



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

REGULAR MONTHLY BOARD MEETING
February 12, 2020

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

February 12th, 2020
RUSA Board Room
4:00 p.m.

AGENDA

REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griesse

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. January 8th, 2020 Board Meeting
- 4. 2020 – 2021 Budget**
 - a. Appointment of Budget Officer
 - b. 2020-2021 Budget Process Calendar review
- 5. Jacobs Out of Scope/Additional Services**
 - a. WWTP SCADA system upgrade
- 6. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. FEMA Application for damage claimed disaster relief
 - c. Biosolids Building expansion project
 - d. Hooker Road Rehabilitation Project
- 7. Staff Professional Development**
- 8. New Developments**
- 9. Staff Report**
- 10. Jacobs (ch2m) Plant Operations Report**
- 11. Accounts Payable**
- 12. Schedule Work Session**
 - a. Capital Improvement Plan, Benefits Analysis, Rate Study
- 13. 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 January 8, 2020 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch, Paul Nielsen of Isler CPA and Jacobs Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, December 11, 2019.

Rob Lieberman moved to approve the minutes for the Wednesday, December 11, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Jerry Griese seconded the motion.

The motion passed unanimously.

Auditor's Report to the Board

Paul Nielsen of Isler Certified Public Accountants & Business Advisors presented the Board with the audit report for the fiscal year ending June 30, 2019.

Resolution No. 20-01: A Resolution Declaring Surplus Property

Staff presented Resolution No. 20-01 declaring property not needed to be surplus.

David Campos moved to approve Resolution No. 20-01 declaring surplus property.

Kelsey Wood Seconded the motion.

The motion passed Unanimously

Vote By Roll Call

Chairman Dunn requested "Roll Call" for Resolution No. 20-01:

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

Resolution No. 20-01 was passed with a 5/0 vote.

Jacobs Operations Contract Annual Report

Jade Mecham presented the Operations Management and Facilities Services Annual Report for 2018-2019.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 75% of the sanitary sewer work. The project completion is estimated to be in February 2020.

FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of reviewing the documentation with FEMA to complete the application of RUSA's claim.

Bio Solids Building Expansion Project

The contractor is approximately 95% complete on the project. The site grading, concrete floor, walls and the erection of the steel structure have been completed. The roof has been installed with the trim and gutters yet to be completed.

The General Contractor, Zerbach Construction, did not request a progress payment this month.

Hooker Road Rehabilitation Project

Rob Lee, representing Murraysmith, conducted a site visit January 2nd to begin the design of this project.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 96% BOD removal and 97% Total Suspended Solids removal during December. The total Effluent flow was 127.22 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 8, 2020 Accounts Payable.

David Campos made a motion to approve the Accounts Payable and Addendum as presented.

Jerry Griese seconded the motion.
The motion passed unanimously.

Executive Session

At 4:59 p.m. Chairman Dunn called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining. The Board evaluated the General Manager for his work during the year 2019. The Board stated that the General Manager has continued to meet their expectations and gave several examples of the General Managers accomplishments throughout the prior year.

At 5:25 p.m. staff was called back to the regular meeting.
David Campos made a motion to advance Jim Baird to Step 4 for General Manager.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: APPOINTMENT OF A BUDGET OFFICER

DATE: WEDNESDAY, FEBRUARY 5, 2020

CC:

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff would recommend that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2020 – 2021 Budget preparation.



