



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

AGENDA REGULAR MONTHLY BOARD MEETING

**October 11, 2017
RUSA Board Room
4:00 p.m.**

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griesse

Kelsey Wood

- 1. Call to Order**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. September 13th, 2017 Regular Board Meeting
- 4. Resolution No. 17-04**
 - a. A Resolution Declaring Surplus Property
- 5. Resolution No. 17-05**
 - a. A Resolution Authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA/VEBA) Plans
- 6. Resolution No. 17-06**
 - a. A Resolution Authorizing the Establishment of the Health FSA Plan
- 7. General Managers Report**
 - a. Brown Avenue Area Improvements Project Phase 5
 - i. Project update. Pay estimate #3
 - b. Back Nine Sanitary Sewer Phase 1
 - i. Project update

- c. Wilbur Manhole Replacement
- d. NW Black Avenue Sanitary Sewer Replacement Project
 - i. Contract for Engineering Services with 3J Consulting

8. New Developments

9. Staff Report

10. Permits Issued

11. CH2M Operations Report

12. Accounts Payable

13. Other Business

- a. SDAO Annual Conference
 - i. February 9-11, 2018 – Seaside, Oregon



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 Chairman, John Dunn, called the regular monthly Board Meeting to order at 4:02 p.m. on September 13, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Chairman John Dunn, Vice-Chair Rob Lieberman, Kelsey Wood and David Campos

Absent: Jerry Griese

Others present: General Manager Jim Baird, Finance Director Christine Morris, Accounting Clerk Angela Allen, and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, August 9, 2017.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, August 9th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

CH2M Operations Contract Extension

Jerry Griese spoke with Jade Mecham regarding questions that he had on the CH2M-RUSA Expenditure Report. Jerry was not in attendance and didn't voice any concerns when called regarding the Board Meeting, so the attending Board Members felt they could proceed.

Rob Lieberman moved to proceed with negotiations for a contract extension with CH2M regarding the operations contract at the Wastewater Treatment Plant.

David Campos seconded the motion.

The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

The contractor has installed approximately 500 feet of new sewer main, 480 feet of building sewer and four manholes. The project has had a delay of about 2 weeks on Umpqua St due to cave-ins and utility conflicts. The Contractor has submitted pay estimate #2 in the amount of \$147,010.60 with \$7,350.53 withheld as retainage for a pay request of \$139,660.07. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommended that the Board approve pay request #2 in the amount of \$139,660.07.

Rob Lieberman moved to approve pay request #2 from The Contractor in the amount of \$139,660.07.

David Campos seconded the motion.

The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

i.e. Engineering has completed the plans and specifications for the project. They submitted the pump station design report to the DEQ for their review and comment. DEQ is scheduled to complete the review September 15, 2017. i.e. Engineering has also submitted the gravity sewer portion of the project to RUSA for review and comment. Staff forwarded the plans and specification to CH2M RUSA's Engineer of Record, and they responded with minor changes only.

Water is required at the lift station, there was discussion regarding moving the water meter from 425 Long Meadows to this lift station. It was agreed that it made sense to move the meter instead of paying for a new meter at the lift station. The lift station is on track to be set on September 21, 2017.

Wastewater Treatment Plant Leak Insurance Claim

Jeff Pugh, RUSA's legal counsel, edited the release form to reflect that our signing the release is specific to the two occasions that the roof leaked due to the contractor's poor workmanship. The release does not affect the warranties required by the contract document for the work completed under the contract. The release was forwarded to the insurance adjuster and he approved of the edits. The release has been signed by Jim Baird, General Manager and was delivered to Jeff Pugh's office for him to release after he feels confident that the check for \$170,000.00 has been issued.

WWTP Roof Replacement Project

With the resolution of the insurance claim we are prepared to release the retainage withheld on this project. The contractor submitted pay request # 5 in the amount of \$32,618.75. This request is for the total amount retained under the contract.

The project Engineer has recommended that RUSA accept this request of \$32,618.75 and release the retainage.

Staff recommended that the Board approve pay request #5, final payment, in the amount of \$32,618.75. Payment will be mailed at the close of the claim.

Kelsey Wood moved to approve pay request #5 releasing the retainage for the WWTP Roof Replacement Project.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Purchase of new Staff vehicle

We received a quotation from Landmark Ford of Tigard for a Ford Edge. The price quoted through the Oregon State Purchasing Agreement is \$29,862.50, not including delivery. The price would be \$30,162.50 with delivery. We asked Butler Ford of Ashland for a quote as they have provided the lowest price for the last four vehicles we have purchased, and they provide excellent service. The price from Butler Ford including delivery to Roseburg is \$30,000.00. There was discussion regarding the cost of the vehicle versus paying mileage and the liability that can be incurred with staff driving personal vehicles on RUSA business.

Staff recommended that Butler Ford be awarded the purchase of a 2018 Ford Edge in the amount of \$30,000.00.

Rob Lieberman moved to approve the purchase of a 2018 Ford Edge from Butler Ford in the amount of \$30,000.00.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Employee Insurance Coverage 2018

Staff selected a health insurance plan provided by CIS. The coverage is a Copay plan with a \$250.00 deductible per individual and a maximum family deductible of \$750.00. The plan also has a maximum out of pocket of \$2,250.00 per individual with a family maximum of \$4,750.00. There was discussion about offering a Health Reimbursement Arrangement Voluntary Employees Beneficiary Association (HRA VEBA) and a Flexible Savings Account (FSA) to RUSA's employees. Providing an HRA VEBA in the amount of the deductible for each employee still comes in lower than the premium for the current year's health insurance plan.

Kelsey Wood asked if this would fall under the Contract Review Board, after discussion, it was determined that this is just a document and not a contract that would require review.

The representative from the HRA VEBA Trust was unable to attend the September 13, 2017 Board Meeting, but will be at the October 11, 2017 Board Meeting to answer any questions that the Board might have regarding the HRA VEBA.

Kelsey Wood moved to approve the development of a resolution for creation of an HRA VEBA and a resolution for creation of an FSA.

David Campos seconded the motion.

The motion passed unanimously.

Sewer Main Replacement off Terrace Drive

There was an existing non-conforming community sewer in an alley off Terrace Drive between Overlook Street and Lane Street. The sewer line provided service to two homes. A vacant lot located adjacent to this alley is being developed with a new house. The owner wanted to connect to the existing non-conforming sewer line.

This is not allowed under the current ordinances and policies of RUSA. The sewer line predates RUSA's formation and the current line has always been deemed a private line.

Staff negotiated with the owner of the property needing sewer service to pay 1/3 of the materials cost of a sanitary sewer mainline extension to serve the two existing customers and the new connection. RUSA staff installed approximately 150' of 8" sewer main and two manholes.

CH2M Report

Jade Mecham, Project Manager at the WWTP, advised that the plant and NTS are continuing to operate properly. There was an odor complaint by a neighbor regarding the application of biosolids at a particular site. Jade Mecham, Jim Baird and Paul Kennedy from DEQ responded to the complaint and found no odors or issues.

Pretreatment inspections were completed, those that were out of compliance in August were followed up on and current businesses that are out of compliance were contacted regarding correction.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the September 13th, 2017 Accounts Payable. There were a few questions and a discussion regarding the accounts payable.

Chairman Dunn asked if there were any further questions, then asked the Board Members to approve the Accounts Payable and Addendum for September 13, 2017, as presented. All attending Board Members approved.

Other Business

Contract Review Board

There was discussion regarding having a contract review board. RUSA hopes to have Eileen Eakinsan, an attorney that SDAO works with, come down for a lunch meeting to review the process for a contract review board and that a couple of the other districts will attend to share the cost. Staff will keep the Board apprised of their findings.

