the title to real property or the contract purchaser of real property of record as shown on the last available complete assessment roll in the office of the county assessor.

Parcel of Land. A lot, parcel, block or other tract of land that is occupied or may be occupied by a structure or structures or other use, and includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.

Permittee. The person to whom a Building Permit, Development Permit, or Right-of-Way Access Permit is issued.

Qualified Public Improvement. A capital improvement that is:

- (a) Required as a condition of development approval;
- (b) Identified in the System Development Charge Fund Project Plan; and
- (c) Not located on or continuous to a parcel of land that is the subject of the development approval.

Reimbursement Fee. A fee for the costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to the provisions of this Ordinance.

System Development Charge (SDC). A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of the development permit or building permit, or at the time of connection to the capital improvement. "System Development Charge" does not include fees assessed or collected as part of a Local Improvement District or a charge in lieu of a Local Improvement District, or the cost of complying with the requirements or conditions imposed by a land use decision.

Section 3. System Development Charge Imposed; Method of Establishment Created.

- (a) Unless exempted pursuant to Section 8 herein, a System Development Charge is hereby imposed upon all development within the service area of the Roseburg Urban Sanitary Authority, also referred to as the Authority.
- (b) System Development Charges shall be established and may be revised by Resolution of the Roseburg Urban Sanitary Authority's Board of Directors (Sanitary Authority's Board) in so far as those revisions do not constitute a revision to the methodology for calculating the SDC. The Resolution shall set the amount of the charge, the type of permit to which the charge applies, and, if the charge applies to a geographic area smaller than the entire Authority, the geographic areas subject to the charge.

Section 4. Methodology.

- (a) The methodology used to establish the reimbursement fee shall consider the cost of the then-existing facilities, prior contributions by then-existing system users, the value of unused capacity, rate-making principles employed to finance publicly owned capital improvements, and other relevant factors identified by the Sanitary Authority's Board. The methodology shall promote the objective that future systems users shall contribute not more than an equitable share of the cost of then-existing facilities.
- (b) The methodology used to establish the improvement fee shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related and other relevant factors identified by the Sanitary Authority's Board.
- (c) The methodology used to establish the improvement fee, or the reimbursement fee, or both, shall be adopted by Resolution.

Section 5. Authorized Expenditure.

- (a) Reimbursement fees shall be applied only to capital improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.
- (b) Improvement fees shall be spent only on capacity increasing capital improvements, including expenditures relating to repayment of debt for such improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to demands created by future development. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the Capital Plan adopted by the Authority.
- (c) System Development Charge revenues may be expended on the direct cost of complying with the provisions of this Ordinance, including the costs of developing System Development Charge methodologies and providing an annual accounting of System Development Charge funds.

Section 6. Project Plan.

- (a) The Authority shall adopt by Resolution the Capital Plan. This Plan:
 - 1. Defines the amount of current or under construction capacity available for new development and the cost of the facilities comprising this capacity;

2. Lists the capital improvements that may be funded with improvement fee revenues; and
 3. Lists the estimated cost, SDC eligible allocation of project costs and estimated time of construction of each improvement.
- (b) In adopting this plan, the Authority may incorporate by reference all or a portion of any public Facilities Plan, Master Plan, Capital Improvements Plan or similar plan that contains the information required by this section. The Sanitary Authority's Board may modify this Project Plan at any time through the adoption of an appropriate Resolution.
- (c) The capital projects listed in the plan shall be adjusted for inflation annually and the index used shall be the Engineering News Record.

Section 7. Collection of Charge.

- (a) Except as provided in Sections 8, 9 or 10 the System Development Charge is payable upon issuance of:
1. A Building Permit;
 2. A development permit for development not requiring the issuance of Building Permit;
 3. Approval to connect or increase the usage of the system or systems provided by the Authority; or
 4. A right-of-way access permit.
- (b) The Resolution which sets the amount of the charge shall designate the permit or systems to which the charge applies.
- (c) If development is commenced or connection is made to the systems provided by the Authority without an appropriate permit, the System Development Charge is immediately payable upon the earliest date that a permit was required.
- (d) The Authority's General Manager or his/her designee shall collect the applicable System Development Charge from the permittee or system user.
- (e) Except as provided in Sections 8, 9 and 10 the Authority's General Manager or his/her designee shall not issue such permit or allow connection or increased usage of the system(s) until the charge has been paid in full.

- (f) All moneys collected through the System Development Charge shall be retained in a separate fund and segregated by type of System Development Charge and by reimbursement vs. improvement fees.

Section 8. Exemptions.

- (a) Structures and uses established and existing on or before the effective date of the Resolution are exempt from all portions of a Systems Development Charge.
- (b) Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the Authority's building code, are exempt from all portions of the System Development Charge.
- (c) An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of a Capital Improvement are exempt from all portions of the System Development Charge.