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: REVIEW OF THE DRAFT BUDGET PROCESS CALENDAR

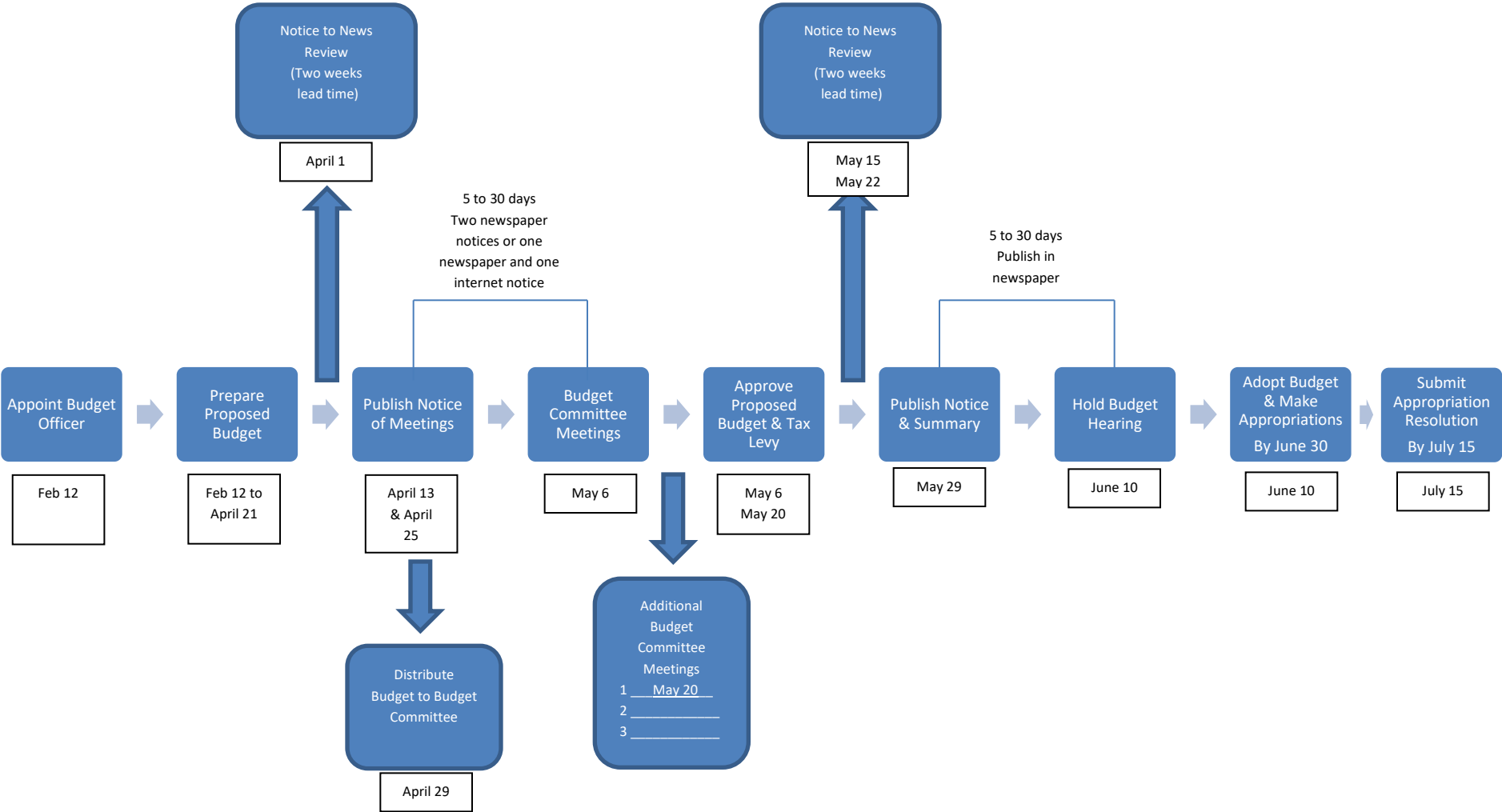
DATE: WEDNESDAY, FEBRUARY 5, 2020

CC:

The staff has completed the draft budget process calendar for your review. We would ask the Board to provide any comments or corrections to the calendar so that the final calendar can be approved.

Staff would recommend, if there are no corrections or changes, the Board approve the draft budget process calendar.

2020 – 2021 BUDGET PROCESS



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: JACOBS OUT OF SCOPE/ADDITIONAL SERVICES AGREEMENT

DATE: WEDNESDAY, FEBRUARY 5, 2020

CC:

The staff has worked with Jade Mecham, of Jacobs, to develop the scope for the WWTP SCADA upgrade. The agreement provides for the software installation, formatting and installation of new computer hardware.

The out of scope/additional services are being provided at a cost-plus fifteen percent (15%). The agreement calls for compensation for services performed not to exceed twenty thousand dollars (\$20,000).

Staff would recommend that the Board approve entering into the out of scope/additional services agreement for support services related to the WWTP SCADA system.

GENERAL MANAGERS REPORT

Date: 2/05/20
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 75% of the sanitary sewer work. The project completion is estimated to be in February 2020.

FEMA Application for Damage Claimed Disaster Relief

Staff has completed the payment request for Project Worksheet (PW) 00042 for reimbursement of \$25,605.00. We have two PW pending. One is complete and has been submitted to the State and one is pending quotations from contractors.

Bio Solids Building Expansion Project

The contractor completed on the project. The Engineer and Staff have submitted a short punch list of items to be corrected.

The General Contractor, Zerbach Construction, has submitted pay request No. 3 in the amount of \$53,851.41 with 5% retainage withheld for \$2,692.56. The total request for this pay request No. 3 is \$51,158.85

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment request No. 3 in the amount of \$51,158.85.

Hooker Road Rehabilitation Project

Rob Lee, representing Murraysmith, has complete the review of the condition of the sanitary sewer mains in the Hooker Road study area. Mr. Lee has recommended the scope of the rehabilitation and replacement for the project. The tentative schedule is to put the project out for bidding in March or April with construction to begin in July.