There being no further business to come before the Board, the September Monthly Board, the meeting was adjourned at 4:51 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk



**ROSEBURG URBAN SANITARY AUTHORITY
DOUGLAS COUNTY, OREGON**

RESOLUTION NO. 17-04

A RESOLUTION DECLARING SURPLUS PROPERTY

WHEREAS, local governments must declare property not needed, to be surplus by Resolution of the Governing Body, and,

WHEREAS, the Roseburg Urban Sanitary Authority is a Local Government and does have property surplus to its needs;

Now therefore be it resolved that the Board of Directors of the Roseburg Urban Sanitary Authority, the Governing Body, does hereby declare the following surplus to its needs:

2007 Chevrolet Silverado LS VIN - 2GCEC13VX71103807

Be it resolved further the above surplus property must be disposed of by advertised auction, silent bid, appraisal and sale, Public Surplus online auction, or GovDeals online auction and the funds received be placed in the Miscellaneous Income category of the General Fund.

Approved by the Board of Directors of the Roseburg Urban Sanitary Authority at its Regular Monthly Board Meeting on Wednesday, October 11, 2017.

DATED: October 11, 2017

ROSEBURG URBAN SANITARY AUTHORITY

ATTEST:

James V. Baird
General Manager

John W. Dunn
Chairman of the Board



**ROSEBURG URBAN SANITARY AUTHORITY
DOUGLAS COUNTY, OREGON**

RESOLUTION NO. 17-05

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT
OF THE HEALTH REIMBURSEMENT ARRANGEMENT/VOLUNTARY
EMPLOYEES' BENEFICIARY ASSOCIATION (HRA/VEBA) PLANS**

WHEREAS, the Internal Revenue Code Section 501(c)(9) allows for the creation of a voluntary employees' beneficiary association which is a tax-exempt health and welfare trust; and

WHEREAS, IRS regulations and guidelines allow an employer to offer health reimbursement arrangement (HRA) plans; and

WHEREAS, such HRA plans are available to governmental employers in the Northwest; and

WHEREAS, the Voluntary Employees' Beneficiary Association Trust for Public Employees in the Northwest ("Trust") offers and will administer two HRA VEBA plans (collectively the "Plans") as amended and restated: the **Standard HRA Plan**, which shall be integrated with the Employer's group health plan and which shall accept Employer contributions on behalf of eligible employees who are enrolled in or covered by such qualified group health plan and any other contributions that may be permitted under applicable law from time to time; and the **Post-separation HRA Plan**, which shall accept contributions on behalf of eligible employees, including eligible employees who are not enrolled in or covered by the Employer's or another qualified group health plan, and which shall provide benefits only after a participant separates from service or retires.

WHEREAS, Roseburg Urban Sanitary Authority ("Employer") has determined that it is in the best interest of the Employer and its employees to establish the Plans, which provide tax-free, defined contribution accounts for employees to reimburse qualified medical, dental, vision and tax qualified long-term care premiums and non-covered healthcare expenses of the employees and their qualified dependents; and

WHEREAS, the Employer desires to establish the Plans for its employees; and

WHEREAS, the Employer desires to use the services of the Trust to administer such Plans; and

WHEREAS, the Plans will be administered in accordance with the Plan documents provided by the Trust on file in the Employer's main office.

NOW, THEREFORE, the Board of Directors hereby resolves as follows:

Section 1. Effective, January 1, 2018 the Employer hereby elects to participate in the Plans and Trust as presently constituted or hereafter amended using the Trust as its plan administrator for the benefit of eligible employees as defined by Employer policies.

Section 2. The Plans will be funded with Employer contributions in amounts determined from time to time pursuant to Employer policies.

Section 3. The General Manager is authorized to execute documents and establish procedures consistent with Plan and Trust provisions and applicable Employer policies and agreements necessary to effect the adoption and administration of the Plans.

Adopted by the Board of Directors of the Roseburg Urban Sanitary Authority at its Regular Monthly Board Meeting on Wednesday, October 11, 2017.

DATED: October 11, 2017

ROSEBURG URBAN SANITARY AUTHORITY

ATTEST:

James V. Baird
General Manager

John W. Dunn
Chairman of the Board



**ROSEBURG URBAN SANITARY AUTHORITY
DOUGLAS COUNTY, OREGON**

RESOLUTION NO. 17-06

**A RESOLUTION AUTHORIZING THE ESTABLISHMENT
OF THE HEALTH FSA PLAN**

WHEREAS, Roseburg Urban Sanitary Authority is an Oregon special district which is governed by an elected board of directors; and

WHEREAS, Roseburg Urban Sanitary Authority ("Employer") has determined that it is in the best interest of the Employer and its employees to establish a Health Flexible Spending Account (FSA) Plan.

WHEREAS, the Employer desires to establish the Health Flexible Spending Account Plan for its employees; and

NOW, THEREFORE, the Board of Directors hereby resolves effective, January 1, 2018 the Employer hereby resolve to establish a Health Flexible Spending Account (FSA) plan.

Approved by the Board of Directors of the Roseburg Urban Sanitary at its Regular Monthly Board Meeting on Wednesday, October 11, 2017.

DATED: October 11, 2017

ROSEBURG URBAN SANITARY AUTHORITY

ATTEST:

James V. Baird
General Manager

John W. Dunn
Chairman of the Board

GENERAL MANAGERS REPORT

Date: October 5, 2017

To: Roseburg Urban Sanitary Authority
Board of Directors

From: James V. Baird
General Manager

Re: General Managers Informational Report to the Board

Brown Avenue Area Improvements Phase V

The contractor has installed approximately 350 feet of new sewer main, 42 feet of building sewer and two manholes. The project is proceeding on schedule. The Contractor has submitted pay estimate #3 in the amount of \$136,599.00 with \$6,829.95 withheld as retainage for a pay request of \$129,769.05. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #1 in the amount of \$129,769.05.

Back Nine Sanitary Sewer Extension

The project construction has begun. The wet well was set September 27th and the contractor has started to install the sanitary sewer main.

Wilbur Manhole Replacement

After Wilbur II pump station was overwhelmed with storm water last winter we investigated the source of the large amount of inflow and infiltration that contributed to the pump station failure. Two manholes located along Highway 99 North were determined to need replacement.

Black Pearl Paving and Excavation was contracted to replace the manholes. Both manholes have been replaced and tested for leaks. The two new manholes have passed the testing and we should not have any I & I from them in the future.

NW Black Avenue Sanitary Sewer Replacement

The City of Roseburg will be reconstruction a two and a half block section of Black Avenue. The work will start at the west entrance to the Garden Valley Shopping Center to Estelle Street. We will be partnering with the City to replace the sanitary sewer main and all the building sewers located in the right of way.

The City has contracted with 3J Consulting of Beaverton Oregon to provide the project management, topographic surveying and construction plans and specification. We asked that the Engineering firm provide a scope of work and not to exceed cost proposal to include the replacement of the sewer system within the construction limits.

3J Consulting has provide a proposal to provide the engineering services, bid documents and plans for a not to exceed amount of \$28,950.00. Staff recommends that the Board direct the General Manager to enter into a contract with 3J Consulting for this additional sanitary sewer design work to be included with the NW Black Avenue Project.



809 SE PINE STREET
POST OFFICE BOX 1271
ROSEBURG, OR 97470

(541) 673-0166
FAX: (541) 440-9392

September 27, 2017

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

RE: Brown Avenue Area Improvements, Phase 5
Pay Request #3

Dear Mr. Baird;

Pay Request #3 for work completed on the above project, as submitted by Cradar Enterprises, Inc. and reviewed by i.e. Engineering Inc., was found to be correct and in accordance with the Contract Documents.