Section 9. Installment Payments.

- (a) When a System Development Charge of \$25 or more is due and collectible, the owner of the parcel of land subject to the development charge may apply for payment of the Systems Development Charge to include interest on the unpaid balance, in accordance with ORS 223.208.
- (b) The General Manager of the Authority shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.
- (c) An applicant for installment payments shall have the burden of demonstrating the applicant's qualification as an owner and that the interest of the applicant is adequate to secure payment of the lien.
- (d) Whether the owner elects to pay in less than 10 years or elects to pay in not less than 10 years nor more than 30 years, the General Manager shall determine the number of years of the installment payments and other terms of repayment which shall comply with the parameters of the owner's election.
- (e) The General Manager of the Authority shall keep records of the amount of the System Development Charge, the dates on which the payments are due, the name of the owner, and the description of the parcel.
- (f) The General Manager of the Authority shall docket the lien in the lien docket. From that time the Authority shall have a lien upon the described parcel for the

amount of the System Development Charge, together with interest, on the unpaid balance at the rate established by the Board. The lien shall be enforceable in the manner provided by Oregon law.

Section 10. Urban Renewal.

- (a) A Systems Development Charge may be paid pursuant to an Intergovernmental Agreement between the Authority and the Roseburg Urban Development Authority wherein the Roseburg Urban Development Authority assumes liability for System Development Charges and agrees to pay such charges in a period of 10 years or less.

Section 11. Credits.

- (a) A permittee is eligible for credit against the System Development Charge for constructing a qualified Capital Improvement. A qualified Capital Improvement means one that meets all of the following criteria:
 - 1. Is required as a condition of development approval by the Sanitary Authority's Board;
 - 2. Is identified in the adopted Capital Plan; and
 - 3. (i) Is not located within or contiguous to the property or parcel that is subject to development approval; or
 - (ii) Is not located in whole or in part on, or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
 - 4. This credit shall be only for the Improvement Fee charged for the type of improvement being constructed. Credit under this section may be granted only for the cost of that portion of improvement that exceeds the facility size or capacity needed to serve the development project.
- (b) Applying the adopted methodology, the Authority may grant a credit against the improvement charge for capital facilities provided as part of the development that reduces the development's demand upon existing Capital Improvements, or the need for further Capital Improvements, or that would otherwise have to be constructed at the Authority's expense under the then existing Authority's policies.

- (c) When the construction of a qualified public improvement gives rise to a credit amount greater than the Improvement Fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against Improvement Fees that accrue in subsequent phases of the original development project.
- (d) All credit requests must be in writing and filed with the Authority before the issuance of a Building Permit. Improvement acceptance shall be in accordance with the usual and customary practices, procedures, and standards of the Roseburg Urban Sanitary Authority. The amount of any credit shall be determined by the Authority and based upon the subject improvement construction contract documents, or other appropriate information, provided by the applicant for the credit. Upon a finding by the Authority that the contract amounts exceed the prevailing market rate for a similar project, the credit shall be based upon market rates. The Authority shall provide the applicant with a credit on a form provided by the Authority. The credit shall state the actual dollar amount that may be applied against any System Development Charge imposed against the subject property. The applicant has the burden of demonstrating qualification for a credit.
- (e) Credits shall be apportioned against the property which was subject to the requirements to construct an improvement eligible for credit. Unless otherwise requested, apportionment against lots or parcels constituting the property shall be proportionate to the anticipated public facility service requirements generated by the respective lots or parcels. Upon written application to the Authority; however, credit shall be reapportioned from any lot or parcel to any other lot or parcel within the confines of the property originally eligible for the credit. Reapportionment shall be noted on the original credit form retained by the Authority.
- (f) Any credits are assignable; however, they shall apply only to that property subject to the original condition for land use approval upon which the credit is based, or any portioned or subdivided parcel or lots of such property to which the credit has been apportioned. Credits shall only apply against System Development Charges, are limited to the amount of the fee attributable to the development of the specific lot or parcel for which the credit is sought and shall not be a basis for any refund.
- (g) Any credit request must be submitted before the issuance of a Building Permit. The applicant is responsible for presentation of any credit and no credit shall be considered after issuance of a Building Permit.
- (h) Credits shall be used by the applicant within ten (10) years of their issuance by the Authority.

Notification/Appeals.

- (a) The Authority shall maintain a list of persons who have made a written request for notification prior to adoption or amendment of the System Development Charge methodology. These persons shall be notified in writing of any such proposed changes at least (90) ninety days prior to the first hearing to adopt or amend such methodology(ies). This methodology shall be available at least (60) sixty days prior to the public hearing. No challenge to the System Development Charge methodology shall be accepted after (60) sixty days following the final adoption by the Authority.