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: RYON KERSHNER – PLSO ANNUAL CONFERENCE

DATE: WEDNESDAY, FEBRUARY 5, 2020

CC:

Ryon Kershner, RUSA's Supervising Engineering Technician III, attended the 2020 Professional Land Surveyors of Oregon (PLSO) Annual Conference January 22-24. Ryon attended class sessions to obtain 18 Professional Development Hours (PDHs). A total of 30 PDH's are required every two years to maintain his professional surveyors license.

Ryon utilizes his license on behalf of RUSA when we encounter surveying questions.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Harvard West Phase II – short mainline extension to serve a new commercial building - under review

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Neighborworks Apartment -preliminary design for a mainline extension
- Rosemary Subdivision
- Thyme Subdivision

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street-Work has begun on sewer mainline
- Winchester Pump Station Pressure Line Replacement- Approximately 75 percent of the pipe is now installed. Drilling has restarted for the southern 2500 feet of the pressure mains.
- Hanna Heritage Plaza – Submittals have been received work should begin around the middle of February.

ROSEBURG URBAN SANITARY AUTHORITY

January 2020 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 56 work orders.
- Completed CCTV inspection of 21,094 feet or 4.0 miles of mainline.
- Cleaned 95,845 feet or 18.2 miles of mainline.
- Completed 112 manhole inspections.
- Repaired 1 Manhole

ENGINEERING DEPARTMENT:

- Completed 187 underground utility locate requests.
- Issued 10 permits and completed 6 inspections.
- Hwy 99 pressure main project is underway, currently 85 percent of the project work has been completed.
- Biosolids Building is complete except for punch list items.

FINANCE DEPARTMENT:

- Vacancy Credits: 11 were processed for a total of \$625.00 in January.
- Credit cards/eChecks: 863 payments totaling \$42,195.72 were collected in January. 64 payments received at the counter, 43 by voice response system, and 756 on-line.
- Automatic Payments: 2,059 customer accounts are signed up. Received \$81,350.94 or approximately 14.8% of monthly billing.

TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: February 5, 2020
SUBJECT: January 2020 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 93% 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 January 2020, was 250,000 KWHRS with a total Effluent flow of 221.87 million gallons all of which went to the South Umpqua River (Outfall 001). The January 2019 electrical consumption was 250,000 with a total Effluent flow of 171.82 million gallons all of which went to Outfall 001 (South Umpqua River).
- The annual stormwater report was sent to the DEQ and the Fire Marshall's annual report was sent to the State.
- Samples were collected from January 6th through the 30th, 3 days a week at Micelli Park to analyze loadings in the stream.
- Received shipment of a new forklift as part of the capital expense approvals.
- A high flow event caused the pretreatment headworks to overflow and the water ran into the curtain drain that was installed to capture such events.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in January:

- The annual pretreatment report was sent out to the DEQ following a review by our compliance team.
- *Bob's Deli*: An inspection into the cleanout coming from the Deli showed very little grease build up.
- *Chuck's Texaco*: The camera into the clean out showed that it was in Ok condition with no petroleum smell observed.
- *Smokin Friday BBQ*: The camera into the clean out showed the line to be in satisfactory condition.
- *Pete's Drive Inn*: The outside grease interceptor was in good condition.
- *Totem Market*: The camera into the clean out showed their line to be in Ok condition.

NATURAL TREATMENT SYSTEM (NTS)

- The natural treatment system is shut down for the season.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 86 Million Gallons
- Average Daily Flow from all Lift Stations per day - 3.1 Million Gallons

MAINTENANCE

- Made a different access door for the front chain area of the sludge Slinger Truck for ease of maintenance.
- Replaced the gravity belt on the #2 Gravity Belt Thickener unit.
- Replaced the bushings for the hammers in the sludge Slinger Truck.
- Replaced the wash down water tank for the sludge Slinger Truck.
- Replaced the counter timer for the Skimmer on the #1 Secondary Clarifier.
- Replaced the Bindicator for the Screw Press.
- Replaced the water strainer housing for the Boiler make up water system.
- Had Convey Keystone repair the brush mechanism shaft for the #2 Influent screen.
- Replaced the check balls and seats for the #1 Primary Sludge pump.
- Replaced the power supply in the Digester Gas Detector unit.
- Replaced three louver actuators for the Highland Station.
- Installed the emergency generator at the Del Rio Station.

LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- 109 permit tests were ran during the month.
- On 01/15/20, lab water sample was collected. Samples were shipped to NRC for testing.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Jade Mecham spent one day in Gresham.
- Kevin Bruton spent one day in Dallas, OR.

