



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

**April 11, 2018
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 Griesse

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. March 14, 2018 Regular Board Meeting
- 4. Resolutions**
 - a. Resolution No. 18-01, a resolution confirming, approving and ratifying twenty-seven and five tenths (27.5%) System Development Charge inflationary cost impact increase.
- 5. General Managers Report**
 - a. Back Nine Sanitary Sewer Extension Phase I
 - b. NW Black Avenue Sanitary Sewer Replacement
 - c. Downtown Improvements Sanitary Sewer Replacement Phase II
 - d. Garden Valley Blvd Sanitary Sewer Replacement
 - e. Winchester Pump Station Force Main Replacement
 - f. Loma Vista Pump Station Study
- 6. New Developments**
- 7. Staff Report**
- 8. Permits Issued**
- 9. ch2m (Jacobs) Plant Operations Report**
- 10. Accounts Payable**
- 11. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

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



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on March 14, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, Finance Director Christine Morris, CH2M Project Manager Jade Mecham and Budget Committee Member Lee Holmes.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, February 14, 2018.

Rob Lieberman moved to approve the minutes, as presented, for the Wednesday, February 14th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Contract Extension for Operations and Management of the WWTP and NTS with ch2m

A five-year contract extension was presented for the operations and management of the wastewater treatment plant and natural treatment system. There were a few minor revisions from the prior contract to bring it up to date.

After a discussion regarding the cost, changes and other items, Rob Lieberman made a motion to approve the 5-year contract extension with ch2m for the Operations and Management of the WWTP and NTS as written.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Cooperative Improvement Agreement with the City of Roseburg for Black Avenue Extension

The Cooperative Improvement Agreement with the City of Roseburg for the Black Avenue Extension project was completed and reviewed by Jim Baird and our attorney, Jeff Pugh. Jim Baird recommended that RUSA enter into the agreement as it has been drawn up.

Rob Lieberman made a motion to enter into a Cooperative Improvement Agreement with the City of Roseburg for the Black Avenue Extension Project.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Cooperative Improvement Agreement with the City of Roseburg for Downtown Corridor Improvements Phase II

The Cooperative Improvement Agreement with the City of Roseburg for the Downtown Corridor Improvements Phase II project was completed and reviewed by Jim Baird and our attorney, Jeff Pugh. Jim Baird recommended that RUSA enter into the agreement as it has been drawn up.

Kelsey Wood made a motion to enter into a Cooperative Improvement Agreement with the City of Roseburg for the Downtown Corridor Improvements Phase II project.

David Campos seconded the motion.

The motion passed unanimously.

Cooperative Improvement Agreement with Douglas County for Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968

The Cooperative Improvement Agreement with Douglas County for the Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968 was completed and reviewed by Jim Baird and our attorney, Jeff Pugh. Jim Baird recommended that RUSA enter into the agreement as it has been drawn up.

Rob Lieberman made a motion to enter into a Cooperative Improvement Agreement with the Douglas County for the Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968.

Kelsey Wood seconded the motion.

The motion passed unanimously

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The project construction is continuing. There is some road construction taking place, and the crossing of Highway 99N for the sewer line is expected to take place when the weather improves. The estimated projected completion date has been moved back to the end of March 2018.

NW Black Avenue Sanitary Sewer Replacement Project

The project engineering company, 3J Consulting, completed the plans and the City is accepting bids for the project. The bidding period will end March 29th. The Engineer's estimate for the sanitary sewer portion of the contract is \$64,855. Typically, RUSA also pays a percentage of the general costs such as mobilization, traffic control and other project wide costs. For this project the estimate is approximately \$2,000, for a total projected cost of \$66,855. This project is scheduled to be constructed this summer.

Downtown Improvements Phase II

The project engineering company, i.e. Engineering, completed the plans and the City is reviewing the scope of the project to remove some of the improvements to meet the available budget. The Engineer's estimate for the sanitary sewer portion of the contract is \$131,075. Typically, RUSA also pays a percentage of the general costs such as mobilization, traffic control and other project wide costs. For this project the estimate is approximately \$14,425, for a total projected cost of \$145,500. The project is tentatively scheduled to be constructed this summer.

Garden Valley Blvd Sewer Replacement Project

i.e. Engineering has completed 90% plans and sent them to RUSA for review and comment. A review meeting was held Monday, March 12th, the project is nearly ready to go out to bid with a start date after July 4, 2018.

Winchester Pump Station Force Main Replacement Project

ch2m completed the evaluation of the existing force main and the recommended future configuration for the piping. The new piping will be a dual forcemain style with one pipe being 8" diameter and a second 14" pipe. This configuration will allow the existing 50 hp pumps to operate efficiently as well as the existing 200 hp pumps. The system will be configured to run the 50 hp pumps discharging through the 8" pipe and the 200 hp pumps through the 14" pipe. We will have the option to increase the size of the pumps in the future and discharge through both pipes at the same time.

The force mains are approximately 9,000 feet and will be placed in Old Highway 99 North. The preliminary estimate for this project is \$1,500,000.

This is a joint Douglas County – RUSA project and will be constructed in 2019.

Loma Vista Pump Station Study

i.e. Engineering is working on the study, but the study has been slowed down due to workload and it is not needed immediately. The project engineer will provide RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station at a later date.

System Development Charges

In 2005, RUSA adopted a methodology and established a fee for its sanitary sewer system development charge (SDC). The Ordinance states "the Capital projects listed in the plan shall be adjusted for inflation annually and the index used shall be the Engineering News of Record" (ENR).

The ENR Construction Cost Index for Portland Oregon in October of 2005 was 8,408.98. As of February 2018, the index has risen to 11,446.71 for a 36.12% increase in construction cost. Following the method laid out to account for inflation the SDC should be increased to \$2,732.03 from the current fee of \$2,007.00.