Section 12. Annual Accounting.

- (a) The Authority shall provide an annual accounting for System Development Charges showing the total amount of System Development Charges collected for each system, along with a list of projects funded in whole or in part through System Development Charges.

Section 13. Repeal.

- (a) This Ordinance repeals Ordinance # 2005-01, dated October 19, 2005.

The foregoing Ordinance was duly adopted by the Board of Directors of the Roseburg Urban Sanitary on this ___ day of _____ 2019.

ATTESTED:

ROSEBURG URBAN SANITARY
AUTHORITY

James V. Baird, General Manager

John Dunn, Board Chair



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER

SUBJECT: AGREEMENT FOR THE WASTEWATER FACILITIES OPERATIONS

DATE: FRIDAY, MAY 3, 2019
CC:

Jade Mecham, Jacobs Project Manager II, has provided Amendment No. 14 for the operations, maintenance and management services for the fiscal years 2019 – 2020 of the wastewater treatment plant, Natural Treatment System and nine pump stations. The negotiated compensation for the period July 1st, 2019 through June 30th, 2020 is \$1,486,208. This represents an increase of \$33,335 or 2.3% from the previous contract.

Staff would recommend that RUSA accept Amendment No. 14 for the operation of the Wastewater Treatment Plant, Natural Treatment System and nine pump stations.

GENERAL MANAGERS REPORT

Date: 5/3//19
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Back Nine Sanitary Sewer Extension Phase I

Utility power is still pending Pacific Power installation.

Winchester Pump Station Force Main Replacement Project

The preconstruction meeting was held April 15th with all parties. The force main installation is tentatively scheduled to begin May 13th.

Loma Vista Pump Station Study

i.e. Engineering has completed the draft report and staff is reviewing.

Wastewater Treatment Plant Fuel Tank Removal

The final billing has been received and is included in the April accounts payable. The Oregon DEQ will provide a "No Further Action Required" letter after they receive the final payment.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Newton Creek Manor
 - This project is complete.
- Umpqua Health Newton Creek Campus now complete
- Townsend Lane Subdivision, Final plans Under review

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition

PROJECTS:

- Cascade Court main line extension – Joint City-RUSA project
 - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
 - The lift station is waiting for power service.
- Winchester Pump Station Pressure Line Replacement- construction to start Mid May

ROSEBURG URBAN SANITARY AUTHORITY

April 2019 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 38 work orders.
- Completed CCTV of 16,531 feet of mainline.
- Completed cleaning of 21,992 feet of mainline.
- Completed root treatment for 10,005 feet of mainline.
- Completed 69 manhole inspections, repaired 4 manholes and improved access for 71 manholes (Brush control).
- Installed inside drop and completed manhole core for residential service line.
- Conducted annual safety inspections for confined space gear.
- Completed end of warranty CCTV for 7 mainlines.
- Completed upgrades on asset management software.
- Kyle Bartlett attended a Public Works Leadership Course in Bend, Or.
- The Collections crew and John Bastianelli attended an asbestos class for working with AC Pipe at the Roseburg Water Plant.

ENGINEERING DEPARTMENT:

- Completed 219 underground utility locate requests.
- Issued 7 permits and completed 4 inspections.
- Back Nine Sanitary Sewer Extension project. The lift station is waiting for power service. The sewer system has been tentatively accepted and put in its warranty period.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner and working on closing out the project.
- Newton Creek Manor mainline extension is now complete.
- Hwy 99 pressure main project is Scheduled to start in the Middle of May.
- FOG inspections: Callahan Village after pump inspection, Walmart Looked good, Renards Deli looked good, Sheri's Looked good, Oak street market looked good, Abby's Stephens Looked good, Mercy drive by close to needing to pump, Burrito Vaquero's on going, follow up, Chevron Garden Valley, inspection grease interceptor, Pete's Drive In inspection new grease interceptor.

FINANCE DEPARTMENT:

- Vacancy Credits: 10 were processed for a total of \$832.00 in April.
- Credit cards/eChecks: 765 payments totaling \$39,680.75 were collected in April. 68 payments received at the counter, 39 by voice response system, and 658 on-line.
- Automatic Payments: 2,033 customer accounts are signed up. Received \$81,812.94 or approximately 14.7% of monthly billing.
- Tax Lien Turnovers: Warning letters to customers for potential tax lien turnovers went out in April. Final notice of lien turnover letters will go out in May. Customers have until June 20th to bring their balance current or be turned over to property taxes.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: May 2, 2019
SUBJECT: April 2019 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 96% BOD removal (pending final test result to come out) 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 April 2019, was 242,000 KWHRS with a total Effluent flow of 187.11 million gallons, all of which went to Outfall 001 (South Umpqua River). The April 2018 electrical consumption was 194,000 KWHRS with a total Effluent flow of 122.06 million gallons, all of which went to the river at Outfall 001.
- The plant received high flow conditions at the beginning of the month with over 3.2 inches of rainfall over a 3-day period.
- The probes that measure pH, temperature and dissolved oxygen were prepped for upcoming season at 3 locations.
- Excess dewatered biosolids from the storage building were hauled to the storage pond above the plant for removal once the pond dries enough to drive the loader into it.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in April:

- *Riverblendz Coffee*: There is a lot of FOG in the discharge line. Notified the person at the stand that the grease interceptor should be cleaned. Informed RUSA for a follow up.
- *R Mart on Harvard Blvd*: The camera into the clean out showed little FOG buildup.
- *Bangkok West*: Considerable FOG buildup in the discharge line, notified the establishment of the FOG issue and informed RUSA.
- *Phoenix School*: The down-stream manhole showed no signs of FOG build-up.
- *Java Run*: This coffee stand had a lot of FOG in the discharge line, spoke with the person on duty about cleaning the interceptor and the condition of the discharge line. Notified RUSA for a follow up.
- *Joseph Lane Middle School*: The closest manhole downstream looked to be in satisfactory condition.

- *Level Up Yogurt:* At the cleanout adjacent to the entry, the camera showed little to no FOG buildup.

NATURAL TREATMENT SYSTEM (NTS)

- Spraying of thistles in all parts of zone 3 is nearly completed.
- Zone 3L1 has a cracked weld joint in a 14" header pipe at the NTS pump station. An outside service provider will assist us with the repair in May.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 87.4 Million Gallons
- Average Daily Flow from all Lift Stations per day - 3.1 Million Gallons
- Installed a Surge float in the wet well for the Loma Vista station that is connected to the Missions system.
- Replaced the sump pump piping and check valve for the dry well at the North Bank station.
- Replaced the check valve whisker switch for the #2 pump at the North Bank Station.

MAINTENANCE -PLANT/NTS

- Replaced the motor couplings for both sludge transfer pumps.
- Replaced the wash down water tank for the slinger truck.
- Rebuilt the header pipe for the mixing guns for the digester gas mixing system.
- Repaired the rear-view camera on the sludge Slinger truck.
- Replaced the control valve for the Irrigation Zone 1H at the NTS.
- Replaced sludge valves S-54, S-58, S-61 with new valves due to old valves being worn out.
- Replaced the elbow at the bottom of the Flocc tank for the Screw Press with a valve and a tee fitting for draining the Flocc tank.
- Put the flow meter and the weir plate back on for SW-5.
- Relocated the Alum storage tanks and pumping next to the Secondary Splitter box.

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: 104

13 BOD's	30 pH	13 Fecal/E. Coli
13 TSS	30 Cl2 Res.	5 Ammonia
- Precision results: Accuracy Results:

In Control: 104	In Control: 91
Out of control: 0	Out of Control: 0
- On 4/10/19, lab water was sampled. Samples were shipped to NRC for testing.
- Ran curves for Nitrate and Total Phosphorus.

- Ran Method Detection Limits (MDL) for Nitrate-Nitrite, Ammonia, Chlorine Residual, Total Kjeldahl Nitrogen (TKN), and Total Phosphorus.
- We received Unknown samples from ERA for DMR-QA Study 39.
- E-mailed verification form to DEQ for DMR-QA Study on 4/16/19.
- Calibrated Eureka probes and did a test cycle. Readings were good. Recalibrated probes and readied for deployment

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Jade Mecham did loader training in Wilsonville for one day.
- Kevin Bruton assisted with the contract acquisition of the Crescent City WWTF for two days.

UPCOMING EVENTS

OPERATIONS/NTS:

- The plant flow will be pumped over to the NTS beginning in May.
- Repairs of sprinkler rods and supply lines will begin in May once the system begins operations.
- Alum will be fed into the secondary clarifier this season to help settle out solids from the clarifier prior to pumping to the NTS.