It is recommended that Roseburg Urban Sanitary Authority accept this request and issue payment to the Contractor for the amount of **\$129,769.05**

Enclosed is a copy of the invoice and breakdown of costs. Please call me at (541) 673-0166 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Derek M. Miller".

Derek M. Miller, P.E.

Project Engineer

Cradar Enterprises, Inc.

GENERAL CONTRACTOR

CCB LICENSE #51492

1051 MELROSE ROAD, ROSEBURG, OREGON 97471

PHONE (541) 673-3268 FAX (541) 673-0056

Invoice

Date	Invoice #
9/27/2017	002842

Bill To
RUSA P.O. BOX 1185 ROSEBURG, OR 97470

P.O. No.	Terms	Project
		9113 - BROWN AV...

Quantity	Description	Rate	Amount
1	PAY APPLICATION #3 - SCHEDULE A & B (\$136,599.00 - RETAINAGE @ 5% \$6,829.95 = \$129,769.05)	129,769.05	129,769.05
		Total	\$129,769.05

TO: RUSA
1297 NE Grandview Drive
Roseburg, OR 97470

ATTN: Derek Miller, PE

Pay Estimate #3
Schedule A & B

Contractor Name
Cradar Enterprises, Inc.
PROJECT:
Brown Avenue, Phase 5
DATE:
September 26, 2017
WORK TO
8/26/2017-9/25/2017
ESTIMATE NO.
3
VENDOR NO.:

CONTRACTOR EARNED ESTIMATE

ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE
Cascade Community Federal Credit Union												
1	Mobilization	LS	1	\$ 116,940.00	\$ 116,940.00	1.00	\$ 116,940.00	0.00	\$ -	1.00	\$ 116,940.00	\$ -
2	Temporary Signs	LS	1	\$ 8,500.00	\$ 8,500.00	0.75	\$ 6,375.00	0.25	\$ 2,125.00	1.00	\$ 8,500.00	\$ -
3	Temporary Barricades, Type III	LS	1	\$ 1,100.00	\$ 1,100.00	0.75	\$ 825.00	0.25	\$ 275.00	1.00	\$ 1,100.00	\$ -
4	Flagger	Hour	110	\$ 40.00	\$ 4,400.00	0.00	\$ -	80.00	\$ 3,200.00	80.00	\$ 3,200.00	\$ 1,200.00
5	Construction Survey Work	LS	1	\$ 12,000.00	\$ 12,000.00	0.50	\$ 6,000.00	0.25	\$ 3,000.00	0.75	\$ 9,000.00	\$ 3,000.00
6	4" Sanitary Sewer Pipe, 10' Deep	LF	957	\$ 75.00	\$ 71,775.00	696.00	\$ 52,200.00	0.00	\$ -	696.00	\$ 52,200.00	\$ 19,575.00
7	4" Sanitary Sewer Pipe, 15' Deep	LF	313	\$ 125.00	\$ 39,125.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 39,125.00
8	4" Sanitary Sewer Pipe, 20' Deep	LF	45	\$ 140.00	\$ 6,300.00	28.00	\$ 3,920.00	42.00	\$ 5,880.00	70.00	\$ 9,800.00	\$ (3,500.00)
9	8" Sanitary Sewer Pipe, 10' Deep	LF	1,574	\$ 73.00	\$ 114,902.00	850.00	\$ 62,050.00	17.00	\$ 1,241.00	867.00	\$ 63,291.00	\$ 51,611.00
10	8" Sanitary Sewer Pipe, 15' Deep	LF	493	\$ 125.00	\$ 61,625.00	314.00	\$ 39,250.00	116.00	\$ 14,500.00	430.00	\$ 53,750.00	\$ 7,875.00
11	8" Sanitary Sewer Pipe, 20' Deep	LF	246	\$ 155.00	\$ 38,130.00	46.00	\$ 7,130.00	236.00	\$ 36,580.00	282.00	\$ 43,710.00	\$ (5,580.00)
12	Inside Drop, Y & CO @ Sta. 75+34.6	LS	1	\$ 2,200.00	\$ 2,200.00	0.00	\$ -	1.00	\$ 2,200.00	1.00	\$ 2,200.00	\$ -
13	Pipe Tees, 8"	Each	55	\$ 150.00	\$ 8,250.00	30.00	\$ 4,500.00	7.00	\$ 1,050.00	37.00	\$ 5,550.00	\$ 2,700.00
14	Manhole, 10' Deep	Each	11	\$ 7,250.00	\$ 79,750.00	6.00	\$ 43,500.00	1.00	\$ 7,250.00	7.00	\$ 50,750.00	\$ 29,000.00
15	Manhole, 15' Deep	Each	1	\$ 8,900.00	\$ 8,900.00	0.00	\$ -	1.00	\$ 8,900.00	1.00	\$ 8,900.00	\$ -
16	Remove Abandoned Structures	Each	4	\$ 900.00	\$ 3,600.00	1.00	\$ 900.00	2.00	\$ 1,800.00	3.00	\$ 2,700.00	\$ 900.00
17	Filling Abandoned Structures	Each	2	\$ 900.00	\$ 1,800.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 1,800.00
18	Filling Abandoned Pipe in Place	LF	678	\$ 5.00	\$ 3,390.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 3,390.00
19	AC Trench Resurfacing	SF	10,660	\$ 7.00	\$ 74,620.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 74,620.00
20	Concrete Sidewalks	SF	560	\$ 14.00	\$ 7,840.00	278.40	\$ 3,897.60	212.00	\$ 2,968.00	490.40	\$ 6,865.60	\$ 974.40
21	Concrete Driveways	SF	180	\$ 20.00	\$ 3,600.00	112.00	\$ 2,240.00	112.00	\$ 2,240.00	224.00	\$ 4,480.00	\$ (880.00)
22	Concrete Curb and Gutter	LF	152	\$ 50.00	\$ 7,600.00	57.00	\$ 2,850.00	56.00	\$ 2,800.00	113.00	\$ 5,650.00	\$ 1,950.00
23	Trench Resurfacing-Gravel	SF	550	\$ 1.00	\$ 550.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 550.00
24	Trench Resurfacing-Grass Seed	SF	920	\$ 2.00	\$ 1,840.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 1,840.00
25	Additional Sawcut per Parallel Pipe Detail	SF	450	\$ 2.00	\$ 900.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 900.00
26	Additional Excavation & Backfill per Parallel Detail	CY	155	\$ 45.00	\$ 6,975.00	364.00	\$ 16,380.00	902.00	\$ 40,590.00	1266.00	\$ 56,970.00	\$ (49,995.00)
27	Remove & Replace Bollard, Curb & Fence	LS	1	\$ 2,500.00	\$ 2,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 2,500.00
Approved Change Orders / Extra Work												
1	PR#1 (Gas Main)	LS	1	\$ 3,983.50	\$ 3,983.50	1.00	\$ 3,983.50	0.00	\$ -	1.00	\$ 3,983.50	\$ -
					\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -
TOTAL CHANGE ORDERS					\$ 3,983.50		\$ 3,983.50		\$ -		\$ 3,983.50	\$ -
ORIGINAL CONTRACT					\$ 689,112.00							
CURRENT CONTRACT					\$ 693,095.50							
TOTAL PREVIOUS PERIOD												
TOTAL THIS PERIOD												
TOTAL WORK TO DATE												
LESS RETAINAGE												
SUBTOTAL												
LESS: PREVIOUS PAYMENTS												
AMOUNT DUE THIS PERIOD												

INTERNAL _____

CREDIT INV.