Staff recommended that the Sanitary Sewer System Development Charge be adjusted to \$2,732. The Ordinance states that the fee shall be adopted by Resolution. The Board agreed that the SDC fee should be raised and staff will prepare a Resolution for the April Board Meeting.

In the future, the Board recommended that the SDC fee be evaluated every 2 to 3 years to have increases be more incremental.

Special Districts Board Practices Assessment

SDAO is offering the first thirty Special Districts that schedule a 90-minute Board Practices Assessment a 4% insurance premium credit. This is a no cost service offered by SDAO and would be held at RUSA's administrative offices to the full Board.

Jim Baird will coordinate with the Board to determine the best day for the assessment and contact SDAO for scheduling.

Kelsey Wood made a motion to accept SDAO's offer for a 90-minute Board Practices Assessment.

Rob Lieberman seconded the motion.

The motion passed unanimously.

CH2M Report

Jade Mecham, Project Manager, advised that the plant is operating well, maintenance and pre-treatment activities are continuing. The permit with Jack Pollock for holding tank waste was renewed. Also, he worked with DEQ to get an approval letter for biosolids application on a property that had changed ownership.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the March 14th, 2018 Accounts Payable. There was a general discussion of the accounts payable.

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

Kelsey Wood seconded the motion.


The motion passed unanimously.

Other Business

None.

There being no further business to come before the Board, the meeting was adjourned at 5:16 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: SYSTEM DEVELOPMENT CHARGE

DATE: WEDNESDAY, APRIL 04, 2018
CC: FILE

In October of 2005 the RUSA Board approved Ordinance No. 2005-01. This ordinance authorized System Development Charges (SDC) and the associated methodology to calculate the charge. Included in the Ordinance is the method of adjusting the costs associate with the Project Plan. The Ordinance states "The capital projects listed in the plan shall be adjusted for inflation annually and the index used shall be the Engineering News Record." (ENR)

RUSA has not adjusted the SDC fees since 2005. Upon review we have determined that the System Development Charges adjusted for inflation base on the Engineering News Record Construction Cost Index (CCI) for Seattle Washington should be increase by 27.5%. This increase is determined by taking the CCI for October 2005, as reported by ENR for Seattle Washington, of 8,408.98 and the CCI for October 2017 of 10,719.90 and calculating the percent increase over that period.

Staff recommends that the Board increase the System Development Charge from \$2,007 to \$2,559 per equivalent dwelling unit to reflect the inflationary construction cost adjustment. We recommend that the increased fee begin on July 1st, 2018, this will allow the staff to contact individuals with outstanding permits of the upcoming change. Individual with permits that have been processed but not paid for will be given the opportunity to pay the current fee before the July 1st change. All new permits processed will include a note of the date that the SDC will change.

Thank you,

Jim Baird

RESOLUTION NO. 18-01

A RESOLUTION CONFIRMING, APPROVING AND RATIFYING A TWENTY-SEVEN AND FIVE TENTHS PERCENT (27.5%) SYSTEM DEVELOPMENT CHARGE INFLATIONARY COST IMPACT INCREASE AS MEASURED BY THE ANNUAL CHANGE IN THE PACIFIC NORTHWEST CONSTRUCTION COST INDEX.

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

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

WHEREAS, the October 2017 Engineering News Record reported the construction cost index as 10,719.90; and

WHEREAS, the October 2005 Engineering News Record reported the construction cost index as 8408.98; and

WHEREAS, the increase is calculated as twenty-seven and five tenths percent (27.5%).

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Directors of the Roseburg Urban Sanitary Authority accepts and ratifies an inflationary construction cost adjustment of twenty-seven and five tenths percent (27.5%) for the Authority's sanitary sewer System Development Charges.

Section 2. The inflationary cost impact shall be assessed against the sanitary sewer System Development Charges beginning July 1, 2018 raising the System Development Charge from \$2,007 per equivalent dwelling unit to \$2,559 per equivalent dwelling unit.

THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 11TH DAY OF APRIL 2018.

ATTESTED:

ROSEBURG URBAN SANITARY
AUTHORITY

James V. Baird, General Manager

John Dunn, Board Chair

GENERAL MANAGERS REPORT

Date: April 4, 2018

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

The gravity sewer and force main installation has been completed. The contractor is working on completing the pump station site work.

NW Black Avenue Sanitary Sewer Replacement Project

The project bid opening was March 29th. The apparent low bid was submitted by Cradar Enterprises in the amount of \$642,259.00. The sanitary sewer portion is \$79,424.00, RUSA's portion of the overall construction cost is \$12,878.61 which is 14.37% of the overall costs.

Staff recommends that we provide a notice to the City that RUSA wishes to include the costs associated to replace the sanitary sewer infrastructure within the NW Black Avenues project limits.

Downtown Improvements Phase II

The project is out to bid currently and will close April 5th. We will report to the Board the bid results at the Board Meeting. The project is scheduled to be constructed this summer.

Garden Valley Blvd Sewer Replacement Project

i.e. Engineering has completed the plans. RUSA will put the project out to bid in April.

Winchester Pump Station Force Main Replacement Project

i.e. Engineering will be submitting 90% plans for the roadway construction April 6th to Douglas County. The sanitary sewer force main portion of the design is 30% completed. The deadline for 100% plans is July 5th and the County has scheduled the bid advertisement for November 23, 2018.

This is a joint Douglas County – RUSA project and will be constructed in 2019.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will provide RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Edenbower sewer main extension
 - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street. This project is on hold.
- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Troost Street Subdivision
 - The construction of the improvement for the subdivision is complete. The Engineer's certification, finalized easement, certified test results and as-built drawings are pending.
- Newton Creek Manor
 - The plans and specifications have been approved. This project is on hold.
- Umpqua Health Newton Creek Campus
 - Mainline and sanitary service line are complete. Testing has not taken place at this time.