UPCOMING EVENTS

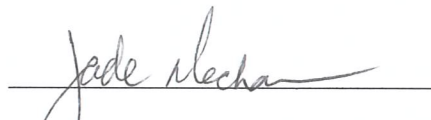
OPERATIONS/NTS:

- Work will begin on the barn at the NTS to provide a spot to park the Kubota tractor out of the elements.

MAINTENANCE:

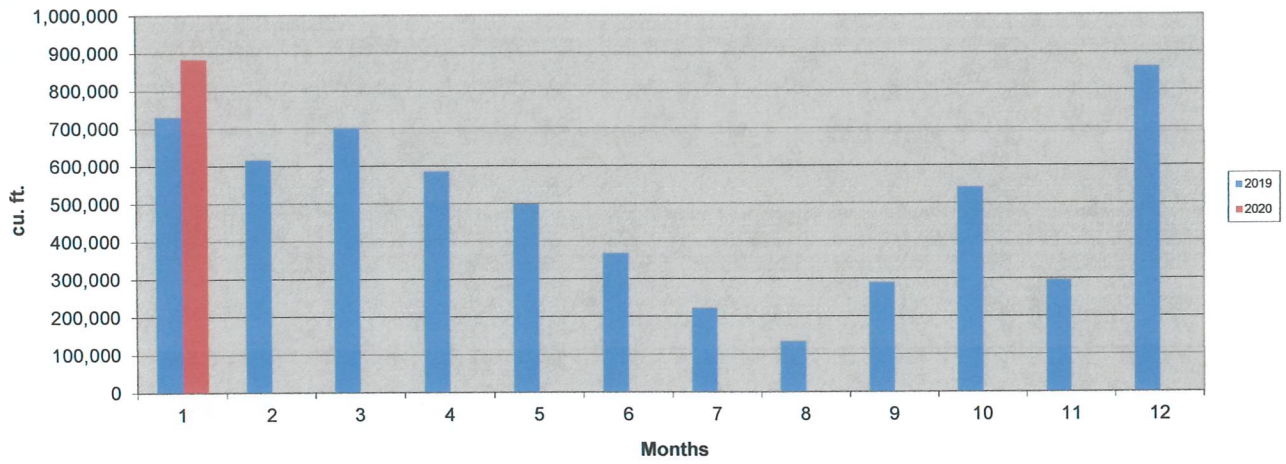
- Work on replacing the HMI for the SCADA system.
- Replace the VFDs for both Sludge Transfer pumps.
- Rebuild the check valve for the #1 Winchester station pump.