ATTACHMENT A

Contract Statement of Work For Final Design

NW Black Avenue Sanitary Sewer Replacement

Key Assumptions

1. Tasks under this SOW are in addition to the City of Roseburg's Black Avenue project (17UR01). Deliverables to be included in the Black Avenue project submittal unless otherwise noted.
2. Roseburg Urban Sanitary Authority (RUSA) to enter into an Intergovernmental Agreement (IGA) with the City of Roseburg (City) to cover construction costs.
3. 3J to provide plan and profile plans, details, cost estimate and specifications for construction.
4. Sanitary sewer replacement work to be included within the construction plans for the roadway and storm sewer improvements.

Scope of Work

TASK 1 – PROJECT MANAGEMENT SERVICES (3J)

1. Finalize schedule and deliverables based on City time lines, conduct one (1) neighborhood meeting and attend one (1) City Council meeting. Work with City staff to prepare exhibits, drawings, and any other presentation material needed representing limits of sanitary sewer work.
2. Attend project meetings with RUSA to review progress and to make course corrections if necessary (assume up to two (2) meetings at City offices that coincide with City meetings and a public meeting). Additional meetings assumed to be via telephone conference.
3. Coordinate with consultant team members regarding scope, schedule, and interim project team deliverables.
4. Provide weekly email update on progress including work completed, schedule status, and planned work elements for following week.
5. Prepare monthly status reports with invoice.

TASK 2 – REVIEW EXISTING INFORMATION (3J)

1. Review to confirm topographic survey base mapping.
 - a. RUSA to provide as-built drawings of existing sanitary sewer.
 - b. RUSA to provide GIS base mapping with sewer lines and laterals stationed on existing pipe.

TASK 3 – RIGHT-OF-WAY AND TOPOGRAPHIC SURVEYING (Land Mark Surveying)

1. Utilize established control from the City's Black Avenue project.
2. Conduct a site topographic survey of project area.
 - a. This survey will include but not be limited to the existing sanitary sewer mains and laterals up to the existing right-of-way, existing utilities, area topography, existing street edge of pavement/curb and right-of-way locations, existing sidewalk locations, drainage facilities and structures, roadway centerline/control lines, etc. needed to complete the design of this project.
 - b. RUSA to provide as-built drawings of existing sanitary sewer.
3. Assume City will provide notification to property owners within the project limits prior to starting field work.
4. Provide electronic (AutoCAD) base map with topographic survey for use by design team. All design drawings will be based on this base map.

TASK 4 – NEIGHBORHOOD MEETINGS (3J)

1. Schedule, attend, and conduct one (1) neighborhood meeting to discuss the project with adjacent residents and business owners.
2. Prepare exhibits, drawings, and any other presentation materials needed.

TASK 5 – 60% SUBMITTAL (3J)

1. Using the site survey as a base map, develop sanitary sewer replacement work into 60% Plans.
 - a. The sanitary sewer line replacements are constrained to the City Council approved Black Avenue road project boundaries beginning from the west edge of the shopping center to Estelle Street.
 - b. Replacement includes manholes, main line pipe, and laterals to within the existing right-of-way.
2. Prepare plan and profile sheets to the 60% level of completion. Plans include the City's Black Avenue road project improvements which will be based on the approved roadway centerline alignment.
3. Prepare 60% plans and details for improvements based on RUSA's design and construction standards and recommendations. RUSA to provide 3J with standard details for use in plans.
4. Prepare construction cost estimate based on 60% design. Provide break out of sanitary sewer costs from the City's Black Avenue road project.
5. Prepare outline of the technical specifications including any potential special provisions based on the 60% design. RUSA to provide 3J with boilerplate specs, if any, typical for RUSA projects.
6. Identify appropriate technical sections from joint 2015 ODOT/APWA specifications to be including in project specifications.
7. Develop modifications to technical specification sections necessary to address project specific issues or design elements.
8. Select measurement and payment method for each project element.
9. Submit the 60% plans, outline of specifications and cost estimate to the RUSA for review and comment.
10. Meet with RUSA staff to review the 60% plans, outline of specifications and cost estimate.

TASK 6 – 100% SUBMITTAL (3J)

1. Update plans to address 60% comments received by RUSA staff.
2. Develop final plans for review and approval.
 - a. Prepare plan and profile and detail sheets to the 100% level of completion.
3. Finalize modifications to technical specification section addressing project specific issues and design elements.

4. Complete measurement and payment section for each pay element. Finalize construction cost estimate based on 100% design. Provide break out of sanitary sewer costs from the City's Black Avenue road project.
5. Finalize special provisions based on project constraints, property owner input, and identified construction impacts.
6. Prepare final technical specifications including special provisions based on the final design and RUSA input.
7. Prepare "For Bid" construction documents for review by RUSA.
8. Complete minor plan and specification modifications addressing comments received and finalize plans, bid schedule of pay items and special provisions.

TASK 7 – BIDDING ASSISTANCE (3J)

1. Prepare for and attend a Pre-Bid meeting at the City if necessary.
2. Provide bid assistance to answer contractor related questions during the bid process.

TASK 8 – CONSTRUCTION SUPPORT (TBD)

1. Assume construction support to include one (1) inspector provided through CMTS, LLC.
2. Task scope and fee will be negotiated at roughly the 80% stage of design when we have a better idea of the construction schedule and duration.

BLACK AVE SHEET COUNT (22" X 34" Full Size Plan Sheets)

Task #	Count	Sheet Description
5 & 6	1	Cover Sheet, Index of Sheets, ODOT Std Dwgs List
	1	Legend and Abbreviations
	1	Typical Sections
	5	Construction Details (City Std Dwgs, curb returns, driveway connections)
	6	Plan, Profile, Construction Notes
	1	Erosion Control Plan and Details
	3	Stormwater Details (City Std Dwgs)
	2	Sanitary Sewer Details (RUSA Std Dwgs)
	1	Signing and Striping Details
	1	Water Details (City Std Dwgs)
	22	TOTAL

Bold sheets include sanitary sewer related information.

ESTIMATED FEES FOR NW BLACK AVENUE SANITARY SEWER IMPROVEMENTS

Shopping Center to NW Estelle Street

3J Consulting - \$27,050

- **TASK 1** – Project Management Services
- **TASK 2** – Review Existing Information
- **TASK 4** – Neighborhood Meetings
- **TASK 5** – 60% Submittal
- **TASK 6** – 100% Submittal
- **TASK 7** – Bidding Assistance

Land Mark Surveying - \$1,400

- **TASK 3** – Right-of-Way and Topographic Surveying

Estimated Expenses - \$500

TOTAL ESTIMATED FEE - \$28,950

TASK 8 – Construction Support

Estimated fees for TASK 8 will be determined at approximately the 80 percent design stage of the project. At that time, the scope of work during construction will be more defined including the support needed by the City and the construction inspection expertise required.

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
 - Knife River Material has completed the installation of the sanitary sewer system. The infrastructure improvements for the subdivision is scheduled to be completed by November 1, 2017
- Newton Creek Manor
 - The owner, NeighborWorks Umpqua, has chosen to provide sewer service to the manufactured home park with a private sewer system. There is a small section of public main line that will be constructed as part of the improvement to the park. The project has been reviewed by Staff and CH2M. The plans and specifications have been approved, with minor corrections required, for construction.
- Umpqua Health Newton Creek Campus
 - ie Engineering has submitted the plans for a sanitary sewer main extension to provide sewer service for new health care clinic and offices. Staff and CH2M have reviewed the plans and specifications. The Plans and specifications have been approved, with minor corrections required, for construction.

