



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

REGULAR MONTHLY BOARD MEETING

July 11, 2018

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

**July 11, 2018
RUSA Board Room
4:00 p.m.**

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griese

Kelsey Wood

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. June 13, 2018 Board Meeting
- 4. 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
 - g. Natural Treatment Facility
 - h. Wastewater Treatment Plant Fuel Tank Removal
 - i. Engineering Department Vehicle Replacement
 - j. Collection Department Vehicle Replacement
 - k. Collection Department CCTV Van Replacement
 - l. Collection Department CCTV System Replacement
- 5. New Developments**
- 6. Staff Report**
- 7. ch2m (Jacobs) Plant Operations Report**
- 8. Annual Turnovers to Douglas County Assessor**
- 9. Accounts Payable**
- 10. 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 June 13, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Supervising Engineering Tech III Ryon Kershner, Accounting Specialist Angela Allen, Finance Director Christine Morris and CH2M Project Manager Jade Mecham, Ron Thames.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, May 9, 2018.

David Campos moved to approve the minutes, as presented, for the Wednesday, May 9th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Jerry Griese seconded the motion.
The motion passed unanimously.

Public Hearing – Fiscal Year 2018-2019 Budget

There were no comments from the public regarding the Fiscal Year 2018-2019 Budget.

Resolution No. 18-02 Adopting the 2018-2019 Budget and Making Appropriations

Resolution No. 18-02 was presented to the Board.

David Campos moved to approve Resolution No. 18-02 Adopting the 2018-2019 Budget and Making Appropriations.
Jerry Griese seconded the motion.
The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The contractor is working on completing the pump station site work, the sewer and force main are done and the electrical is nearing completion. Staff and the Back Nine Development Group are working on a development agreement to finalize the outstanding issues so that the subdivision plat can be finalized. Coke would like to be able to start on the construction of their new site, so in an effort to help that along we will likely use an agreement similar to what the County uses to ensure that the subdivision work is completed.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer is under construction and is about 80% complete. The main is in on Black Avenue and now they are working on the side streets.

Downtown Improvements Phase II

The Contractor, Brown Construction started work on the project in May. The sanitary sewer has been completed and is ready for testing and the old connections to be capped. This project cleaned up some I & I as well as some non-conforming lines.

Garden Valley Blvd Sewer Replacement Project

The Contractor, Cradar Enterprises, was given the notice of award on May 18, 2018. The Contractor is gathering the required bonds, insurance binders, etc. Once the documents are received, RUSA will sign the contract and a pre-construction meeting will be scheduled.

We have started to negotiate the change order to add the building sewer that services Los Dos Amigos Fiesta Restaurant to the contract. We are also working on an alternative with Roto-Rooter to pipe burst, but haven't received the pricing.

Winchester Pump Station Force Main Replacement Project

Douglas County has suspended the design work until an agreement can be reached with the City for jurisdiction of the road after construction. i.e. Engineering is continuing the design work on the force main if the County and City reach an agreement and the project work is approved to start again. Jim had heard a report that the City gave the City Manager, Lance Colley, approval to negotiate the agreement.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. This is fill-in work for them since we are not in a rush, so it could take some time before we receive their findings.

Natural Treatment Facility Improvement

As part of the annual Farm Operation Plan submitted to the DEQ, RUSA outlines improvements that we will be doing at the facility during the next year. One of the ongoing improvements that we have been doing is to construct berms to control the overland flow to minimize the migration of silt to Sylman Creek. The Collection Crew has been working on this project over the last month and completed most of the work in area 1-L.

The electric motor on the high-level pump has failed. This motor is past the warranty period. John thought that we had purchased an extended warranty, Jade had called the manufacturer and inquired about an extended warranty, but they did not have it in their records. Jim and Jade will look into the original contract to see if that information is in there to provide to the manufacturer, since everything was purchased by Knife River through United Pipe, which is no longer in business.

Quotes were received to repair the motor and due to a time constraint and shipping costs, HPS Electric was the low bid and they are working on the motor at this time.

Jade is currently looking for some alternative methods to run the pumps in the event we have a motor failure in the future. This could include testing them in April, but this will have to be cleared through DEQ since it is outside the current permit parameters.

Wastewater Treatment Plant Underground Fuel Tanks

When our insurance agent, Brown and Brown Northwest, was soliciting insurance companies for coverage for the three underground fuel storage tanks there was only one company that would issue a policy. The cost for coverage increased \$8,522.43 to \$10,642.95 for a one-year policy. Our agent informed us that the specific coverage for our type of tanks may not be available in the future.

We solicited bids from companies licensed to remove the tanks and the low bid was from First Strike Environmental Co. in the amount of \$21,490. We have issued First Strike Environmental a purchase order to remove the tanks, however, any contaminated soil removal and testing costs will be added to the bid amount. The work will be completed this summer.

CH2M Report

Jade Mecham, Project Manager, advised that the NTS is receiving effluent and biosolids are being applied on approved sites.

ACWA went on a tour after their board meeting that was held at the RUSA Office.

FOG efforts are on-going.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the June 13th, 2018 Accounts Payable. There was a short discussion regarding some line items.

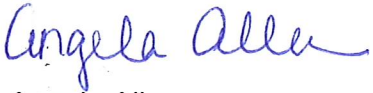
David Campos made a motion to approve the Accounts Payable and Addendum as presented. Jerry Griesse seconded the motion. The motion passed unanimously.

Other Business

Jim Baird made a request to the Board to contribute to a retirement gift for Dean Ronk. The Board decided that no more than \$500.00 shall be spent towards a retirement gift.