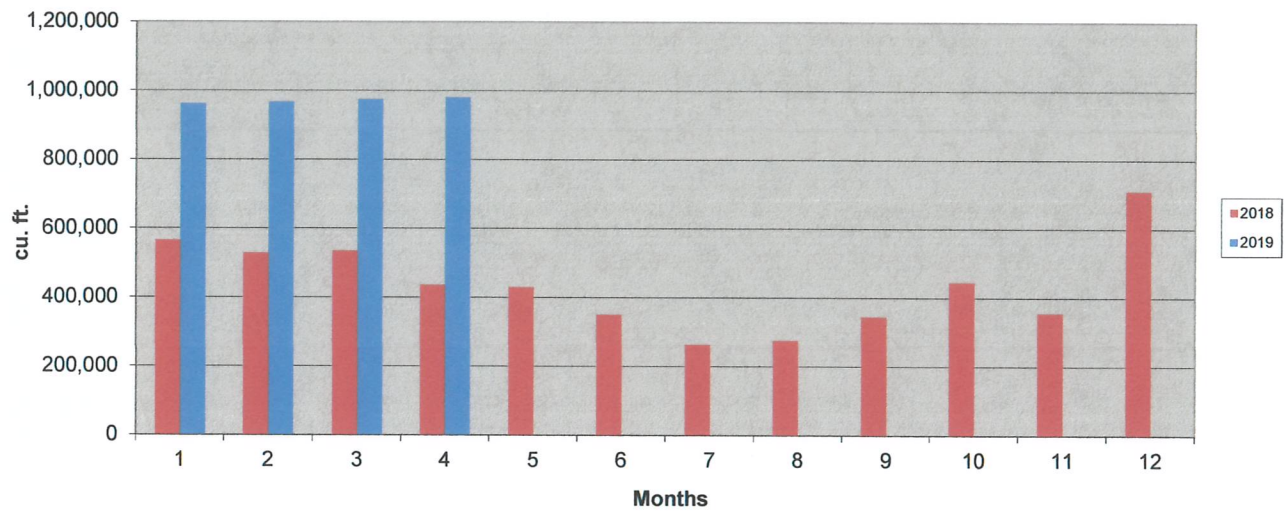
MAINTENANCE:

- Rebuild the #1 WAS pump.
- Rebuild Odorous Air Fan.
- Repair the HDPE pipe for 3L1 Zone where it attaches to the header.

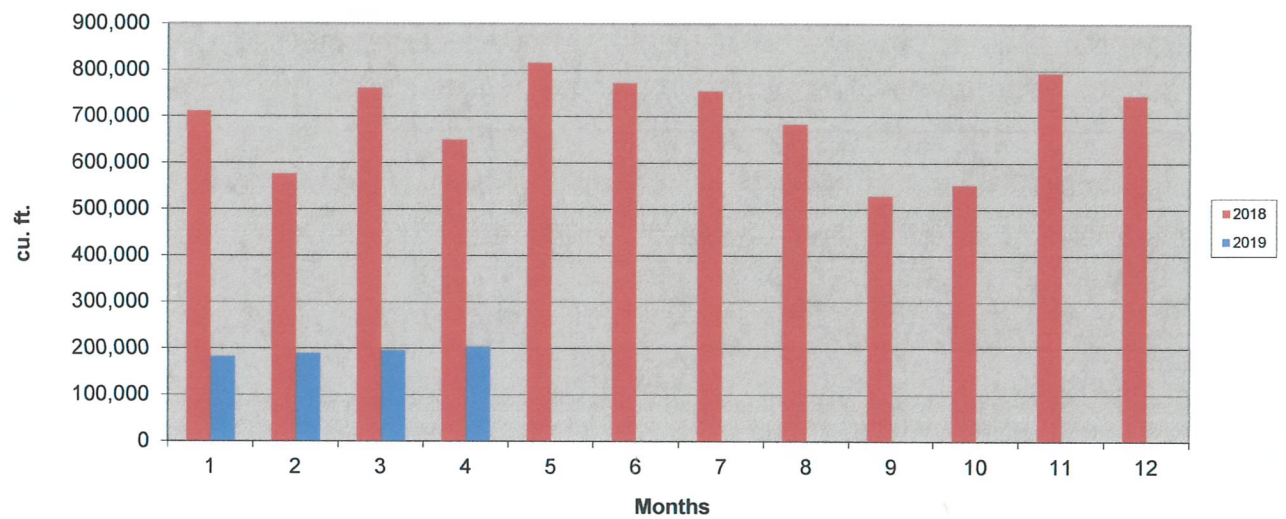
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs (hand deliver to Board Meeting)
 12 Month Moving Avg. (hand deliver to Board Meeting)
 Violation Win-Limit Report (hand deliver to Board Meeting)


 Jade Mecham
 Project Manager
 Jacobs

BOILER GAS USAGE



FLARE GAS USAGE



CASH DISBURSEMENT RECAP BOARD MEETING MAY 8, 2019

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	66,261.50
Total of Regular Checks & ACH Transactions	<u>145,639.12</u>

Total Expenditures (not including Payroll)	<u>211,900.62</u>
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Payroll:

Net Payroll - April 2019	59,080.87
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All Checks & ACH Transactions since the Board Meeting of April 10, 2019	<u>270,981.49</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	ASIFLEX	ASIFlex	04/30/2019	
	April 19 PR	PR Batch 00001.04.2019 Dependent Care FSA	PR Batch 00001.04.2019 Dep	83.33
	April 19 PR	PR Batch 00001.04.2019 Flexible Spending Acco	PR Batch 00001.04.2019 Flex	1,479.13
Total for this ACH Check for Vendor ASIFLEX:				1,562.46
ACH	DNB	Internal Revenue Service	04/30/2019	
	April 19 PR	PR Batch 00001.04.2019 Medicare - Employee	PR Batch 00001.04.2019 Med	1,243.57
	April 19 PR	PR Batch 00001.04.2019 Federal Income Tax	PR Batch 00001.04.2019 Fed	5,804.04
	April 19 PR	PR Batch 00001.04.2019 FICA - Employee	PR Batch 00001.04.2019 FIC.	5,317.38
	April 19 PR	PR Batch 00001.04.2019 Medicare - Employer	PR Batch 00001.04.2019 Med	1,243.57
	April 19 PR	PR Batch 00001.04.2019 FICA - Employer	PR Batch 00001.04.2019 FIC.	5,317.38
Total for this ACH Check for Vendor DNB:				18,925.94
ACH	OR-Rev	Oregon Dept. of Revenue	04/30/2019	
	April 19 PR	PR Batch 00001.04.2019 Oregon W/Held	PR Batch 00001.04.2019 Ore	4,897.50
Total for this ACH Check for Vendor OR-Rev:				4,897.50
48948	CIS INS	CIS Trust	04/30/2019	
	April 19 PR	PR Batch 00001.04.2019 Voluntary Life Insuran	PR Batch 00001.04.2019 Volu	249.50
	April 19 PR	PR Batch 00001.04.2019 Life Insurance - er	PR Batch 00001.04.2019 Life	106.27
	April 19 PR	PR Batch 00001.04.2019 Life Insurance - Spous	PR Batch 00001.04.2019 Life	138.77
	April 19 PR	PR Batch 00001.04.2019 CCIS Insurance Long-	PR Batch 00001.04.2019 CCI	226.54
	April 19 PR	PR Batch 00001.04.2019 Medical Ins w/RX	PR Batch 00001.04.2019 Med	28,591.10
	April 19 PR	PR Batch 00001.04.2019 CCIS Insurance AD&I	PR Batch 00001.04.2019 CCI	22.27
	April 19 PR	PR Batch 00001.04.2019 Dental & Vision	PR Batch 00001.04.2019 Den	3,341.00
	April 19 PR	PR Batch 00001.04.2019 Voluntary Dependent L	PR Batch 00001.04.2019 Volt	31.92
	April 19 PR	PR Batch 00001.04.2019 Short-Term Disability	PR Batch 00001.04.2019 Sho	124.51
Total for Check Number 48948:				32,831.88
48949	UB*00037	KARLA CRAWFORD	04/30/2019	
		Refund Check		16.66
		Refund Check		4.17
		Refund Check		20.00
		Refund Check		79.17
Total for Check Number 48949:				120.00
48950	PEBS CO	Nationwide Retirement Solutions	04/30/2019	
	April 19 PR	PR Batch 00001.04.2019 Nationwide-Deferred C	PR Batch 00001.04.2019 Nati	4,225.00
Total for Check Number 48950:				4,225.00
48951	PAPEKEN 577012	PAPE GROUP INC Oil Change-2005 Camel	04/30/2019	
Total for Check Number 48951:				420.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48952	SHRED-IT 8127072268	Shred-It USA Shred services for Admin bldg	04/30/2019	85.39
Total for Check Number 48952:				85.39
48953	USPS April 2019	US Postal Service Postage for May UB Bills	04/30/2019	2,447.20
Total for Check Number 48953:				2,447.20
48954	VERIZON 9828170731 9828170739	Verizon Wireless Wireless service for cell phones Wireless for TV Van	04/30/2019	707.11 39.02
Total for Check Number 48954:				746.13
Total for 4/30/2019:				66,261.50
Report Total (10 checks):				66,261.50