Preliminary Design

- Loosley – Woodside Avenue subdivision
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Brown Avenue Area Improvements Phase V
 - Construction is ongoing. Project completion is scheduled for October 12th.
- 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 installed the wet well and begun installing the gravity sewer. Construction is scheduled to be completed by the end of the year, weather permitting.
- NW Black Avenue Sanitary Sewer Improvement
 - Contract for the design with 3J Consulting pending Board approval.

ROSEBURG URBAN SANITARY AUTHORITY

SEPTEMBER 2017 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 35 work orders.
- Completed CCTV of 15,275 feet of mainline.
- Completed cleaning of 23,813 feet of mainline.
- Completed 51 manhole inspections.
- Cleaned bunker on Pine Street.
- Repaired 4 manholes.
- Completed 3 spot repairs – approximately 45 feet of mainline.

ENGINEERING DEPARTMENT:

- Completed 172 underground utility locate requests.
- Issued 15 permits and completed 7 inspections.
- Construction continues on the Brown Avenue Area Improvements Phase V. The Contractor has installed approximately 350 feet of sewer main and 40 of four inch building sewer with the associated manholes.
- Construction has begun on the Back Nine Sanitary Sewer Extension project. The wet well was set September 27th and the contractor has begun the installation of the sewer main.
- Construction on the Cascade Court Project is complete. The City is finalizing the construction costs with the contractor. 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 is scheduled to complete the project by the end of October.
- Black Pearl Paving & Excavation replaced two manholes in Wilbur that were contributing large amounts of inflow and infiltration.

FINANCE DEPARTMENT:

- Vacancy Credits: 11 were processed, for a total of \$932.04 in September.
- Credit cards/eChecks: 541 payments totaling \$27,238.26 were collected in September. 60 payments received at the counter, 28 by voice response system, and 453 on-line.
- Automatic Payments: 1,914 customer accounts are signed up. Received \$76,307.59 or approximately 13.9% of monthly billing.

The following are permits issued during the month of September, 2017:

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 1575 SW Kendall Street
- 237 Oak Valley Loop
- 725 SE Terrace Drive
- 2370 SE Eagles Rest Avenue

Commercial:

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

- None

2) RELAY PERMITS

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

- 635 W Fairhaven Street
- 1342 NW Cherry Drive
- 199 NE Somerset Street
- 526 NE Chestnut Street
- 955 NE Cedar Street
- 500 SE Cass Avenue, #120
- 353 W Hickory Street
- 100 SE Templin Street

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- 379 Page Road

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)

- 100 SE Templin Street

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 *Jade Mecham*
DATE: October 4, 2017
SUBJECT: September 2017 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% BOD removal and 95% 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 September 2017, was 245,000 KWHRS with a total Effluent flow of 85.57 million gallons, all of which went to the Natural Treatment System (NTS) at Outfall 002. The September 2016 electrical consumption was 247,000 KWHRS with a total Effluent flow of 82.50 million gallons, all of which went to the Natural Treatment System (NTS) at Outfall 002.
- We hauled both liquid and dewatered biosolids to 4 different sites during the month.
- The exterior wooden fence at the plant sustained damage during the night of September 28, 2017. Our maintenance staff repaired the damage.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in September:

- *McMenamins*: Their grease interceptor was found to be in good condition. The manager said their interceptor is pumped on a three-month schedule.
- *Grand Hotel*: Their interceptor was found to be free of grease.
- *Oak Park Assisted Living*: Their interceptor was in satisfactory condition.
- *Fred Meyer*: Follow up: A Fred Meyer manager was notified that their tank needs cleaned.
- *Dairy Queen*: Their tank is in need of pumping. A manager was notified.

NATURAL TREATMENT SYSTEM (NTS)

- Replaced 27 sprinklers at the NTS.
- Replaced 7 supply line whips.
- Replaced 3 support rods.

- The building at the NTS (411) has had leakage problems coming from the expansion joints in the concrete roof. We removed all the caulking from the expansion joints, pressure washed all joints and filled them with a new compound that is water resistant, flexible and self-leveling. Along the north and south edges of the structure, a new drip edge was welded on to deflect water from running down and seeping into the edges of the building. So far, the leaks have stopped.
- Weekly sampling on the river and NTS discharge will continue through the end of October.
- Repairs on sprinklers continued.

MAINTENANCE ACTIVITIES

- Replaced phase failure relay for the #2 Sludge Recirculation pump.
- Replaced both inner fenders for the International sludge truck.
- Replaced the power supply for the PLC that runs the Screw Press.
- Replaced all the outside waterman valves & stem covers with new clear PVC.
- Replaced the ignition wires for the Waste Gas Flare.
- Replaced the motor and gearbox for the #3 Amiad filter at the NTS.
- Repaired the rear leaf spring inner connect tube on the International sludge truck.
- Had the brakes replaced on the Ford Taurus.
- Had all the building signs plasma cut out of stainless steel. Will be hanging signs soon.

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.
- When discharging from the pond we sample daily for PO₄ at SW5.
- When the river flow is less than 150 CFS we collect PO₄ samples for testing weekly at SW1, SW6, SW5, and MW1. We also test MW1 for pH, Temp. and D.O.
- Number of Tests for permit: 124

12 CBOD's	30 pH	12 Fecal/E. Coli	4 TKN	4 Nitrate
12 TSS	30 Cl ₂ Res.	12 Ammonia	8 Total Phosphorus	
- Precision results:

In control: 124	Accuracy Results:
Out of control: 0	In Control: 112
	Out of Control: 0
- On 9/13/17, the Lab water sample was collected and shipped to NRC for analysis.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Trevor Dodds, UCC Trainee, began working with us the last week of September.

UPCOMING EVENTS

OPERATIONS/NTS:

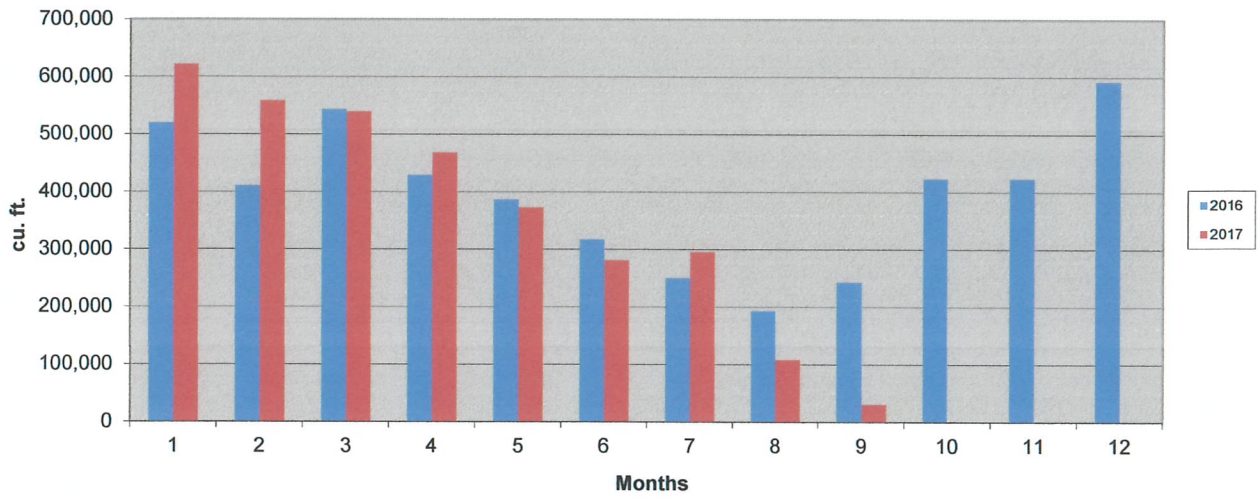
- All the water going to the NTS is currently irrigated. If fall storms cause the river flow to increase enough that full treatment is not needed to meet river standards, an alternative treatment process will be used.
- Continue working on sprinklers to get them to work better.