There being no further business to come before the Board, the meeting was adjourned at 4:38 p.m.

Respectfully submitted,



Angela Allen
Accounting Specialist

GENERAL MANAGERS REPORT

Date: 7/2/18

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 contractor is working on completing the pump station site work. Staff and the Back Nine Development Group are working on a development agreement to finalize the outstanding issues so that the subdivision plat can be finalized.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer is under construction and is about 95% complete.

Downtown Improvements Phase II

The Contractor, Brown Construction, has started work on the project. The sanitary sewer construction is complete, there is one abandoned line that needs to be filled with slurry to complete the project.

Garden Valley Blvd Sewer Replacement Project

The Pre-Construction meeting was held on June 26th. The Contractor, Cradar Enterprises, was given the notice to proceed on June 29th. The Contractor will begin work on July 9th and complete the project on or before August 7th. The construction will be completed during the day with all lanes of traffic open to vehicles by 3:00 pm each day.

RUSA staff will be replacing the building sewers east from the rail road tracks to Stephens Street. Staff will be working during the night to complete the work. Staff will start the construction July 22nd and complete the work July 27th.

Winchester Pump Station Force Main Replacement Project

Douglas County has suspended the design work until an agreement can be reached with the City for jurisdiction of the road after construction. i.e. Engineering is continuing the design work on the force main if the County and City reach an agreement and the project work is approved to start again.

Douglas County and the City of Roseburg are now discussing an agreement for the City to take over the section of Highway 99 that will be reconstructed.

Loma Vista Pump Station Study

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

Natural Treatment Facility

The electric motor on the high-level pump has been repaired and installed. The final cost to repair the motor was \$20,437 after a \$500 instant rebate from the Oregon Energy Trust as part of the State of Oregon's Green Motor Initiative.

The pump and motor are working well, and we have started watering the high levels of the NTS.

Wastewater Treatment Plant Underground Fuel Tanks

First Strike has scheduled the removal of the underground fuel tanks at the WWTP. They will start the week of July 16th, the process will take about five working days as long as there is not any contaminated soil encountered.

Engineering Department Pickup Truck Replacement

The 2011 Chevrolet 2500 extra cab pickup is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 approved budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$33,332 (plus license and title fees) for a 2018 Ford F150 extra cab. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$30,754.36 plus license and title fees) for a \$2,577.64 savings. List price for this vehicle is \$43,500.

Staff recommends that the Board approve awarding the purchase of a new 2018 Ford F150 extra cab pickup to Butler Ford in the amount of \$30,754.36 plus license and title fees.

Collection Department Service Truck Replacement

The 2011 Ford F450 service truck is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 approved budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$35,193 (plus license and title fees) for a 2019 Ford F450 cab chassis truck. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$34,508.72 plus license and title fees) for a \$684.28 savings. List price for this vehicle is \$41,455.00.

Staff recommends that the Board approve awarding the purchase of a new 2019 Ford F450 cab chassis truck to Butler Ford in the amount of \$34,508.72 plus license and title fees.

Collection Department CCTV Van Replacement

The 2008 Mercedes-Benz Sprinter Van is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 approved budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$51,850 (plus license and title fees) for a 2019 Mercedes-Benz Sprinter Van. We looked into purchasing a Ford Transit to lower the total cost of the new CCTV Van with the availability of a local service facility (the closest Mercedes-Benz service center is located in Portland, OR). We requested a quote from NJPA for a Ford Transit and received a price of \$41,507.61. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$36,650.32 plus license and title fees) for a \$4,857.29 savings from the NJPA price and a \$15,199.68 savings from the Sprinter quote from NJPA.

Staff recommends that the Board approve awarding the purchase of a new 2019 Ford Transit Van to Butler Ford in the amount of \$36,650.32 plus license and title fees.

We will provide a separate quotation for the CCTV equipment.

Collection Department CCTV Equipment Replacement

The 2008 CCTV equipment is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 approved budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote from True North Equipment for a new Envirosight CCTV system to be installed in a new Ford Transit. The quotation was \$334,841.69 installed in a RUSA provided van.

Staff recommends that the Board approve awarding the purchase of a new Envirosight CCTV system to True North Equipment in the amount of \$334,841.69.

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.
- Newton Creek Manor
 - This project is 95 percent complete. The mainline and manholes are in place.
- Umpqua Health Newton Creek Campus
 - Mainline and sanitary service line are complete. Testing has not taken place at this time.
- Woodside Village is 95 percent complete

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- 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 underground infrastructure is in place. The lift station has not been completed.
- NW Black Avenue Sanitary Sewer Improvement
 - Cradar has begun digging mainline. The sewer portion of the project should be complete 6/22/2018.
- Downtown Intersection Improvements Phase II.
 - This project is 98 percent complete pending abandonment of 24 inch line under United way and final testing
- Garden Valley Sewer Repair
 - Cradar will begin work to begin 7-9-2018.
- Winchester Pump Station Pressure Line Replacement
 - Initial engineering underway

ROSEBURG URBAN SANITARY AUTHORITY

June 2018 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 31 work orders.
- Completed CCTV of 17,602 feet of mainline.
- Completed cleaning of 32,111 feet of mainline.
- Completed 106 manhole inspections.
- Repaired 4 Manholes.
- Continued annual berm, check dam, road and ditch maintenance at NTS.
- Constructed block retaining wall at RUSA parking lot

ENGINEERING DEPARTMENT:

- Completed 219 underground utility locate requests.
- Issued 10 permits and completed 10 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.
- Black Avenue sewer replacement is 95 percent complete.
- Downtown Phase II sewer replacement Construction should be complete they have one line to abandon and final testing left
- Garden Valley Sewer Replacement will begin July 9,2018 and is scheduled to take 30 days
- Newton Creek Manor mainline extension is now complete.
- Woodside Village mainline extension is 95 percent done. There only testing left.