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

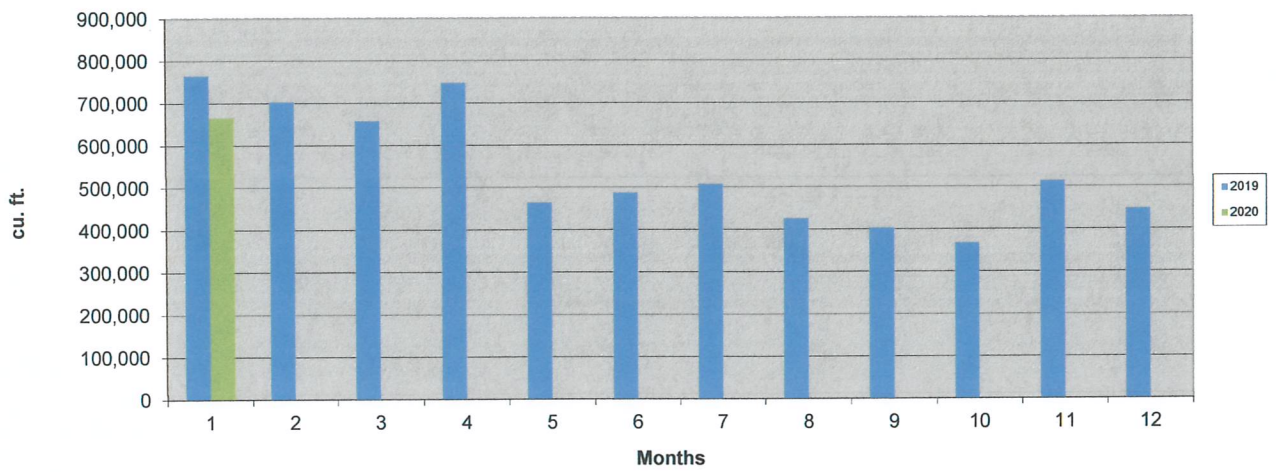


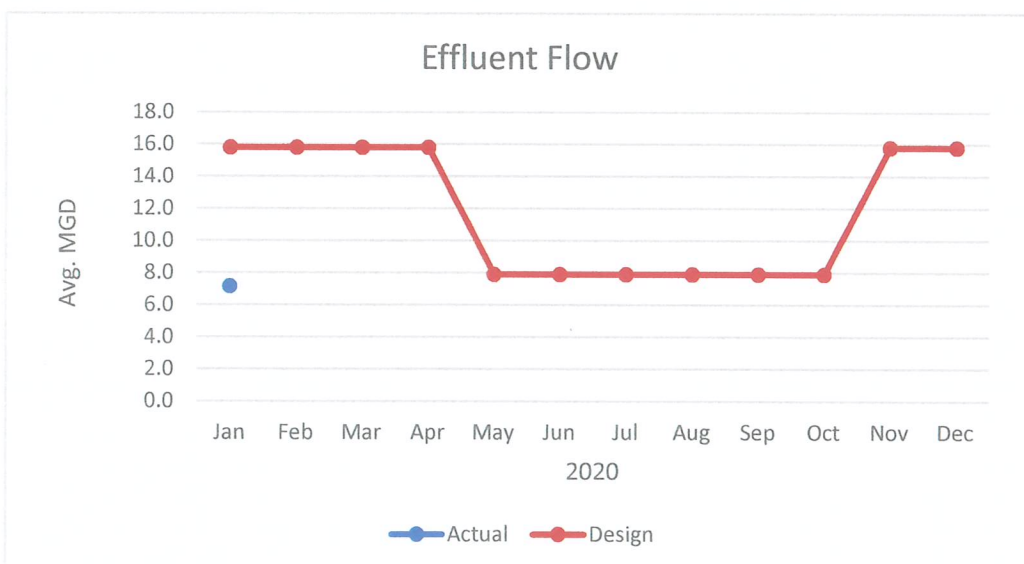
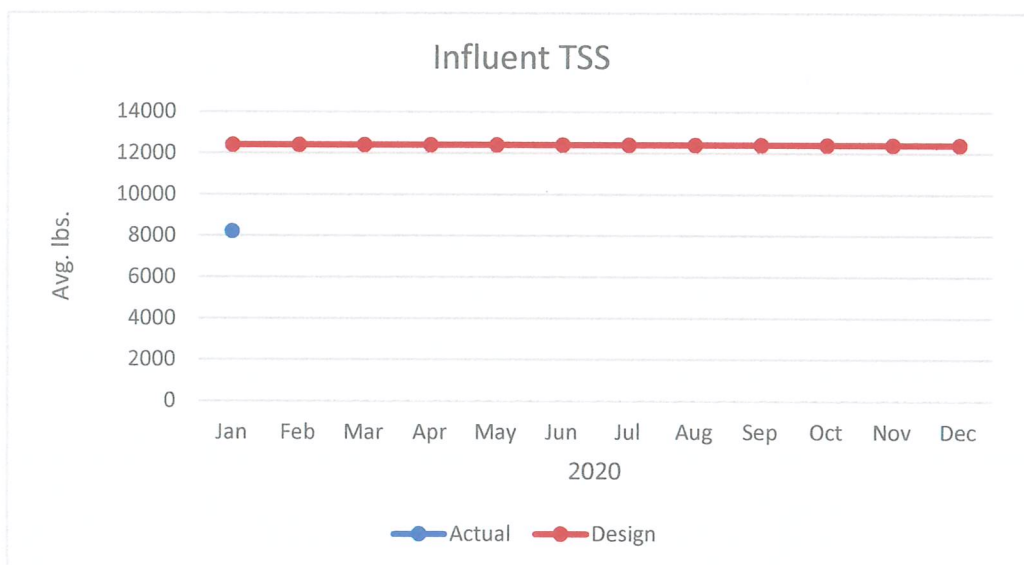
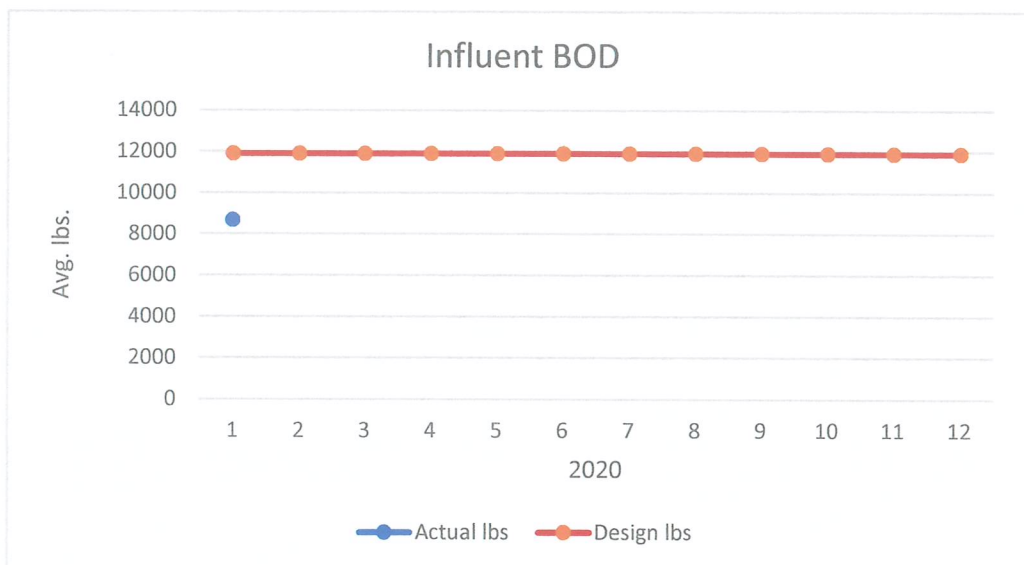
Jade Mecham
Project Manager
Jacobs