Preliminary Design

- Loma Vista Pump Station Improvement Study
- Loosley – Woodside Avenue subdivision
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

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 Contractor has crossed Hwy 99 and tied into the existing RUSA sewer system.
- NW Black Avenue Sanitary Sewer Improvement
 - Cradar is the apparent low bidder on this project. The anticipated start date is 5/15/18
- Downtown Intersection Improvements Phase II.
 - This project bid opening is 4/5/2018 and the anticipated start date is 5/24/18
- Garden Valley Sewer Repair
 - Currently reviewing 90 percent drawing
- Winchester Pump Station Pressure Line Replacement
 - Initial engineering underway

ROSEBURG URBAN SANITARY AUTHORITY

MARCH 2018 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 52 work orders.
- Completed CCTV of 19,141 feet of mainline.
- Completed cleaning of 83,204 feet of mainline.
- Completed 76 manhole inspections.
- Repaired 1 manholes.
- Cleaned two lift station wet wells due to grease.
- Assisted two customers due to possible health hazard.
- Completed annual confined space and confined space rescue training.
- Completed quarterly safety inspections.

ENGINEERING DEPARTMENT:

- Completed 227 underground utility locate requests.
- Issued 8 permits and completed 1 inspections.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The underground infrastructure is now in place, the lift station is yet to be completed.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner. The As-Built drawings and Engineer's letter of certification is pending.
- The Contractor has completed the installation of the sanitary sewer for the O'Brien heights subdivision. The contractor has completed the project. Pending Easement the project is complete.
- Finalizing Garden Valley Sewer Repair project
- Black Avenue sewer replacement bid has closed and Cradar is the apparent low.
- Downtown Phase II sewer replacement bid opening is 4/5/2018

FINANCE DEPARTMENT:

- Vacancy Credits: 19 were processed for a total of \$3,323.02 in March.
- Credit cards/eChecks: 600 payments totaling \$29,974.05 were collected in March. 43 payments received at the counter, 23 by voice response system, and 534 on-line.
- Automatic Payments: 1,937 customer accounts are signed up. Received \$76,846.23 or approximately 13.9% of monthly billing.

The following are permits issued during the month of March, 2018:

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 3105 W Woodside Avenue
- 2633 NE Bloomfield Court
- 1327 NW Garden Street

Commercial:

(Construction of new commercial structure(s)/facilities)

- 1620 NW Mulholland Drive (New Hampton Inn)

2) RELAY PERMITS

(Repair and/or replacement of an existing building sewer line(s))

- 1786 NW Patricia Street
- 1182 SE Hawthorne Drive
- 173 SE Lane Street
- 1787 NW Crouch Street

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- None

4) MAIN LINE EXTENSIONS

(Extension of an existing and/or new sanitary sewer main line)

- None

5) MAINS AND LATERALS

(Installation of new sanitary sewer main line(s))

- None

6) SERVICE CONNECTIONS

(Existing stub-out to a property line)

- None

7) TAP CUTS

(Tap cut for connection to sanitary sewer main line)

- None

8) MANHOLE CORE DRILL

(Core drill manhole to connect sanitary sewer line and/or sanitary sewer main line)

- None

9) PLAN REVIEW

(Fee to review plans for new developments, subdivisions, etc.)

- None



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: April 4, 2018
SUBJECT: March 2018 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 97% BOD removal and 98% 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 March 2018, was 229,000 KWHRS with a total Effluent flow of 176.96 million gallons, all went to the river at Outfall 001. The March 2017 electrical consumption was 254,000 KWHRS with a total Effluent flow of 220.20 million gallons all of which went to the river at Outfall 001.
- The polymer we use for the gravity belts was tested to see if it could be used at the screw press. It flocks Ok, however the concentration and equipment to make the concentration high enough doesn't exist at the facilities, so we'll continue to purchase concentrated polymer for the press.
- We experienced high flows during a rain event on the 23rd that required staffing the facilities throughout the night.
- The front lawns were sprayed with moss out and will be thatched, then reseeded next month.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in March:

- *FCC Commercial Furniture*: They were sampled and inspected, the sampled results showed FCC to be within their permit limits.
- *Umpqua Dairy* completed an update to their Slug Control Plan. This plan is updated every two years.
- *Ashley Manor Assisted Living*: We inspected at the clean out with the push camera and their discharge line had no grease build-up.
- *Astro Car Wash*: Their oil water separator looked good.
- *Gilberto's*: Their outside grease interceptor was in satisfactory condition.
- *Scoreboard Tavern*: Their line was inspected with the push camera and showed no sign of grease build up.

NATURAL TREATMENT SYSTEM (NTS)

- Transplanting of cattails from locations at the NTS, into the constructed wetlands near the pumping station continues.

MAINTENANCE ACTIVITIES

- Replaced the water system supply line going to the #1 Gas Compressor.
- Rebuilt the 3-way valve and replaced the solenoid valve for the plant Air Dryer.
- Replaced the pressure relief valves for both #1 and #2 Gas Compressors.

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
13 BOD's 31 pH 13 Fecal/E. Coli
13 TSS 31 Cl2 Res. 4 Ammonia
- Precision results: Accuracy Results:
In Control: 99 In Control: 92
Out of control: 6 Out of Control: 0
- On 3/1/18, we sampled our 2nd set of storm water samples and shipped to NRC for testing.
- On 3/15/18, we sampled Lab water and shipped to NRC for testing.
- We sampled for Semi-annual metals and cyanide 3/12, 3/13, and 3/14. Samples were shipped to NRC on 3/15/18.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Jade assisted at our new Brookings, Oregon project for a week.