FINANCE DEPARTMENT:

- Vacancy Credits: 6 were processed for a total of \$1,225.00 in June.
- Credit cards/eChecks: 682 payments totaling \$35,303.79 were collected in May. 60 payments received at the counter, 33 by voice response system, and 589 on-line.
- Automatic Payments: 1,953 customer accounts are signed up. Received \$77,863.81 or approximately 14.13% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: July 5, 2018
SUBJECT: June 2018 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal 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 June 2018, was 221,000 KWHRS with a total Effluent flow of 85.69 million gallons, all of which went to Outfall 002 (NTS). The June 2017 electrical consumption was 247,000 KWHRS with a total Effluent flow of 98.04 million gallons, all of which went to Outfall 002 (NTS).
- Both liquid and dewatered biosolids were applied during the month.
- Tours were given to the entire 6th grade over 4 days for Fremont Middle School.
- Land ownership changed for one of our biosolids customers, we have requested and provided the DEQ with all the data as though the site was a new application for approval.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in June:

- *Steel Head Run:* Their interceptor was about half full, outfall looked to be in good condition.
- *Taco Bell:* Their interceptor was half full and the outfall was in satisfactory condition.
- *Wal Mart:* Their interceptor was about one quarter full and the outfall showed no signs of losing grease.
- *Splitz:* Their outfall into the clean-out showed no signs of grease build up.
- *El Dorado:* There was some buildup of grease in their discharge line. They are set up with a small inside grease trap and an automatic dishwasher upstream, that is overloading the trap with hot water and detergent.

NATURAL TREATMENT SYSTEM (NTS)

- The high-pressure pump was put back into service after repairs.
- Began installing a new water line in 1L east.
- We had a six-inch line in 1L West come apart at the battery-operated valve for that zone. HD Fowler repaired their weld on the pipe without charge.

- Monitoring probes are retrieved, downloaded and launched monthly from 3 different locations for pH, temperature and dissolved oxygen at the river and NTS discharge.

MAINTENANCE ACTIVITIES

- Replaced the Generator receptacle for the North Bank Station to the new style.
- Replumbed the Chlorine Injection system with new PVC, Pressure Regulator and Ball Valve parts.
- Had the back, mounting board replaced for the power switch gear at the North Bank Station.
- Replaced the Digester Gas sensor for the Gas Compressor room.
- Replaced the High-level float at the Fairgrounds Station.
- Replaced the broken all-thread for the discharge piping plus added two additional strain relief rods at the Winchester Station.
- Replaced the old float control system with an Ultrasonic level controller for pump controls at both Wilbur #1 & Wilbur #2 Stations.
- Installed a redundant high float for the wet well at the Wilbur #1 & Wilbur #2 Stations.

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.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 124

12 CBOD's	30 pH	12 Fecal/E. Coli	4 TKN	4 Nitrate
12 TSS	30 Cl2 Res.	12 Ammonia	18 Total Phosphorus	
- Precision results:

In control: 124	Accuracy Results:
Out of control: 0	In Control: 112
	Out of Control: 0
- On 6/20/18, we collected lab water samples and shipped to NRC for analysis.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Jade went to Wilsonville to perform loader training. RUSA was not billed time for that day.

UPCOMING EVENTS

OPERATIONS/NTS:

- Complete the water line in 1L East
- Irrigation repairs.

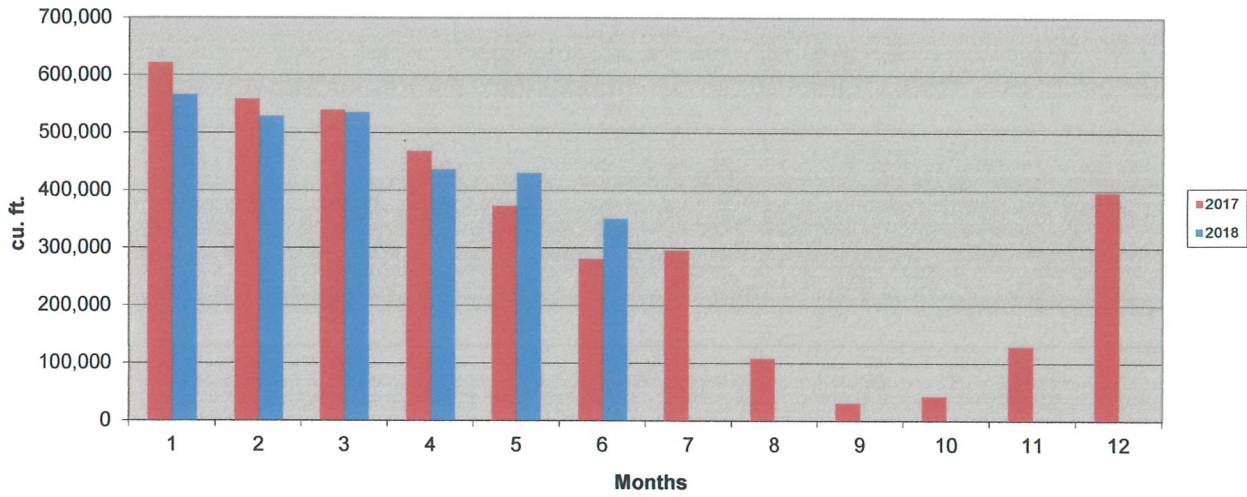
MAINTENANCE:

- Finish replacing the Sludge Transfer VFDs.
- Rebuild the W-3 Strainer.
- Install Catwalk system for the Screw Press.