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
Feb-19	8.92	11233	8133
Mar-19	6.05	9369	7158
Apr-19	6.25	9562	8065
May-19	3.41	7137	7717
Jun-19	3.08	7167	6931
Jul-19	2.90	7405	6865
Aug-19	2.94	7257	7133
Sep-19	3.20	6804	6772
Oct-19	2.83	6455	6594
Nov-19	2.79	10346	9195
Dec-19	4.11	9114	7470
Jan-20	7.16	8698	8222

SUM	53.64	100547	90255
AVE	4.47	8379	7521
MAX	8.92	11233	9195
MIN	2.79	6455	6594

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

Location/Parameter	Units	Limit	Actual
Plnt Ef			
BOD 5 - BOD 5 Day 20 Deg C			
Average	MG/L	30	11.36
Max Weekly Avg (Wed Rule) , Beginning: 1/12/2020	MG/L	45	14
Average Loading	lb/day	3800	730
Max Weekly Avg (Wed Rule) Loading, Beginning: 1/12/2020	lb/day	5600.00	1408
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 1/2/2020	S.U.	6.10	6.86
Maximum , 1/24/2020	S.U.	8.50	7.21
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	7.29
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 1/12/2020	MG/L	45.00	9.67
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	478.53
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	4
Max Weekly Avg (Wed Rule) , Beginning: 12/29/2019	MPN	406.00	6
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	95
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	93
South Bank 004			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Maximum	MGD	0.00	
Outfall #3 Flow			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Sum	MGD	0.00	

CASH DISBURSEMENT RECAP BOARD MEETING FEBRUARY 12, 2020

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	200,824.98
Total of Regular Checks & ACH Transactions	<u>244,015.79</u>

Total Expenditures (not including Payroll)	<u><u>444,840.77</u></u>
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Payroll:

Net Payroll - January 2020	61,394.80
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All Checks & ACH Transactions since the Board Meeting of January 8, 2020	<u><u>506,235.57</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
ACH	ASIFLEX A00032589C0C939	ASIFlex FSA Admin Fees-December	01/10/2020	52.50
Total for this ACH Check for Vendor ASIFLEX:				52.50
ACH	02669	PERS Deposit	01/10/2020	
	DEC 19 PR	PR Batch 00001.12.2019 PERS - Not W/Held	PR Batch 00001.12.2019 PER	8,020.27
	DEC 19 PR	PR Batch 00001.12.2019 PERS Pick-Up	PR Batch 00001.12.2019 PER	736.38
	DEC 19 PR	PR Batch 00001.12.2019 OPSRP-Not W/Held	PR Batch 00001.12.2019 OPS	7,603.67
	DEC 19 PR	PR Batch 00001.12.2019 PERS W/Held	PR Batch 00001.12.2019 PER	4,710.54
	Rounding Adj	PERS Rounding Adj-December		0.01
Total for this ACH Check for Vendor 02669:				21,070.87
Total for 1/10/2020:				21,123.37
ACH	PPL Dec 2019 NTS PS	Pacific Power Power Usage-NTS Pump Station	01/13/2020	1,686.12
Total for this ACH Check for Vendor PPL:				1,686.12
Total for 1/13/2020:				1,686.12
ACH	CompuChk C1199135	Compuchecks.com Reorder check stock	01/14/2020	97.94
Total for this ACH Check for Vendor CompuChk:				97.94
Total for 1/14/2020:				97.94
ACH	OR-REV 4th Qtr STT 4th Qtr SUTA 4th Qtr WC	Oregon Dept. of Revenue 4th Qtr State Transit Tax 4th Qtr State Unemployment 4th Qtr Workers Comp	01/22/2020	239.51 366.94 161.85
Total for this ACH Check for Vendor OR-REV:				768.30
Total for 1/22/2020:				768.30
ACH	ASIFLEX Jan 2020 PR	ASIFlex PR Batch 00001.01.2020 Flexible Spending Acc	01/31/2020 PR Batch 00001.01.2020 Flex	1,339.18
Total for this ACH Check for Vendor ASIFLEX:				1,339.18
ACH	DNB	Internal Revenue Service	01/31/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 20 PR Adj	PR Batch 00002.01.2020 FICA - Adj to actual	PR Batch 00002.01.2020 FIC.	-24.73
	Jan 2020 PR	PR Batch 00001.01.2020 Federal Income Tax	PR Batch 00001.01.2020 Fed	6,542.20
	Jan 2020 PR	PR Batch 00001.01.2020 Medicare - Employer	PR Batch 00001.01.2020 Med	1,312.88
	Jan 2020 PR	PR Batch 00001.01.2020 Medicare - Employee	PR Batch 00001.01.2020 Med	1,312.88
	Jan 2020 PR	PR Batch 00001.01.2020 FICA - Employer	PR Batch 00001.01.2020 FIC.	5,613.68
	Jan 2020 PR	PR Batch 00001.01.2020 FICA - Employee	PR Batch 00001.01.2020 FIC.	5,613.68
Total for this ACH Check for Vendor DNB:				20,370.59
ACH	OR-Rev	Oregon Dept. of Revenue	01/31/2020	
	Jan 20 PR Adj	PR Batch 00002.01.2020 Oregon W/Held-Adj to	PR Batch 00002.01.2020 Ore	1.67
	Jan 2020 PR	PR Batch 00001.01.2020 Oregon W/Held	PR Batch 00001.01.2020 Ore	5,040.26
Total for this ACH Check for Vendor OR-Rev:				5,041.93
49437	CIS INS	CIS Trust	01/31/2020	
	Jan 2020 PR	PR Batch 00001.01.2020 CCIS Insurance AD&I	PR Batch 00001.01.2020 CCI	22.37
	Jan 2020 PR	PR Batch 00001.01.2020 Dental & Vision	PR Batch 00001.01.2020 Den	3,315.60
	Jan 2020 PR	PR Batch 00001.01.2020 Voluntary Dependent L	PR Batch 00001.01.2020 Vol	31.92
	Jan 2020 PR	PR Batch 00001.01.2020 Voluntary Life Insuran	PR Batch 00001.01.2020 Vol	339.79
	Jan 2020 PR	PR Batch 00001.01.2020 Life Insurance - er	PR Batch 00001.01.2020 Life	117.00
	Jan 2020 PR	PR Batch 00001.01.2020 Life Insurance - Spous	PR Batch 00001.01.2020 Life	176.13
	Jan 2020 PR	PR Batch 00001.01.2020 CCIS Insurance Long-	PR Batch 00001.01.2020 CCI	234.02
	Jan 2020 PR	PR Batch 00001.01.2020 Medical Ins w/RX	PR Batch 00001.01.2020 Med	29,476.84
	Jan 2020 PR	PR Batch 00001.01.2020 Short-Term Disability	PR Batch 00001.01.2020 Sho	124.51
Total for Check Number 49437:				33,838.18
49438	PEBSCO	Nationwide Retirement Solutions	01/31/2020	
	Jan 2020 PR	PR Batch 00001.01.2020 Nationwide-Deferred C	PR Batch 00001.01.2020 Nati	5,105.00
Total for Check Number 49438:				5,105.00
49439	CENTURY	CenturyLink	01/31/2020	
	Jan 2020	Analog phone service for fire alarm & fax machi		119.12
	Jan 2020 NTS	Phone service to gate at NTS		53.05
Total for Check Number 49439:				172.17
49440	WATER	City of Roseburg	01/31/2020	
	Dec 19 Keady	Water usage-Keady Ct PS		47.14
	Jan Admin	Water usage-Admin		212.26
Total for Check Number 49440:				259.40
49441	GRAYBAR	Graybar Electric Company Inc.	01/31/2020	
	9314344462	SCADA-Hardware for WWTP		24,500.97
Total for Check Number 49441:				24,500.97
49442	ISS	Industrial Software Solutions I LLC	01/31/2020	
	SIN005468	SCADA Software for WWTP		28,665.00
Total for Check Number 49442:				28,665.00
49443	KUBOTA	Kubota Tractor Corporation	01/31/2020	
	OSB37-19	Kubota MX5200HST Tractor		24,208.30
Total for Check Number 49443:				24,208.30
49444	PAPEMAT	PAPE MATERIAL HANDLING	01/31/2020	
	272481 S	Lift Truck		23,750.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49444:				23,750.00
49445	OR-AUD FYE 19 Audit	Secretary of State Audit Fee - FYE 2019	01/31/2020	300.00
Total for Check Number 49445:				300.00
49446	SHRED-IT 8128996427	Shred-It USA Shred services	01/31/2020	99.79
Total for Check Number 49446:				99.79
49447	UNITED 173901265-003 173929187-002	UNITED RENTALS (NORTH AMERICA) Mini excavator rental for Watson Project Skid Steer rental for Watson Project	01/31/2020	4,296.06 2,022.80
Total for Check Number 49447:				6,318.86
49448	USPS Jan 2020	US Postal Service Postage for mailing February 2020 Utility Bills	01/31/2020	2,488.33
Total for Check Number 49448:				2,488.33
49449	VERIZON 9846317235 9846317243	Verizon Wireless Wireless Phone service Monthly wireless service for CCTV Van	01/31/2020	652.53 39.02
Total for Check Number 49449:				691.55
Total for 1/31/2020:				177,149.25
Report Total (21 checks):				200,824.98