MAINTENANCE:

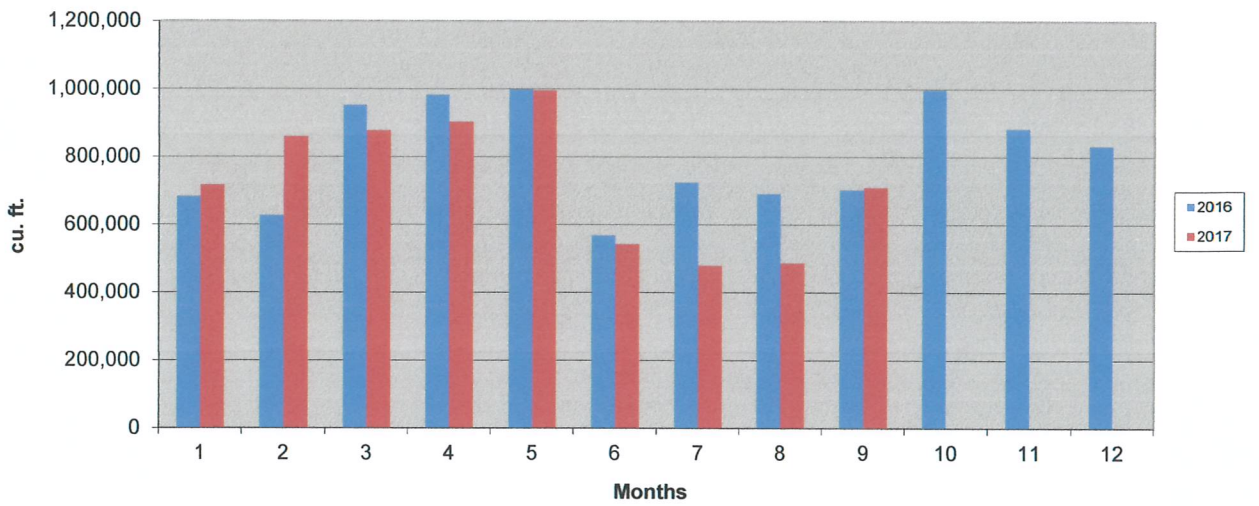
- Install Vacuum prime system for the #2 pump at Wilbur #2
- Rebuild the W-3 Strainer
- Rebuild Turntable for the #2 Secondary Clarifier

Enclosures: Boiler/Flare Gas Usage graphs
12 Month Moving Avg.
Violation Sum-Limit Report

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
Oct-16	5.26	6712	6668
Nov-16	4.97	5471	4642
Dec-16	7.16	7106	5971
Jan-17	7.47	6853	5171
Feb-17	5.95	7396	6078
Mar-17	7.11	7531	6048
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
SUM	58.98	83695	68827
AVE	4.92	6975	5736
MAX	7.47	8807	6668
MIN	2.86	5471	4642

Limit Summary: (** designates values exceeding limit)
3 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	6.58
Max Weekly Avg (Wed Rule) , 9/17/2017	MG/L	15.00	8.33
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 , 9/17/2017	S.U.	6.30	6.22
** 9/17/2017			6.22
** 9/24/2017			6.24
Maximum , 9/6/2017	S.U.	8.50	6.76
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
** Average	MG/L	10.00	11.83
Max Weekly Avg (Wed Rule) , 9/17/2017	MG/L	15.00	13.67
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	95
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	3
Maximum , 9/28/2017	MG/L	na	6
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	25
Maximum , 9/6/2017	MPN	406	265
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).

CASH DISBURSEMENT RECAP BOARD MEETING OCTOBER 11, 2017

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	69,934.97
Total of Regular Checks & ACH Transactions	<u>348,815.47</u>

Total Expenditures (not including Payroll)	<u><u>418,750.44</u></u>
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Payroll:

Net Payroll - September 2017	55,519.03
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All Checks & ACH Transactions since the Board Meeting of September 13, 2017	<u><u>474,269.47</u></u>
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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
47886	BOLI Phase 5	Prevailing Wage Rate Unit Prevailing Wage Unit Fee-Brown Ave Phase 5	09/26/2017	689.12
Total for Check Number 47886:				689.12
Total for 9/26/2017:				689.12
ACH	DNB	Internal Revenue Service	09/29/2017	
	SEPT 17 PR	PR Batch 00001.09.2017 FICA - Employee	PR Batch 00001.09.2017 FIC.	4,920.66
	SEPT 17 PR	PR Batch 00001.09.2017 FICA - Employer	PR Batch 00001.09.2017 FIC.	4,920.66
	SEPT 17 PR	PR Batch 00001.09.2017 Medicare - Employee	PR Batch 00001.09.2017 Med	1,150.79
	SEPT 17 PR	PR Batch 00001.09.2017 Medicare - Employer	PR Batch 00001.09.2017 Med	1,150.79
	SEPT 17 PR	PR Batch 00001.09.2017 Federal Income Tax	PR Batch 00001.09.2017 Fed	7,059.77
Total for this ACH Check for Vendor DNB:				19,202.67
ACH	OR-Rev	Oregon Dept. of Revenue	09/29/2017	
	SEPT 17 PR	PR Batch 00001.09.2017 Oregon W/Held	PR Batch 00001.09.2017 Oreg	4,589.47
Total for this ACH Check for Vendor OR-Rev:				4,589.47
ACH	DNB	Internal Revenue Service	09/29/2017	
	SEPT 17 PR2	PR Batch 00002.09.2017 FICA - Employee	PR Batch 00002.09.2017 FIC.	40.05
	SEPT 17 PR2	PR Batch 00002.09.2017 FICA - Employer	PR Batch 00002.09.2017 FIC.	40.05
	SEPT 17 PR2	PR Batch 00002.09.2017 Medicare - Employee	PR Batch 00002.09.2017 Med	9.37
	SEPT 17 PR2	PR Batch 00002.09.2017 Medicare - Employer	PR Batch 00002.09.2017 Med	9.37
Total for this ACH Check for Vendor DNB:				98.84
47887	CIS INS	CIS Trust	09/29/2017	
	SEPT 17 PR	PR Batch 00001.09.2017 CCIS Insurance Long-	PR Batch 00001.09.2017 CCI	239.58
	SEPT 17 PR	PR Batch 00001.09.2017 Life Insurance - Spous	PR Batch 00001.09.2017 Life	200.04
	SEPT 17 PR	PR Batch 00001.09.2017 Short-Term Disability	PR Batch 00001.09.2017 Sho	76.73
	SEPT 17 PR	PR Batch 00001.09.2017 Medical Ins w/RX	PR Batch 00001.09.2017 Med	24,216.06
	SEPT 17 PR	PR Batch 00001.09.2017 CCIS Insurance AD&I	PR Batch 00001.09.2017 CCI	19.89
	SEPT 17 PR	PR Batch 00001.09.2017 Dental & Vision	PR Batch 00001.09.2017 Den	2,625.23
	SEPT 17 PR	PR Batch 00001.09.2017 Voluntary Dependent L	PR Batch 00001.09.2017 Volu	32.56
	SEPT 17 PR	PR Batch 00001.09.2017 Voluntary Life Insuran	PR Batch 00001.09.2017 Volu	284.00
	SEPT 17 PR	PR Batch 00001.09.2017 Life Insurance - er	PR Batch 00001.09.2017 Life	135.12
Total for Check Number 47887:				27,829.21
47888	PEBSCO	Nationwide Retirement Solutions	09/29/2017	
	SEPT 17 PR	PR Batch 00001.09.2017 Roth Contribution	PR Batch 00001.09.2017 Rotl	25.00
	SEPT 17 PR	PR Batch 00001.09.2017 PEBSCO	PR Batch 00001.09.2017 PEB	1,925.00
Total for Check Number 47888:				1,950.00
47890	Express	Express Services, Inc.	09/29/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	19456375	Payroll-Ellen week ending 9/10/17		968.00
	19502743	Payroll-Ellen week ending 9/17/17		1,149.50
	19527457	Payroll-Ellen week ending 9/24/17		877.25
				<hr/>
Total for Check Number 47890:				2,994.75
47891	Comspan 2249	National LightNet LLC Telephone Service-Admin	09/29/2017	
				<hr/>
Total for Check Number 47891:				238.88
47892	SHRED-IT 8123160094	Shred-It USA Document Shred Service	09/29/2017	
				<hr/>
Total for Check Number 47892:				76.30
47893	USPS Sept 2017	US Postal Service Postage for October Bills	09/29/2017	
				<hr/>
Total for Check Number 47893:				2,493.23
47894	VERIZON 9792760994 9792761004	Verizon Wireless Cell phone usage Wireless for TV VAn	09/29/2017	
				<hr/>
Total for Check Number 47894:				648.02
				39.02
				<hr/>
Total for Check Number 47894:				687.04
				<hr/>
Total for 9/29/2017:				60,160.39
47201	TRUE NOR H04188A	True North Equipment, Inc. CCTV Transporter repair	09/30/2017	
				<hr/>
Total for Check Number 47201:				5,837.36
47202	USPS Sept 2016	US Postal Service Bulk postage for Oct UB Bills	09/30/2017	
				<hr/>
Total for Check Number 47202:				2,547.00
47203	VERIZON 9772017120 9772017128	Verizon Wireless Cell phone usage Wireless for TV Van	09/30/2017	
				<hr/>
Total for Check Number 47203:				662.08
				39.02
				<hr/>
Total for Check Number 47203:				701.10
				<hr/>
Total for 9/30/2017:				9,085.46
				<hr/>
				<hr/>
Report Total (14 checks):				69,934.97
				<hr/>
				<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
47895	UB*00027	ELIZABETH ALBERT	10/11/2017	
		Refund Check		5.00
		Refund Check		1.25
		Refund Check		23.75
Total for Check Number 47895:				30.00
47896	WP SEPT 2017	Avista Utilities Natural gas service	10/11/2017	
				29.75
Total for Check Number 47896:				29.75
47897	BANNERMC	BANNER BANK	10/11/2017	
	AA 0913	Safeway - Cookies for Bd Mtg, Snacks for Staff		39.49
	AA 0915	Douglas County Clerk - Yearly subscription for c		360.00
	AA 0915a	Gov Teller - Credit Card fee for Douglas County		8.96
	AA 0924	Microsoft - Business Essentials Subscription		30.00
	CM 0916	OMFOA - Fall Conference Registration - Christi		350.00
	CM 0920	Amazon - Ipad Case w/keyboard - Christine		55.99
	CM 0924	Microsoft - Office 365 Subscription		112.50
	DF 0918	Evident - Ridge Builder Gel for enhancing finger		61.75
	DR 0927	Rockys Auto Repair - Replacement belts for TV		805.63
	GO 0831	Les Schwab - Battery for Inspector Ford Truck		166.81
	GO 0911	Abbys - Dinner - Short School - Greg		18.99
	GO 0912	Ohs Osaka - Dinner - Short School - Greg		16.50
	GO 0913	Olive Garden - Dinner - Short School - Greg		22.49
	GO 0914	Super 8 - Lodging - Short School - Greg		329.07
	GO 0918	Super 8 Inn & Suites Easy Savings		-13.16
	JB 0908	PNCWA - Annual Conference Registration - Jim		530.00
	JB 0918	NW Biosolids - Annual Conference Registration		350.00
	KB 0919	Si Casa Flores - UBOS lunch KB SO TN DR SL		79.95
	MC 0905	Home Depot - Concrete for manhole flow lines		139.00
	MC 0905a	Home Depot - Concrete bonding adhesive		23.50
	MC 0906	Health & Safety Inst - CPR/First Aid Student Ha		143.19
	MC 0912	Home Depot - Pallet return credit		-15.00
	MC 0920	Home Depot - Water cooler for service truck		21.97
	MC 0928	Coastal - Masonry drill bits		26.97
	RK 0905	Ten Down - DCUCC lunch - Ryon		13.00
	RK 0907	PNCWA - Annual Conference Registration - Ryc		530.00
	SL 0905	Public Surplus - Fees for auctioning surplus item		64.14
	SL 0912	Home Depot - Ladder		313.78
	SL 0918	Karens - Crew team building breakfast		73.80
	SL 0921	Leland - CO2 gas for CCTV		92.55
	SL 0926	Undercover - Lock for tonneau cover on 2017 Fc		74.01
	TN 0918	Home Depot - Grout/Cold Patch		216.37
	TN 0919	Home Depot - Manual Tamper		25.97
Total for Check Number 47897:				5,068.22
47898	BATT PLU	Batteries Plus #208	10/11/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	858-304582	Battery for crew computer backup		36.95
			Total for Check Number 47898:	36.95
47899	REFUND Tap Refund	Ben Tatone Inc Refund Tap fee on Permit 17-000118, not done.	10/11/2017	200.00
			Total for Check Number 47899:	200.00
47900	Bll Pear 612	Black Pearl Paving & Excavation Paving - Overlook Job	10/11/2017	6,000.00
			Total for Check Number 47900:	6,000.00
47901	Buddy Ge 125433	Buddy George & Sons LLC Crack seal asphalt at admin bldg	10/11/2017	727.00
			Total for Check Number 47901:	727.00
47902	OMI 66016	CH2MHill OMI Professional services per agreement	10/11/2017	120,453.57
			Total for Check Number 47902:	120,453.57
47903	WATER Sept 2017	City of Roseburg Water service for admin bldg	10/11/2017	252.04
			Total for Check Number 47903:	252.04