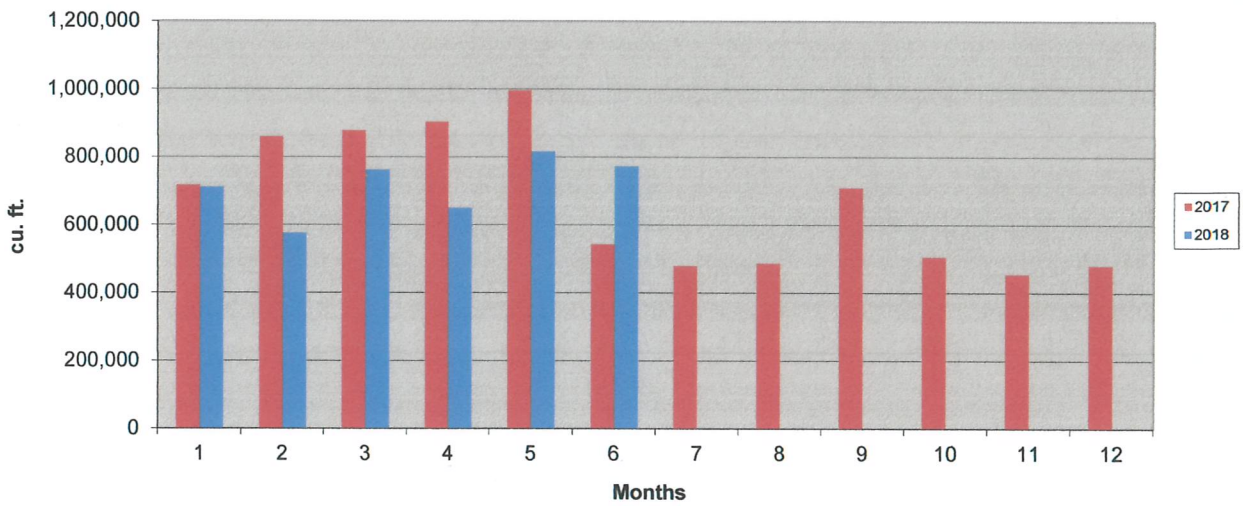
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs
 12 Month Moving Avg.
 Violation Sum-Limit Report

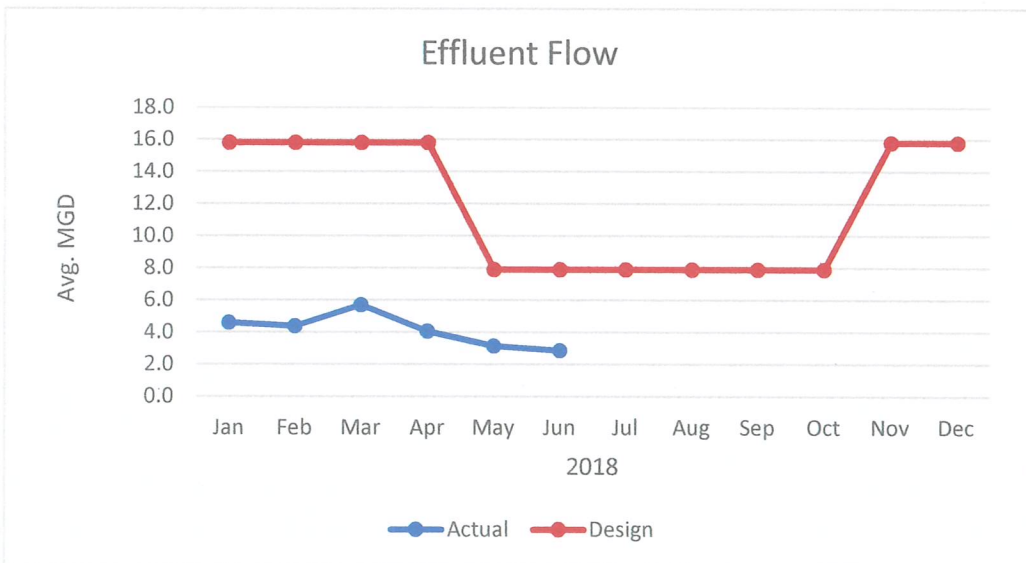
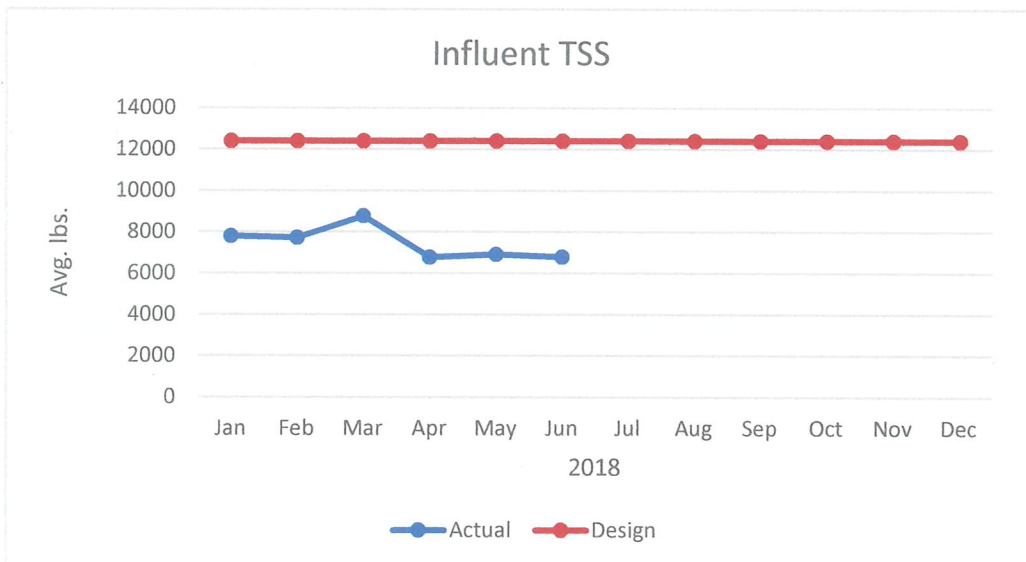
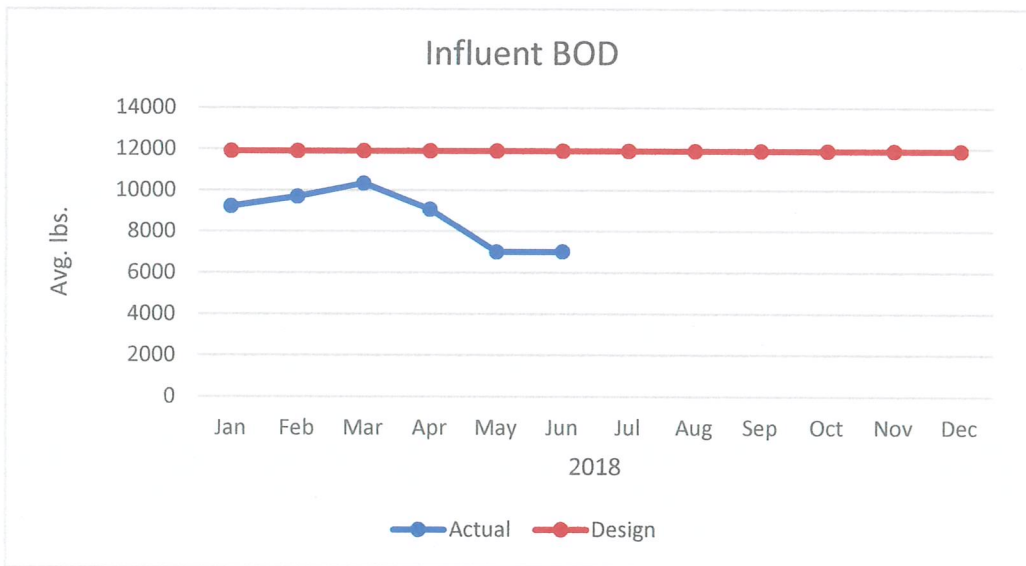