UPCOMING EVENTS

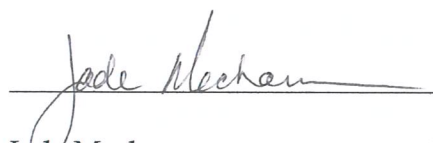
OPERATIONS/NTS:

- Finish transplanting cattails for the season.
- Install a new 1200' irrigation line on the east side of NTS property near the entrance.
- Begin repairing irrigation sprinklers and support rods.

MAINTENANCE:

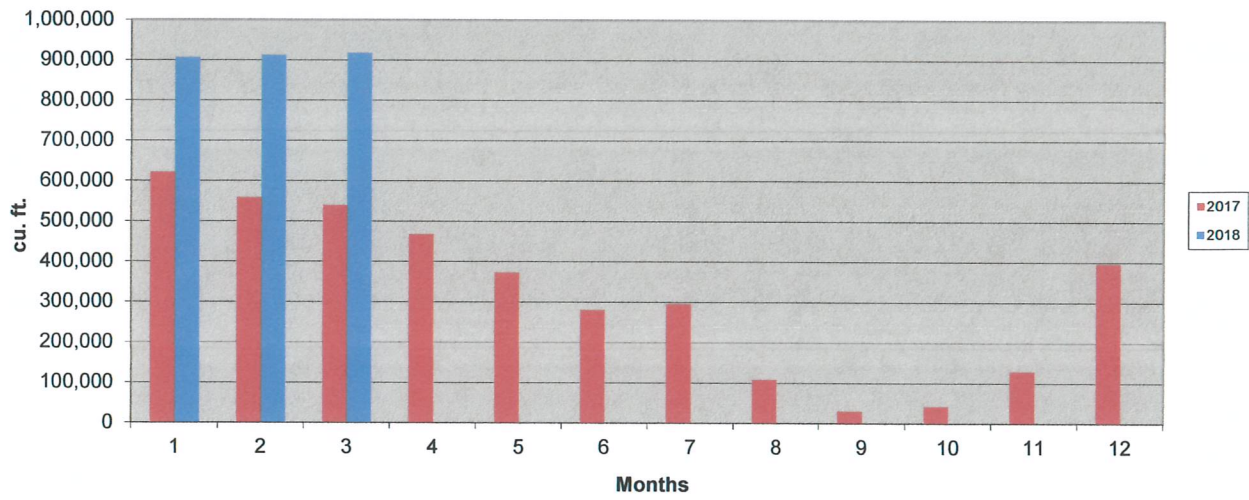
- Replace WAS pump VFD.
- Rebuild the W-3 Strainer.
- Replace generator receptacles and plugs for the Lift stations.

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

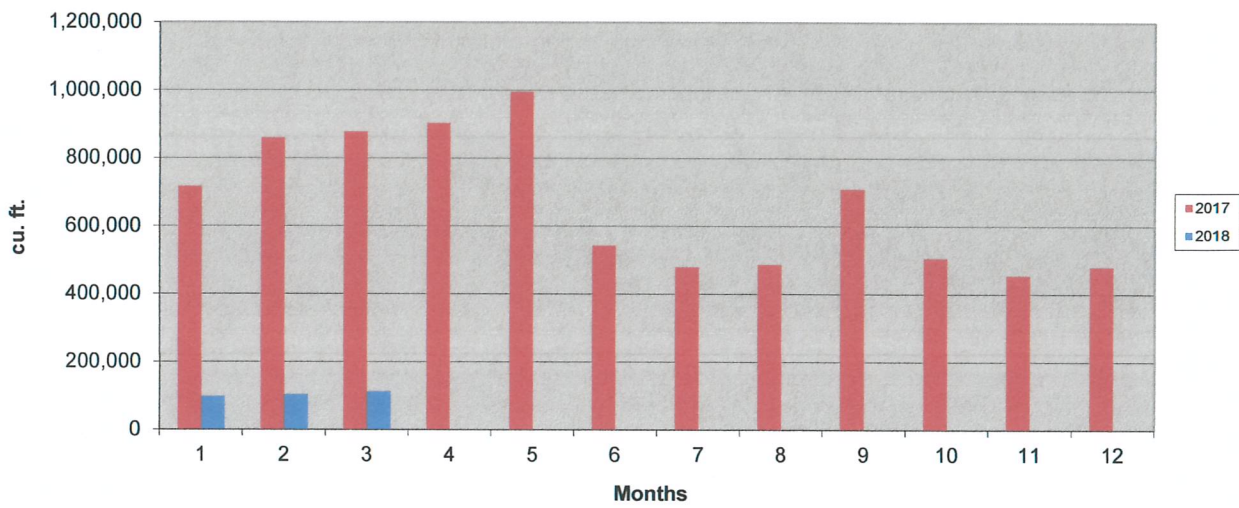
A handwritten signature in dark ink, reading "Jade Mecham", is written over a horizontal line.