47904	CORIX 17713030157	Corix Water Products Parts for stock	10/11/2017	221.60
			Total for Check Number 47904:	221.60
47905	CRADAR 002842 002842 Ret	Cradar Enterprises, Inc Pay Request #3 Brown Ave Phase V Pay Request #3 Brown Ave Phase V Retainage	10/11/2017	136,599.00 -6,829.95
			Total for Check Number 47905:	129,769.05
47906	OR-CBS 730003010653 730003010653 730003010653 730003010653	Dept of Consumer & Business Services Permit #4838 Fire Box Boiler Rm Permit #21407 Water Tube WWTP Permit #50375 Air Tank WWTP Permit #50377 Air Tank WWTP	10/11/2017	44.80 44.80 44.80 44.80
			Total for Check Number 47906:	179.20
47907	DEQ WQ18DOM-0861	Dept of Environmental Quality Water Quality Permit-Sewage Disposal NPDES :	10/11/2017	22,840.00
			Total for Check Number 47907:	22,840.00
47908	DCPW 429790 431788	Douglas County Public Works Asbestos pipe disposal Grit Pit material disposal	10/11/2017	145.00 247.47
			Total for Check Number 47908:	392.47
47909	DFN OCT 17 Admin OCT 17 High OCT 17 Host	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting	10/11/2017 Service: 14806 Service: 105797	202.71 64.14 10.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	OCT 17 Keady	Internet Services-Keady Ct	Service: 106289	64.14
	OCT 17 N Bank	Internet Services-No. Bank PS	Service: 105793	61.64
	OCT 17 NTS	Internet Services-NTS	Service: 23920	51.37
	OCT 17 Wilb 1	Internet Services-Wilbur 1 PS	Service: 105796	64.14
	OCT 17 Wilb 2	Internet Services-Wilbur 2 PS	Service: 105794	61.64
	OCT 17 Winch	Internet Services-Winchester P	Service: 105795	64.14
Total for Check Number 47909:				644.20
47910	EARTH 876257	EARTH20 Bottled water delivery	10/11/2017	23.70
Total for Check Number 47910:				23.70
47911	Express 19577304	Express Services, Inc. Ellen payroll, week ending 10/1/17	10/11/2017	1,210.00
Total for Check Number 47911:				1,210.00
47912	GOOD VIB 18155	Good Vibrations Back-Up Cameras for B6	10/11/2017	1,079.90
Total for Check Number 47912:				1,079.90
47913	GRAPHDIM 937 946	Graphic Dimensions, Inc. Utility bill paper stock Cut utility bills to mailing size	10/11/2017	1,942.70 30.70
Total for Check Number 47913:				1,973.40
47914	Kelley IN307508	Kelley Imaging Systems, Inc. Copier Maintenance Contract 7/12/17-10/11/17	10/11/2017	171.74
Total for Check Number 47914:				171.74
47915	LTM 443176	Knife River Materials Crushed rock	10/11/2017	73.80
Total for Check Number 47915:				73.80
47916	LYOUNG 70300259285	Lauren Young Tire Battery for 2014 Ford Service Truck	10/11/2017	170.50
Total for Check Number 47916:				170.50
47917	LOWES 6932970	Lowes Service truck supplies	10/11/2017	59.52
Total for Check Number 47917:				59.52
47918	MSTRCR 2367J	MasterCare Cleaning Co Inc Janitorial services for September	10/11/2017	390.00
Total for Check Number 47918:				390.00
47919	MTMCOMM 439210022017	MTM Communications Answering service	10/11/2017	46.78
Total for Check Number 47919:				46.78
47920	OR-LIN 87059 90365	Oregon Linen, Inc. Laundry service Laundry service	10/11/2017	42.02 42.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	92884	Laundry service		81.97
	94287	Jeans for SO, RC, GO, RK		529.00
	95812	Laundry service		42.02
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Total for Check Number 47920:				737.03
47921	OR-TOOL 765784	Oregon Tool & Supply Socket extension	10/11/2017	17.95
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Total for Check Number 47921:				17.95
47922	ORTRACT 54416	Oregon Tractor & Equipment Co Inc Excavator rental for Lincoln St project	10/11/2017	375.00
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Total for Check Number 47922:				375.00
47923	OHDDoor 1618258	Overhead Door Co. of Roseburg Door for 411 Long Meadow Lane	10/11/2017	1,526.00
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Total for Check Number 47923:				1,526.00
47924	PAC AIR 69392	Pacific Air Comfort, Inc. HVAC filter change & maintenance	10/11/2017	150.00
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Total for Check Number 47924:				150.00
47925	PPL	Pacific Power	10/11/2017	
	Sept 17 411 LMC	Contract-411 LM-Storage Bldg		11.41
	Sept 17 411 LMS	Usage-411 LM-Storage Bldg		35.19
	Sept 17 425 LM	Power Usage-425 Long Meadow		10.63
	Sept 17 Admin	Power Usage-Admin Bldg		683.61
	Sept 17 HighLS	Power Usage-Highland PS		969.49
	Sept 17 Keady	Power Usage-Keady LS		189.38
	Sept 17 LV PS	Power Usage-Loma Vista PS		144.50
	Sept 17 N Bank	Power Usage-North Bank PS		106.68
	Sept 17 NTS PS	Contract/Power Usage-NTS PS		12,153.81
	Sept 17 NTSGate	Power Usage-140 LM-NTS Gate		19.94
	Sept 17 S Bank	Power Usage-South Bank PS		1,222.54
	Sept 17 Wilb 1	Power Usage-Wilbur 1 PS		85.67
	Sept 17 Wilb 2	Power Usage-Wilbur 2 PS		133.25
	Sept 17 WWTP 1	Power Usage-WWTP 1		20,143.12
	Sept 17 WWTP 2	Power Usage-WWTP 2		28.10
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Total for Check Number 47925:				35,937.32
47926	PARKSIDE 6141	Parkside Flowers & Gifts Flowers for Rick's Family	10/11/2017	70.00
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Total for Check Number 47926:				70.00
47927	PostDue 396798	Postmaster Postage Due Account for Return Service	10/11/2017	150.00
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Total for Check Number 47927:				150.00
47928	Premium 20750	Premium Landscape, Inc. Landscape service	10/11/2017	180.25
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Total for Check Number 47928:				180.25
47929	QFence 15653	Quality Fence Company, Inc. Removed and re-installed fence for Harrison Pro	10/11/2017	1,343.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47929:				1,343.00
47930	CHAMBER 6007623	Roseburg Area Chamber of Commerce Annual membership dues	10/11/2017	280.00
Total for Check Number 47930:				280.00
47931	A&I 745919 746632	Roseburg Auto & Truck Supply Oil for jumping jack foot Battery for compressor	10/11/2017	3.79 113.95
Total for Check Number 47931:				117.74
47932	RSBG-DIS 989217	Roseburg Disposal Company Garbage Service-September	10/11/2017	56.50
Total for Check Number 47932:				56.50
47933	Spec 0093051-IN	Spec Industries, Inc. Manhole materials	10/11/2017	487.50
Total for Check Number 47933:				487.50
47934	SDAODUES 2018 Dues	Special Districts Association of Oregon Annual Membership Dues	10/11/2017	3,831.94
Total for Check Number 47934:				3,831.94
47935	TRUE NOR H06661	True North Equipment, Inc. Splice kit for TV Van	10/11/2017	771.35
Total for Check Number 47935:				771.35
47936	UBWA Sept 17 411LM Sept 17 425LM Sept 17 606LM	Umpqua Basin Water Association Water service 411 Long Meadows Water service for 425 Long Meadows Water service for 606 Long Meadows	10/11/2017	18.00 18.00 18.00
Total for Check Number 47936:				54.00
47937	UMPQUARF 16176	Umpqua Quarries, LLC Crushed rock	10/11/2017	34.02
Total for Check Number 47937:				34.02
47938	UMP-SAND 41395 41448 41597 41661 41839	Umpqua Sand & Gravel Slurry-Terrace project Asphalt disposal Concrete/asphalt disposal Concrete/asphalt disposal Dirt disposal	10/11/2017	234.00 8.50 26.48 56.33 12.11
Total for Check Number 47938:				337.42
47939	WECO CP-00011876	WECO Fuel Usage-September	10/11/2017	1,607.07
Total for Check Number 47939:				1,607.07
47940	West Tes 21131	Western Testing LLC Construction Materials Testing (CoMet) - Brown	10/11/2017	8,612.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47940:				8,612.20
47941	WILLGRAY 15629685	Willamette Graystone, Inc. Speedcrete	10/11/2017	95.79
Total for Check Number 47941:				95.79
Total for 10/11/2017:				348,815.47
Report Total (47 checks):				348,815.47