Jade Mecham
Project Manager
Jacobs

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
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
Apr-18	4.08	9078	6784
May-18	3.15	7012	6919
Jul-18	2.87	7027	6826

SUM	44.96	97375	81887
AVE	3.75	8115	6824
MAX	5.72	10343	8779
MIN	2.86	6326	5176

Limit Summary: (** designates values exceeding limit)
2 values exceeding limit.

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	5.75
Max Weekly Avg (Wed Rule) , 6/3/2018	MG/L	15.00	7.67
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 6/4/2018	S.U.	6.30	6.53
Maximum , 6/19/2018	S.U.	8.50	7.17
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
** Average	MG/L	10.00	10.58
Max Weekly Avg (Wed Rule) , 6/3/2018	MG/L	15.00	19.00
** 6/3/2018			19.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	98
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	96
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	11
Maximum , 6/5/2018	MG/L	na	18
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	16
Maximum , 6/4/2018	MPN	406	45
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum	MKCal	na	

We are in summer mode of operations with flow being sent to Outfall 002 (Natural Treatment System).



Sewer Bill Turnovers to Douglas County Tax Assessor

	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>
Letters Mailed in May	547	547	490	426	452	569	540	541	516
Total Amount Outstanding at Mailing	\$ 173,202.93	\$ 193,332.74	\$ 181,901.58	\$ 191,541.85	\$ 189,584.99	\$ 263,416.53	\$ 280,190.45	\$ 282,412.22	\$ 276,005.32
Number of Accounts Turned Over	304	332	363	334	362	403	397	374	357
Total Amount Turned Over Less Penalty	\$ 131,499.45	\$ 140,339.31	\$ 137,965.92	\$ 146,151.61	\$ 151,289.86	\$ 163,713.20	\$ 224,967.26	\$ 210,772.40	\$ 194,684.65
Total Amount Turned Over w/ Penalty	\$ 162,119.17	\$ 165,849.24	\$ 166,878.04	\$ 177,008.49	\$ 183,828.83	\$ 199,195.98	\$ 272,916.42	\$ 255,914.15	\$ 237,011.79

CASH DISBURSEMENT RECAP BOARD MEETING JULY 11, 2018

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	65,202.08
Total of Regular Checks & ACH Transactions	<u>218,900.59</u>

Total Expenditures (not including Payroll)	<u>284,102.67</u>
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Payroll:

Net Payroll - June 2018	59,265.49
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All Checks & ACH Transactions since the Board Meeting of June 13, 2018	<u>343,368.16</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 7/6/2018 12:17 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX	ASIFlex	06/29/2018	
	June 18 PR	PR Batch 00001.06.2018 Flexible Spending Acc	PR Batch 00001.06.2018 Flex	1,263.85
	June 18 PR	PR Batch 00001.06.2018 Dependent Care FSA	PR Batch 00001.06.2018 Dep	83.33
Total for this ACH Check for Vendor ASIFLEX:				1,347.18
ACH	DNB	Internal Revenue Service	06/29/2018	
	June 18 PR	PR Batch 00001.06.2018 FICA - Employer	PR Batch 00001.06.2018 FIC.	5,295.01
	June 18 PR	PR Batch 00001.06.2018 Medicare - Employee	PR Batch 00001.06.2018 Med	1,238.36
	June 18 PR	PR Batch 00001.06.2018 Medicare - Employer	PR Batch 00001.06.2018 Med	1,238.36
	June 18 PR	PR Batch 00001.06.2018 FICA - Employee	PR Batch 00001.06.2018 FIC.	5,295.01
	June 18 PR	PR Batch 00001.06.2018 Federal Income Tax	PR Batch 00001.06.2018 Fed	7,064.52
Total for this ACH Check for Vendor DNB:				20,131.26
ACH	OR-Rev	Oregon Dept. of Revenue	06/29/2018	
	June 18 PR	PR Batch 00001.06.2018 Oregon W/Held	PR Batch 00001.06.2018 Ore	5,138.97
Total for this ACH Check for Vendor OR-Rev:				5,138.97
ACH	PBPP	Pitney Bowes Purchase Power	06/29/2018	
	Ink	Ink cartridge for postage meter		98.79
	Postage 5/17/18	Added postage to meter		150.00
Total for this ACH Check for Vendor PBPP:				248.79
48405	CIS INS	CIS Trust	06/29/2018	
	June 18 PR	PR Batch 00001.06.2018 CCIS Insurance AD&I	PR Batch 00001.06.2018 CCI	19.37
	June 18 PR	PR Batch 00001.06.2018 Dental & Vision	PR Batch 00001.06.2018 Den	2,770.38
	June 18 PR	PR Batch 00001.06.2018 Voluntary Dependent L	PR Batch 00001.06.2018 Volu	29.60
	June 18 PR	PR Batch 00001.06.2018 Voluntary Life Insuran	PR Batch 00001.06.2018 Volu	255.55
	June 18 PR	PR Batch 00001.06.2018 Life Insurance - er	PR Batch 00001.06.2018 Life	133.73
	June 18 PR	PR Batch 00001.06.2018 Life Insurance - Spous	PR Batch 00001.06.2018 Life	129.68
	June 18 PR	PR Batch 00001.06.2018 CCIS Insurance Long-	PR Batch 00001.06.2018 CCI	229.49
	June 18 PR	PR Batch 00001.06.2018 Medical Ins w/RX	PR Batch 00001.06.2018 Med	22,151.89
	June 18 PR	PR Batch 00001.06.2018 Short-Term Disability	PR Batch 00001.06.2018 Sho	102.13
Total for Check Number 48405:				25,821.82
48406	PEBS CO	Nationwide Retirement Solutions	06/29/2018	
	June 18 PR	PR Batch 00001.06.2018 PEBS CO	PR Batch 00001.06.2018 PEB	2,475.00
Total for Check Number 48406:				2,475.00
48407	DEQ	Dept of Environmental Quality	06/29/2018	
	WQ19WSC-0126	Wastewater System Op Cert		920.00
	WQ19WSC-0126	Wastewater System Op Cert		920.00
Total for Check Number 48407:				1,840.00
48408	Express	Express Services, Inc.	06/29/2018	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	20729806	Office assistant wk ended 6/10/18		917.20
	20766458	Office assistant wk ended 6/17/18		917.20
				<hr/>
Total for Check Number 48408:				1,834.40
48409	VEBA TR Report 48438	HRA VEBA Trust HRA Veba Contribution-Report 48438	06/29/2018	375.00
				<hr/>
Total for Check Number 48409:				375.00
48410	TYCO 30713938	Johson Controls Security Solutions Security System 7/1/18-6/30/19	06/29/2018	1,356.00
				<hr/>
Total for Check Number 48410:				1,356.00
48411	Comspan 21302	National LightNet LLC Admin phone usage	06/29/2018	255.30
				<hr/>
Total for Check Number 48411:				255.30
48412	NEXNET 6642	Nexcom Networks Move Cameras & phones off data network	06/29/2018	889.00
				<hr/>
Total for Check Number 48412:				889.00
48413	BOLI GardenVllyRehab	Prevailing Wage Rate Unit Garden Valley Sewer replacement-Public works	06/29/2018	250.00
				<hr/>
Total for Check Number 48413:				250.00
48414	SHRED-IT 8124980477	Shred-It USA Shred Services--June	06/29/2018	79.10
				<hr/>
Total for Check Number 48414:				79.10
48415	USPS June 2018	US Postal Service Postage for July UB Bills	06/29/2018	2,456.44
				<hr/>
Total for Check Number 48415:				2,456.44
48416	VERIZON 9809084395 9809084403	Verizon Wireless Wireless phone service Wireless for TV Van	06/29/2018	664.80 39.02
				<hr/>
Total for Check Number 48416:				703.82
				<hr/>
Total for 6/29/2018:				65,202.08
				<hr/>
Report Total (16 checks):				65,202.08
				<hr/>