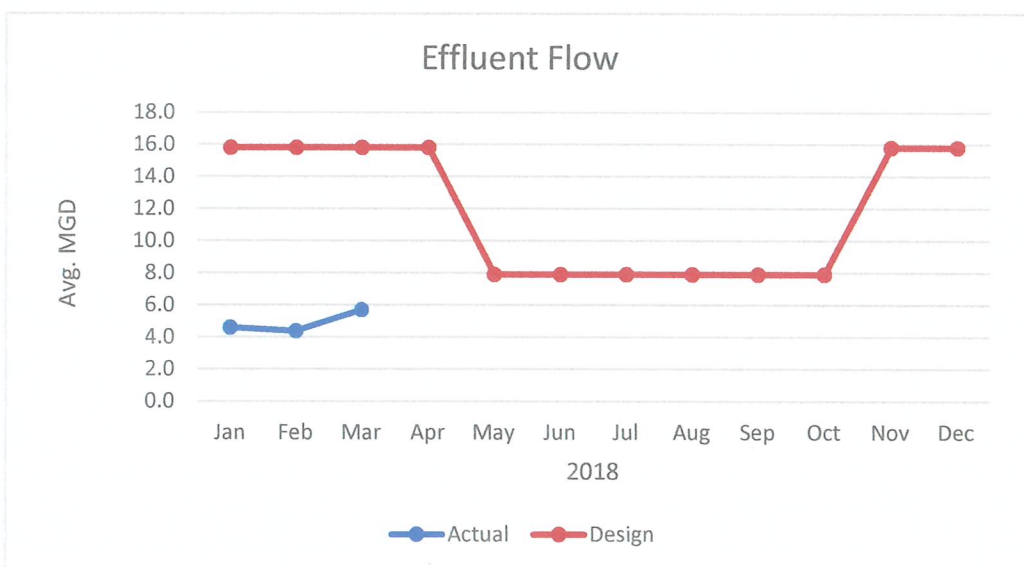
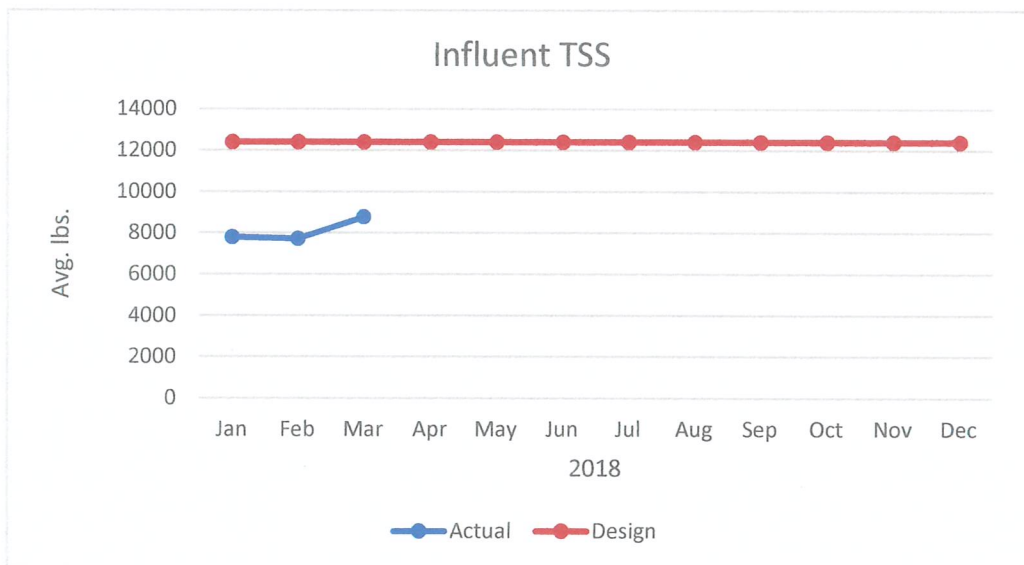
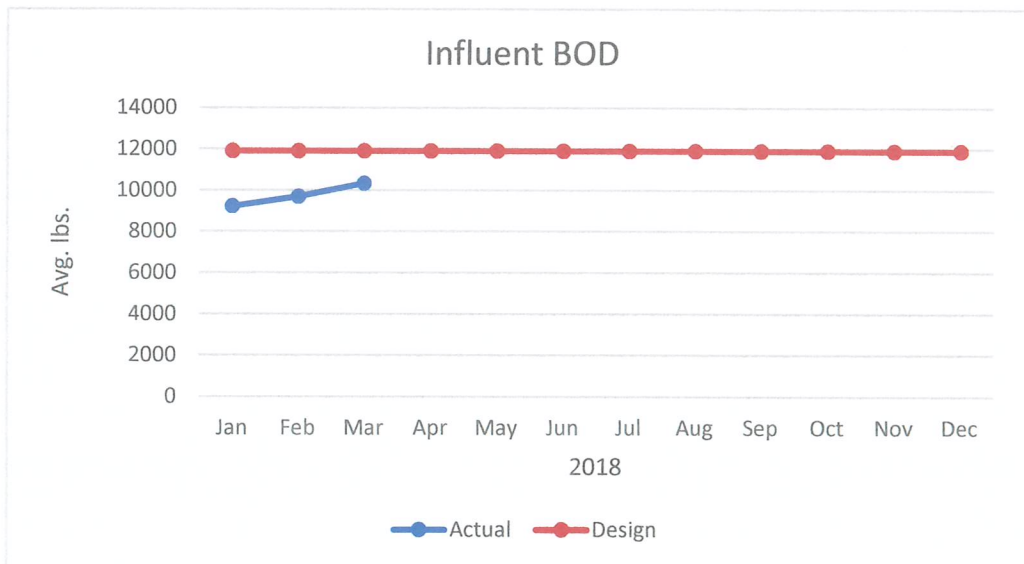
Jade Mecham
Project Manager
CH2M now Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
Apr-17	5.28	8807	6297
May-17	3.72	6888	6019
Jun-17	3.28	7194	5772
Jul-17	2.98	6661	5493
Aug-17	2.94	6326	5492
Sep-17	2.86	6750	5176
Oct-17	3.30	7816	6550
Nov-17	4.45	9093	7534
Dec-17	3.61	8340	6804
Jan-18	4.61	9227	7805
Feb-18	4.39	9702	7725
Mar-18	5.72	10343	8779
SUM	47.14	97147	79446
AVE	3.93	8096	6621
MAX	5.72	10343	8779
MIN	2.86	6326	5176

Limit Summary: (** designates values exceeding limit)
No values exceeding limit.