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	PBPP 27218023	Pitney Bowes Purchase Power Postage machine - refill postage	05/08/2019	150.00
Total for this ACH Check for Vendor PBPP:				150.00
ACH	STAPLES 2274975531 2274977011 2279864261	Staples Credit Plan Budget document supplies Dry erase markers Staples Plus membership fee	05/08/2019	224.71 14.29 49.00
Total for this ACH Check for Vendor STAPLES:				288.00
48955	WP April 2019	Avista Utilities Natural gas service	05/08/2019	80.80
Total for Check Number 48955:				80.80
48956	B&VENT 17293	B & V Enterprises Inc Re-deck trailer	05/08/2019	915.00
Total for Check Number 48956:				915.00
48957	BANNERMC AA 040319 AA 040819 DF 040319a DF 040319b GO 040219 GO 040719 GO 041119 HW 040119 HW 041019 HW 041519 JB 042619 JB 042619 JB 042819 JohnB 040419 JohnB 041819 KB 040419 KB 040519 KB 040819a KB 040819b KB 040919 KB 041019 KB 041119 KB 041619 KB 042219 KB 042319 KV 042219 LM 040219	BANNER BANK Abby's Pizza-After action mtg from snow storm Pitney Bowes - Quarterly postage machine lease Amazon - monitor cables for intern computers Network Solutions - email acct tied to rusa-or.inl Ten Down-DCUCC Mtg-Greg O Harbor Freight-2 gal sprayer Bagel Tree-staff meeting supplies USPS - mail surplusd Chevy title to new owner Safeway - Board meeting snacks Code 4 PSEA - Front desk safety training Cousins-Dinner PNCWA Board mtg (Reimbursa The Davenport Grand-Parking PNCWA Board m Fairfield Inn & Suites-Lunch PNCWA Board mtg Staples-64 GB Flashdrive Chens-Board Assessment Mtg w/SDAO Safeway - Donuts for Asbestos Class Cal State Sac - WW course for AB Pastini - Dinner Night 1 - Ldrshp Conf - KB Meredith Lodging - Lodging - Ldrshp Conf - KB Five Guys - Dinner Night 2 - Ldrshp Conf - KB Cascade Lakes Lodge - Dinner Night 3 - Ldrshp Backyard Brick Oven - Dinner Night 4 - Ldrshp Pizza Palace - UBOS Meeting - CM LM KB MC Five Guys - Lunch - KB, AB - PDX trip for old t Curtis Trailers - Adapter to charge old CCTV Va Coastal - Backpack sprayer Coastal - Rubber boots for Leland	05/08/2019	80.30 81.00 15.98 11.39 11.50 24.98 31.85 7.35 10.00 99.00 20.78 23.96 103.21 29.99 96.00 6.00 50.00 16.95 777.54 12.55 18.95 27.00 62.50 25.75 5.99 84.99 19.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	MC 042619	Home Depot - Water sealer for flatbed trailer		26.84
	RC 041919	Coastal - Boots for Rick, boot grease		154.38
	RC 042219	Umpqua Valley Tractor - land plane tooth for use		47.59
	RK 040219	DCUCC Lunch-Ryon K.		13.65
	RK 041319	Adobe-Adobe Acrobat Pro		179.88
	RK 041819	Coastal-Boots for Ryon K.		144.99
	RK 041819r	Coastal-Return Boots for Ryon K.		-144.99
	RK 04182019	Elmers-DC Safety Assoc Mtg-Ryon K.		14.99
	SL 040419	GovDeals - Manhole light ring		236.50
	SL 040519	Wicked Warnings - Warning/hazard lights 17' F1		514.00
			Total for Check Number 48957:	2,943.33
48958	BHEC CL81604-IN	Bassett-Hyland Energy Company Fuel usage	05/08/2019	879.46
			Total for Check Number 48958:	879.46
48959	OMI 351289-012	CH2MHill OMI Professional services per agreement	05/08/2019	121,072.75
			Total for Check Number 48959:	121,072.75
48960	Chytka 129951	Chytka Pest Control LLC Monthly pest control service	05/08/2019	40.00
			Total for Check Number 48960:	40.00
48961	CO PAPER 557949	Coastal Paper & Supply Inc. Paper towels and toilet tissue	05/08/2019	270.13
			Total for Check Number 48961:	270.13
48962	Comspan 44290	Comspan Communications, Inc. Analog phone lines for fax, fire system	05/08/2019	125.18
			Total for Check Number 48962:	125.18
48963	DRAUTO 842100 843154 843372 843646	D & R Auto & Truck Supply Corp Car wash soap Install light 2017 F150 B6 repair Valve stem tools for engineering trucks	05/08/2019	10.00 36.40 10.62 9.98
			Total for Check Number 48963:	67.00
48964	SHAUN 00002-32104 00002-32302	DC Precision Lube & Tune Oil change - 2014 Service truck Oil change - 2017 Ford F-150	05/08/2019	35.09 87.29
			Total for Check Number 48964:	122.38
48965	DEQ USTC19-0918	Dept of Environmental Quality Final invoice for gas/diesel tank removal project	05/08/2019	2,727.36
			Total for Check Number 48965:	2,727.36
48966	DEQ WQ20WSC-0120 WQ20WSC-0120	Dept of Environmental Quality Wastewater system operator certificate FY2020 Wastewater system operator certificate FY2020	05/08/2019	920.00 920.00
			Total for Check Number 48966:	1,840.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48967	DAutoUp 7286	Diamond Auto Upholstery Recover seat in B6	05/08/2019	60.00