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48417	WP June 2018	Avista Utilities Natural gas service	07/11/2018	30.52
Total for Check Number 48417:				30.52
48418	BANNERMC	BANNER BANK	07/11/2018	
	AA 062018	Heartsmart - AED replacement pads		134.00
	AA 062418	Microsoft - Office 365 Business Essentials		35.00
	CM 062018a	Amazon - Cleaning cards for check scanner		26.49
	CM 062018b	Amazon - Scanner		849.99
	CM 062418	Microsoft - Office 365 Business Subscription		137.50
	DF 060318	Malware Bytes - 5 user license for anti-malware		54.95
	DF 060718	Newegg - Hard Drives for secure backup		934.95
	DF 060718b	Amazon - ioSafe fire and waterproof NAS enclo:		1,750.49
	DF 060818	Network Solutions - Doamin registration rusa-or		95.95
	DF 061918	Acronis - Backup software for new servers		619.00
	DF 062418	Microsoft - MS Visio sbuscription		15.00
	DF 062518	Network Solutions - email for new domain		359.94
	DF 062718	Amazon - USB Extension Cable for scanner		17.83
	DF 062818	Network Solutions-email for new domain		2.40
	GO 060518	Ten Down - DCUCC lunch meeting - Greg		13.00
	JB 053118	WEF - Financing & Charges for Wastewater Sys		115.00
	JB 061318	Grainger - IR Camera for WWTP		1,818.26
	JB 062618a	Weather Tech - Floor Mats for Ford Edge		197.90
	JB 062618b	Weather Tech - Cargo Mat for Ford Edge		119.95
	KB 061418	Bagel Tree - Staff meeting snacks		36.75
	KB 061818	Walgreens - Qtips to clean transporter		2.99
	KB 062618	Sportsmans Whse - Dean's retirement gift		341.99
	KB 062718	Killer Burger - Dinner - Kyle - CCTV demo trip		9.45
	KB 062818	Larkspur Landing - Lodging - Kyle - CCTV dem		153.79
	MC 060618	Home Depot - Planter, soil and flowers for parki		73.35
	MC 060718	Home Depot - Lightbulbs for truck bay stairs		5.48
	MC 061318	Home Depot - Drain pipe for new block wall		81.96
	MC 061518	Home Depot - Fabric for drain rock for new bloc		21.98
	MC 062518	Home Depot - Markers/tape measures for trucks		18.85
	MC 062718	Nickabobs - Meat for summer picnic		241.89
	MC 062918	Allied Electronics - Fan for back gate opener		28.06
	RC 062018	Home Depot - Parts for block wall, perf pipe		38.15
	RC 062618	Home Depot - Parts for surface restoration projec		34.78
	RK 060518	Ten Down - DCUCC lunch meeting - Ryon		14.75
	RK 061018	PLSO - Prof Land Surveyors Membership Renew		220.00
	SL 061318	Traffic Safety Warehouse - Plate lock system - st		995.52
	SL 061918	APWA - Public Works Leadership Couse - Kyle		650.00
Total for Check Number 48418:				10,267.34
48419	BATT PLU P2720573 P3074459	Batteries Plus #208 Battery for backup Barricade battery	07/11/2018	36.95 10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48419:				46.95
48420	OMI 67427 67442	CH2MHill OMI Professional Services-per Agreement NTS Monitoring Report & Farm Operation Plan	07/11/2018	121,072.75 449.05
Total for Check Number 48420:				121,521.80
48421	C ROSE INV04705	City of Roseburg Right of way permit-Cass Ave	07/11/2018	30.00
Total for Check Number 48421:				30.00
48422	CO PAPER 544762	Coastal Paper & Supply Inc. Paper towels and toilet tissue	07/11/2018	431.15
Total for Check Number 48422:				431.15
48423	SHAUN 851	DC Precisions Lube & Tune Oil change & headlight-'97 Chevy PU	07/11/2018	50.38
Total for Check Number 48423:				50.38
48424	DiaPower 240287	Diamond Power Equipment, Inc Hydraulic machine repair	07/11/2018	37.98
Total for Check Number 48424:				37.98
48425	DFN July 2018 Admin July 2018 High July 2018 Host July 2018 Keady July 2018 NBank July 2018 New July 2018 NTS July 2018 Wilb1 July 2018 Wilb2 July 2018 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Admin Internet Services-NTS Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	07/11/2018 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 105796 Service: 105794 Service: 105795	202.71 64.14 10.28 64.14 61.64 107.24 51.37 64.14 61.64 64.14
Total for Check Number 48425:				751.44
48426	EARTH 713581 799656	EARTH20 Bottled water Bottled water	07/11/2018	32.19 39.74
Total for Check Number 48426:				71.93
48427	FLURY D3187	Flury Supply Company Chain latch	07/11/2018	9.65
Total for Check Number 48427:				9.65
48428	GRAPHDIM 1459	Graphic Dimensions, Inc. Cutting of UB Bills-July	07/11/2018	32.40
Total for Check Number 48428:				32.40
48429	HANDY 102921	Handyman Hardware Paint for ceiling tile	07/11/2018	5.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48429:	5.99
48430	HPSELEC 90434	HPS Electrical Apparatus Repair 500 HP Motor - NTS	07/11/2018	20,437.00
			Total for Check Number 48430:	20,437.00
48431	IE-ENG 50391	i.e. Engineering, Inc. Engineering-Winchester LS (connection to bridg	07/11/2018	4,700.87