Location/Parameter	Units	Limit	Actual
Plnt Ef			
BOD 5 - BOD 5 Day 20 Deg C			
Average	MG/L	30	7.54
Max Weekly Avg (Wed Rule) , Beginning: 3/11/2018	MG/L	45	8
Average Loading	lb/day	3800	348
Max Weekly Avg (Wed Rule) Loading, Beginning: 3/18/2018	lb/day	5600.00	431
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 3/23/2018	S.U.	6.10	6.70
Maximum , 3/7/2018	S.U.	8.50	7.27
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	4.92
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 3/4/2018	MG/L	45.00	6.67
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	221.60
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	4
Max Weekly Avg (Wed Rule) , Beginning: 3/18/2018	MPN	406.00	7
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	98
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	97
South Bank 004			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Maximum	MGD	0.00	
Outfall #3 Flow			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Sum	MGD	0.00	

CASH DISBURSEMENT RECAP BOARD MEETING APRIL 11, 2018

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	69,778.58
Total of Regular Checks & ACH Transactions	<u>148,917.72</u>

Total Expenditures (not including Payroll)	<u>218,696.30</u>
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Payroll:

Net Payroll - March 2018	53,388.24
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All Checks & ACH Transactions since the Board Meeting of March 14, 2018	<u>272,084.54</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 4/6/2018 12:10 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX MARCH 18 PR	ASIFlex PR Batch 00001.03.2018 Flexible Spending Acc	03/30/2018 PR Batch 00001.03.2018 Flex	1,108.30
Total for this ACH Check for Vendor ASIFLEX:				1,108.30
ACH	DNB MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR	Internal Revenue Service PR Batch 00001.03.2018 FICA - Employee PR Batch 00001.03.2018 FICA - Employer PR Batch 00001.03.2018 Medicare - Employee PR Batch 00001.03.2018 Medicare - Employer PR Batch 00001.03.2018 Federal Income Tax	03/30/2018 PR Batch 00001.03.2018 FIC. PR Batch 00001.03.2018 FIC. PR Batch 00001.03.2018 Med PR Batch 00001.03.2018 Med PR Batch 00001.03.2018 Fed	4,708.21 4,708.21 1,101.11 1,101.11 5,446.36
Total for this ACH Check for Vendor DNB:				17,065.00
ACH	OR-Rev MARCH 18 PR	Oregon Dept. of Revenue PR Batch 00001.03.2018 Oregon W/Held	03/30/2018 PR Batch 00001.03.2018 Ore	4,381.17
Total for this ACH Check for Vendor OR-Rev:				4,381.17
48237	CIS INS MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR MARCH 18 PR ADJ	CIS Trust PR Batch 00001.03.2018 Medical Ins w/RX PR Batch 00001.03.2018 CCIS Insurance AD&I PR Batch 00001.03.2018 Dental & Vision PR Batch 00001.03.2018 Voluntary Dependent L PR Batch 00001.03.2018 Voluntary Life Insuran PR Batch 00001.03.2018 Life Insurance - er PR Batch 00001.03.2018 Life Insurance - Spous PR Batch 00001.03.2018 CCIS Insurance Long- PR Batch 00001.03.2018 Short-Term Disability Oct-Nov adjustment (Scott O)	03/30/2018 PR Batch 00001.03.2018 Med PR Batch 00001.03.2018 CCI PR Batch 00001.03.2018 Den PR Batch 00001.03.2018 Volu PR Batch 00001.03.2018 Volu PR Batch 00001.03.2018 Life PR Batch 00001.03.2018 Life PR Batch 00001.03.2018 CCI PR Batch 00001.03.2018 Sho PR Batch 00001.03.2018 CCI	23,416.59 21.69 2,928.88 32.56 257.70 137.20 130.66 250.41 108.63 -1.16
Total for Check Number 48237:				27,283.16
48239	CAMPOS D Feb 2018	David Campos Mileage reimbursement - SDAO Conf in Seaside	03/30/2018	270.32
Total for Check Number 48239:				270.32
48240	Express 20335000	Express Services, Inc. Ellen - payroll week ending 3/18/18	03/30/2018	848.41
Total for Check Number 48240:				848.41
48241	REFUND Mar 2018	Amy Goodwin Refund 7 mo of sewer payments for 2640 NW L	03/30/2018	210.00
Total for Check Number 48241:				210.00
48242	VEBA TR 43349 ReportID	HRA VEBA Trust HRA-VEBA prorated (2 new employees)	03/30/2018	1,125.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48242:				1,125.00
48243	MISSCOMM	Mission Communications LLC	03/30/2018	
	1019252a	Lift station monitoring 7/1/18 - 3/31/19		3,047.85
	1019252b	Lift station monitoring 4/1/18 - 6/30/18		1,015.95
	1019252c	Lift station monitoring 4/1/18 - 3/31/19 - Fairgro		563.40
Total for Check Number 48243:				4,627.20
48244	NITOR	Nitor Solutions, Inc.	03/30/2018	
	IN-0923	Computer for CCTV Van		3,113.25
	IN-0923 frt	Shipping - Computer for CCTV Van		24.99
Total for Check Number 48244:				3,138.24
48245	SHRED-IT	Shred-It USA	03/30/2018	
	8124360987	Monthly paper shredding service		78.40
Total for Check Number 48245:				78.40
48246	SHOUDE	Steven R Houde Construction	03/30/2018	
	3-28-18	Install 120' of 4" sewer line - Pioneer Way		4,100.00
Total for Check Number 48246:				4,100.00
48247	USPS	US Postal Service	03/30/2018	
	March 2018	Postage to mail April bills		2,454.48
Total for Check Number 48247:				2,454.48
48248	VERIZON	Verizon Wireless	03/30/2018	
	9803530611	Cellular telephone service		723.90
	9803530611eq	Cellular equipment		100.98
	9803530619	WiFi for TV Van		39.02
Total for Check Number 48248:				863.90
48249	PEBSCO	Nationwide Retirement Solutions	03/30/2018	
	MARCH 18 PR	PR Batch 6.03.2018 Deferred Comp		2,225.00
Total for Check Number 48249:				2,225.00
Total for 3/30/2018:				69,778.58
Report Total (15 checks):				69,778.58