Total for Check Number 48967:				60.00
48968	DFN	Douglas Fast Net	05/08/2019	
	MAY 2019 Admin	Internet Services-Admin	Service: 14806	213.49
	MAY 2019 HIGH	Internet Services-Highland PS	Service: 105797	74.91
	MAY 2019 HOST	Admin Hosting		10.28
	MAY 2019 KEADY	Internet Services-Keady Ct	Service: 106289	74.91
	MAY 2019 NBANK	Internet Services-No. Bank PS	Service: 105793	71.91
	MAY 2019 NTS	Internet Services-NTS	Service: 23920	46.09
	MAY 2019 PH/CAM	Internet Services - Phones, Security cameras		98.01
	MAY 2019 WILB 1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	MAY 2019 WILB2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	MAY 2019 WINCH	Internet Services-Winchester P	Service: 105795	74.91
Total for Check Number 48968:				811.33
48969	EARTH 845758	EARTH20 Bottled water delivery	05/08/2019	66.09
Total for Check Number 48969:				66.09
48970	EVESAND 1982	Eveland Enterprises Inc Re-paint Slinger Truck Box	05/08/2019	2,860.00
Total for Check Number 48970:				2,860.00
48971	FASTENAL ORROS199500	Fastenal Company Bolts & Bolt bin	05/08/2019	454.08
Total for Check Number 48971:				454.08
48972	GENEQ 69161	General Equipment Company Ball valve to repair B6	05/08/2019	161.21
Total for Check Number 48972:				161.21
48973	GRAPHDIM 1982	Graphic Dimensions, Inc. Cut bills to mailing size	05/08/2019	31.90
Total for Check Number 48973:				31.90
48974	PUGH 032219	Jeffrey L. Pugh, Attorney at Law Legal services - IGA	05/08/2019	60.00
Total for Check Number 48974:				60.00
48975	LTM 514547	Knife River Materials Crushed rock for Winchester pressure line	05/08/2019	67.26
Total for Check Number 48975:				67.26
48976	LOWES 02078 02911	Lowes Dust masks Safety chains	05/08/2019	19.33 55.62
Total for Check Number 48976:				74.95
48977	MSTRCR 23576-15	MasterCare Cleaning Co Inc Janitorial services	05/08/2019	390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48977:	390.00
48978	NEWS-REV 04193594157	The News-Review Notice of budget hearing	05/08/2019	180.68
			Total for Check Number 48978:	180.68
48979	OR-LIN 330786 336578	Oregon Linen, Inc. Laundry & mat service Laundry service	05/08/2019	51.62 35.30
			Total for Check Number 48979:	86.92
48980	OR-TOOL 427513	Oregon Tool & Supply Hammer drill bit	05/08/2019	49.95
			Total for Check Number 48980:	49.95
48981	OR-RSBG May-June 2019	Oregonian-Roseburg Distributor Newspaper delivery	05/08/2019	67.00
			Total for Check Number 48981:	67.00
48982	Premium 22266	Premium Landscape, Inc. Monthly landscape maintenance	05/08/2019	180.25
			Total for Check Number 48982:	180.25
48983	ROCKYS 10503	Rocky's Auto Repair Oil change, fuel filter change	05/08/2019	316.53
			Total for Check Number 48983:	316.53
48984	SAFEDIR 9441	Safety Directions, LLC Asbestos pipe handling training - LM, JJB, KV, J	05/08/2019	836.80
			Total for Check Number 48984:	836.80
48985	SAVAGE 3	SavageTribe LLC Upgrade ESRI/Lucity	05/08/2019	4,933.10
			Total for Check Number 48985:	4,933.10
48986	Stratton 2018-278	Stratton Brothers, Inc. Patching on NW Domenico	05/08/2019	787.00
			Total for Check Number 48986:	787.00
48987	TECHUNL 333296	Technology Unlimited, Inc License renewal for AQ2	05/08/2019	126.00
			Total for Check Number 48987:	126.00
48988	UBWA April 2019 411 April 2019 606 April 2019 BK9	Umpqua Basin Water Association Water service for 411 Long Meadows Water service for 606 Long Meadows Water service for Back Nine Lift Station	05/08/2019	20.00 20.00 20.00
			Total for Check Number 48988:	60.00
48989	UMPQUARF 28873	Umpqua Quarries, LLC Crushed quarry rock for NTS roads	05/08/2019	128.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	28898	Crushed quarry rock for NTS roads		278.64
	28929	Crushed quarry rock for NTS roads		406.53
				<hr/>
Total for Check Number 48989:				814.14
48990	UMP-SAND 64257	Umpqua Sand & Gravel Slurry for Winchester pressure line project	05/08/2019	630.00
				<hr/>
Total for Check Number 48990:				630.00
48991	UNITED 168690579-001	UNITED RENTALS (NORTH AMERICA) Safety glasses	05/08/2019	12.54
				<hr/>
Total for Check Number 48991:				12.54
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Total for 5/8/2019:				145,639.12
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Report Total (39 checks):				145,639.12
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