			Total for Check Number 48431:	4,700.87
48432	COASTAL H83586	John Deere Financial f.s.b. Pellets	07/11/2018	29.98
			Total for Check Number 48432:	29.98
48433	JohnsonC 30733497	Johnson Controls, Inc. 3rd party inspection verification (Fire)	07/11/2018	12.00
			Total for Check Number 48433:	12.00
48434	LTM 475767 476685 476835	Knife River Materials Crushed rock-block wall Eco blocks-block wall for admin bldg Crushed rock-block wall	07/11/2018	92.34 1,260.00 95.75
			Total for Check Number 48434:	1,448.09
48435	LOWES 906611 907248	Lowes Box for steel plate shims UPS cord ends for server backup	07/11/2018	18.87 9.88
			Total for Check Number 48435:	28.75
48436	MAR-JENN 57285	Mar-Jenn Corporation Repair spring hanger-5 yd dump truck	07/11/2018	56.85
			Total for Check Number 48436:	56.85
48437	MSTRCR 3221J	MasterCare Cleaning Co Inc Janitorial Services-June	07/11/2018	390.00
			Total for Check Number 48437:	390.00
48438	NEXNET 2798P	Nexcom Networks Admin Phones-June	07/11/2018	332.80
			Total for Check Number 48438:	332.80
48439	OR-LIN 203412 205923 211702	Oregon Linen, Inc. Laundry Service Mats Laundry service & mats	07/11/2018	25.84 15.00 123.14
			Total for Check Number 48439:	163.98
48440	OR-TOOL 421741 775176 775261	Oregon Tool & Supply Tools for shop Gauge for test equipment Air compressor repair-valve	07/11/2018	9.95 30.70 69.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48440:				110.60
48441	PAC AIR 73777	Pacific Air Comfort, Inc. HVAC Maintenance	07/11/2018	500.00
Total for Check Number 48441:				500.00
48442	PPL	Pacific Power	07/11/2018	
	June 2018 140G	Power Usage-140 LM-NTS Gate		20.49
	June 2018 411LM	Usage-411 LM-Storage Bldg		28.78
	June 2018 411PS	Contract/Power Usage-NTS PS		10,729.24
	June 2018 411S	Contract-411 LM-Storage Bldg		12.69
	June 2018 425LM	Power Usage-425 Long Meadow		10.48
	June 2018 Admin	Power Usage-Admin Bldg		698.56
	June 2018 High	Power Usage-Highland PS		1,109.24
	June 2018 Keady	Contract Min&Usage-Keady Ct PS		189.41
	June 2018 LV	Power Usage-Loma Vista PS		118.61
	June 2018 NBank	Power Usage-North Bank PS		118.93
	June 2018 SBank	Power Usage-South Bank PS		1,275.37
	June 2018 Wilb1	Power Usage-Wilbur 1 PS		77.39
	June 2018 Wilb2	Power Usage-Wilbur 2 PS		137.39
	June 2018 WWTP1	Power Usage-WWTP 1		19,674.00
	June 2018 WWTP2	Power Usage-WWTP 2		28.10
Total for Check Number 48442:				34,228.68
48443	PETTY	Petty Cash c/o Angela Allen	07/11/2018	
	June 2018a	Costco-company picnic supplies		15.98
	June 2018b	Costco-Ellen thank you lunch		87.01
Total for Check Number 48443:				102.99
48444	PLATT2 Y057468	Platt Electric Supply 20 Hp, 25 Hp VFD (Drive for new RAS pump, V	07/11/2018	2,678.78
Total for Check Number 48444:				2,678.78
48445	Power Sy 191305	Power Systems West Rebuild Plant Back-Up Generator Radiator	07/11/2018	6,740.00
Total for Check Number 48445:				6,740.00
48446	Premium 21498	Premium Landscape, Inc. Landscaping service-June	07/11/2018	180.25
Total for Check Number 48446:				180.25
48447	ROCKYS 8593	Rocky's Auto Repair Lube & Oil-5 yd service	07/11/2018	187.92
Total for Check Number 48447:				187.92
48448	A&I 791564 792338 792710	Roseburg Auto & Truck Supply Mud flaps for 5yd dump truck Cleaning supplies/windshield washer fluid Grease for equipment	07/11/2018	19.78 18.38 36.20
Total for Check Number 48448:				74.36
48449	RSBG-DIS 1027977	Roseburg Disposal Company Garbage Service-June	07/11/2018	56.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48449:				56.50
48450	UBWA	Umpqua Basin Water Association	07/11/2018	
	June 18 411LM	Water usage-411 Long Meadows Ln		23.53
	June 18 425LM	Base Rate-425 Long Meadows Ln		20.00
	June 18 606LM	Base Rate-606 Long Meadows Ln		20.00
Total for Check Number 48450:				63.53
48451	UMPQUARF	Umpqua Quarries, LLC	07/11/2018	
	23393	Crushed Rock-Manhole repair		14.49
	23466	Crushed Rock-NTS		137.16
Total for Check Number 48451:				151.65
48452	UMP-SAND	Umpqua Sand & Gravel	07/11/2018	
	49499	Excavated material-NTS		25.60
	49612	Excavated material-NTS		17.18
	50045	Drain rock-Block wall embankment		162.15
	50467	Excavated material-manhole repair		7.53
Total for Check Number 48452:				212.46
48453	UNITED	UNITED RENTALS (NORTH AMERICA)	07/11/2018	
	157027858-002	Excavator rental		2,262.51
	157027858-002	Excavator rental		2,262.51
Total for Check Number 48453:				4,525.02
48454	YAEGER P	Yaeger's Plumbing, Inc.	07/11/2018	
	8842	Downtown Sewer Relocation		8,200.00
Total for Check Number 48454:				8,200.00
Total for 7/11/2018:				218,900.59
Report Total (38 checks):				218,900.59