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 4/6/2018 12:22 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	04/11/2018	
	2026705181	Office & kitchen supplies		76.26
	2027004291	Ink for Epson Printer (Christines)		146.93
	2041454022	Paper & kitchen supplies		187.38
	2041951231	Staples plus membership		49.00
Total for this ACH Check for Vendor STAPLES:				459.57
48250	WP	Avista Utilities	04/11/2018	
	March 2018	Natural Gas Usage-March		212.15
Total for Check Number 48250:				212.15
48251	BANNERMC	BANNER BANK	04/11/2018	
	AA 031318	USPS-Certified letter for illegal connection		6.70
	AA 031418	Safeway-Cookies for board mtg		8.48
	AA 032218	Subway-Lunch for math class		69.19
	AA 032418	Microsoft-Business Essentials subscription (7)		35.00
	CM 031518	OSCPA-Dues FYE 19 (Christine)		305.00
	CM 032418	Microsoft-Office 365 Business Subscription (11)		137.50
	DF 030618	CDW-G: Black ink cartridges		275.88
	DF 030618	Newegg-Replacement SSD for Dave's PC		166.98
	DF 031518	Walmart-Wireless network adapter for Jim's PC		26.88
	DF 031618	Walmart-Wireless network adapter/patch cords		58.88
	DF 031618	Walmart-Returned Wireless network adapter		-26.88
	DF 031718	TechSmith-Upgraded 5 "Snagit" screen licenses		161.20
	DF 031918	CDW-G: Credit for damaged ink cartridge		-68.97
	DF 032118	Amazon-Adaptor for SSD for Dave's PC		58.56
	DF 032618	Newegg-Accessories for new TV laptop		470.19
	DF 032618	Newegg-Accessories for new TV laptop		59.99
	DF 032618	Newegg-Video capture device for TV Van laptop		66.99
	DR 031418	Fred Meyer-Staff mtg supplies		32.20
	GO 030618	Ten Down-DCUCC Lunch (Greg)		15.00
	JB 032718	Walgreens-Calculator batteries		12.98
	KB 030218	Coastal-Work boots for L.M.		143.99
	KB 031318	Coastal-Rain gear for KB/LM		239.96
	KB 031518	Harbor Freight-Tow straps for work trucks		71.94
	KB 032318	Batteries Plus Bulbs-New batteries for TV Van		780.00
	MC 022818	Tri-Electronics: 2 new handsets of Motorola		114.32
	MC 022818	Coastal-Raffle prize for home show		286.98
	MC 030218	Grocery Outlet-waters for home show booth		2.67
	MC 031318	Coastal-Hi-Viz sweatshirt for Leland		37.59
	MC 031318	Home Depot-wrench for camel water valve		2.99
	MC 032018	Pizza Palace-UBOS lunch for MC,SL,KB,DR,RK		74.74
	RC 030118	Apex-flusher skids		8.45
	RC 031518	Walmart-Case for crew work phone		35.96
	RC 031618	Home Depot-Duct tape for service vehicles		35.92
	RK 030118	Amazon-Home Show display item		19.99
	RK 030618	Ten Down Bowling-DCUCC Lunch-RK		16.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RK 030718	USPS-Certified Mail		6.70
	SL 030118	UVHBA-Umpqua Villy Home Show fee		60.00
	SL 031418	Quality Logo Products-Toilet stress & Poo Emoj		1,209.00
	SL 031518	In the News-Wall Plaque		255.00
	SL 031518	Urgent Care-CDL Physical (Steve)		118.00
	SL 031918	EO AWWA/PNCWA-Asbestos Class (Steve L)		60.00
	SL 032118	Cal State Sac-Collection Correspondence Course		153.00
Total for Check Number 48251:				5,604.95
48252	BIOMED 62875	bio-MED Testing Services Inc DER Training (Steve), CDL Files, 2 MVRs	04/11/2018	166.00
Total for Check Number 48252:				166.00
48253	CH2M 4067131a 4067131b 4067131c 4067131d	CH2M Inc. Plan reviews Proj Mgmt/Accounting Proj Mgmt/Accounting Engineering Study (Winchester Pump Station Fo	04/11/2018	1,322.90 66.62 66.62 2,135.67
Total for Check Number 48253:				3,591.81
48254	OMI 66976	CH2MHill OMI Professional Services per contract	04/11/2018	120,453.57
Total for Check Number 48254:				120,453.57
48255	Chytka 126310	Chytka Pest Control LLC Pest Control-March	04/11/2018	40.00
Total for Check Number 48255:				40.00
48256	WATER March 2018 March 2018 Bulk	City of Roseburg Water service-Admin Bulk water usage-March	04/11/2018	190.44 208.33
Total for Check Number 48256:				398.77
48257	CORIX 17813007011	Corix Water Products (US) Inc. Rain Gear	04/11/2018	127.50
Total for Check Number 48257:				127.50
48258	DFN April 2018 April 2018 April 2018 April 2018 Admi April 2018 High April 2018 Host April 2018 NTS April 2018 Wilb April 2018Keady	Douglas Fast Net Internet Services-Wilbur 2 PS Internet Services-No. Bank PS Internet Services-Winchester P Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-NTS Internet Services-Wilbur 1 PS Internet Services-Keady Ct	04/11/2018 Service: 105794 Service: 105793 Service: 105795 Service: 14806 Service: 105797 Service: 23920 Service: 105796 Service: 106289	61.64 61.64 64.14 202.71 64.14 10.28 51.37 64.14 64.14
Total for Check Number 48258:				644.20
48259	EARTH 131590 225874	EARTH20 Water supplies Water supplies	04/11/2018	47.25 17.05

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48259:				64.30
48260	EOFF	Eoff Electric Supply	04/11/2018	
	S007202448.004	Portable Generator Receptacle/Plug		6,757.86
	S007202448.005	Portable Generator Plug		831.00
	S007202448.006	Portable Generator Plug		831.00
Total for Check Number 48260:				8,419.86
48261	Express	Express Services, Inc.	04/11/2018	
	20359966	Ellen for payroll week 3/25/18		917.20
	20401868	Ellen-Payroll week 4/1/18		550.32
Total for Check Number 48261:				1,467.52
48262	FLURY	Flury Supply Company	04/11/2018	
	D 1326	Lay flat hose		63.15
	D 1363	Camel hose crimp		20.00
Total for Check Number 48262:				83.15
48263	GRAPHDIM	Graphic Dimensions, Inc.	04/11/2018	
	1277	Cut April UB Bills		36.30
Total for Check Number 48263:				36.30
48264	HDPE	HDPE Supply	04/11/2018	
	OL6945	Elofit Electrofusion Welding Machine w/Barcod		3,021.00
Total for Check Number 48264:				3,021.00
48265	COASTAL	John Deere Financial f.s.b.	04/11/2018	
	H25840	V Jacket-Kyle B		37.59
	H30222	Safety jacket and overall		119.98
Total for Check Number 48265:				157.57
48266	Kelley	Kelley Imaging Systems, Inc.	04/11/2018	
	IN374914	Copier Maintenance 4/12/18-7/11/18		227.76
Total for Check Number 48266:				227.76
48267	LOWES	Lowes	04/11/2018	
	902311	Screw hook		1.16
Total for Check Number 48267:				1.16
48268	MSTRCR	MasterCare Cleaning Co Inc	04/11/2018	
	2808J	Janitorial Services-March		390.00
Total for Check Number 48268:				390.00
48269	MTMCOMM	MTM Communications	04/11/2018	
	439204022018	Answering Service-April		46.78
Total for Check Number 48269:				46.78
48270	OR-LIN	Oregon Linen, Inc.	04/11/2018	
	162664	Laundry services		24.60
	165551	Laundry and soap services		64.55
	168392	Laundry and Jeans (Kyle V & Leland)		162.60
	171266	Laundry services		24.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	174115	Laundry services		24.60
			Total for Check Number 48270:	300.95
48271	OHDDoor 103503	Overhead Door Co. of Roseburg Replace circuit board & sensor-truck bay	04/11/2018	275.00
			Total for Check Number 48271:	275.00
48272	Premium 21240	Premium Landscape, Inc. Monthly Maintenance-March	04/11/2018	180.25
			Total for Check Number 48272:	180.25
48273	PRINTS 28654	Prints Charming Shirts-Kyle & Leland	04/11/2018	74.00
			Total for Check Number 48273:	74.00
48274	RSBG-AUD 29606	Roseburg Audiology Center Pure tone audiometry (Kyle V & Leland)	04/11/2018	70.00
			Total for Check Number 48274:	70.00
48275	A&I 773511 773740 775047	Roseburg Auto & Truck Supply Bulbs for CCTV Fuel treatment-TV Van Antifreeze, oil & windshield wash for Camel	04/11/2018	27.39 32.31 24.90
			Total for Check Number 48275:	84.60
48276	RSBG-DIS 1015229	Roseburg Disposal Company Garbage disposal service-March	04/11/2018	56.50
			Total for Check Number 48276:	56.50
48277	SDAO WCSDA2016059142	Special Districts Insurance Services Reimburse WC Claim	04/11/2018	548.20
			Total for Check Number 48277:	548.20
48278	UBWA March 411LM March 425LM March 606LM	Umpqua Basin Water Association Water usage-411 Long Meadows Water Base Rate-425 Long Meadows Water Base Rate-606 Long Meadows	04/11/2018	71.51 20.00 20.00
			Total for Check Number 48278:	111.51
48279	UMPQUARF 19684	Umpqua Quarries, LLC Rock for NTS Roads	04/11/2018	147.37
			Total for Check Number 48279:	147.37
48280	UNITED 155113570-001 155798333-001	UNITED RENTALS (NORTH AMERICA) Shoring hose repair Safety glasses	04/11/2018	39.00 12.00
			Total for Check Number 48280:	51.00
48281	WECO CP-00029073	WECO Fuel Usage-March	04/11/2018	1,404.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48281:				1,404.42
Total for 4/11/2018:				148,917.72
Report Total (33 checks):				148,917.72



Roseburg Urban Sanitary Authority
Attention: Jim Baird
P.O. Box 1185
Roseburg, OR 97470

Please remit to:

CH2M Inc.
PO Box 200991
Dallas, TX 75320-0991

CH2M HILL Tel: 541-752-4271
Corvallis Office Fax: 541-752-0276

Date: 04/05/18
Project No.: 107769
Client Ref No.: 016700
Invoice No.: **4067131**

INVOICE

For engineering services from February 24, 2018, through March 30, 2018, in connection with the following:

Plan Reviews

Professional Services:

Chang, Alan

<u>Hrs</u>	<u>Amount</u>
7.0	\$1,322.90
	<hr/> \$1,322.90

Expenses:

\$0.00

Total Plan Reviews: \$1,322.90

Project Management/Accounting

Professional Services:

Hurt, Lori

<u>Hrs</u>	<u>Amount</u>
1.3	\$133.24
	<hr/> \$133.24

Expenses:

\$0.00

Total Project Mgmt/Project Acctg Tasks: \$133.24

Winchester

Professional Services:

Chang, Alan

Morse, Daniel

Ferrari, Gaston

<u>Hrs</u>	<u>Amount</u>
6.0	\$1,087.32
1.0	\$152.49
6.0	\$895.86
	<hr/> \$2,135.67

Expenses

\$0.00

Total Winchester: \$2,135.67

TOTAL DUE THIS INVOICE

\$3,591.81