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 2/7/2020 10:08 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	02/12/2020	
	2416444241	Calendar for Christine, new received stamp for n		29.48
	2416447941	Office supplies		74.37
	2423634291	1099 Tax forms and envelopes		49.98
Total for this ACH Check for Vendor STAPLES:				153.83
49450	WP JAN 2020	Avista Utilities Natural gas service	02/12/2020	200.99
Total for Check Number 49450:				200.99
49451	BANNERMC	BANNER BANK	02/12/2020	
	AA 010620	Pitney Bowes - Quarterly postage machine lease		81.00
	AA 012020	Pitney Bowes - Late fee		32.00
	AA 012420	Costco - Kitchen supplies		209.94
	AA 012820	Pitney Bowes - Refund late fee, their error		-32.00
	AB 012720	OWPSACSTATE - Wastewater course for Andy		50.00
	DF 010820	Network Solutions - Email acct to administer rus		11.39
	DF 010920	Bagel Tree - Snacks for Dec Staff Mtg		26.50
	GO 010720	Ten Down - DCUCC lunch meeting		10.00
	HW 010720	Roseburg Chamber - First Citizens Banquet Tabl		600.00
	HW 010820	Safeway - Board & staff meeting snacks		18.18
	HW 011420	Staples - New desk chair for Harmony		169.46
	HW 012120	Abbys - UBOS lunch - KB, AB, RC, MC, LM		54.75
	HW 012120	Abbys - UBOS lunch - Jim & Harmony		26.90
	JB 011420a	Walmart - Roadside kit for Ford Edge		44.82
	JB 011420b	SDAO - 2020 Conf registration for Jim & David		460.00
	JB 011520	City Ctr Parking - PNCWA Bd Mtg parking (reir		20.00
	JB 011720a	Hotel Zags - PNCWA Bd Mtg parking (reimburs		79.00
	JB 011720b	City Center Parking - PNCWA Bd Mtg parking (16.00
	JB 011820	Hobby Lobby - First Citizens Decorations		28.86
	JB 012120	Roseburg Chamber - First Citizens Wine		99.00
	JB 012220	Staples - First Citizens Decorations		53.24
	JB 012320a	Fred Meyer - First Citizens Decorations		7.98
	JB 012320b	JoAnns - First Citizens Decorations		6.38
	JB 012820	Hobby Lobby - Credit for return		-8.97
	JJB 010420	Extended Stay - Lucity RUG Conf - Lodging - Jc		128.00
	JJB 010820	Lowes - CO Alarm replacement for Jim's office		18.57
	JJB 010920	Lowes - Hose reel, gauge, couplers for truck		128.45
	JJB 011020	Shoe Dept Encore - Work Boots - John		99.99
	JJB 012220	Lowes - Air coupler, bungee cords		12.71
	JJB 012920	UCC - Wastewater Cert Test Prep Course		424.00
	KV 011420	Harbor Freight - Hose reel for CCTV Van		57.99
	RK 010720	Ten Down - DCUCC lunch meeting		17.50
	RK 011520	Elmers - DCSA lunch meeting		15.49
	RK 012220	MOD Pizza - PLSO Conf Dinner - Ryon		14.08
	RK 012420	Hawaiian Time - PLSO Conf Dinner - Ryon		12.50
	RK 012420	Baseline Equip - Survey Vest for Greg		54.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RK 012520	Sheraton Portland - PLSO Conf Lodging - Ryon		499.81
	SL 010820	All Seasons Uniforms - Crew uniform pants		189.42
	SL 012720	Lane County Driving School - Defensive driving		390.00
	SL 012920	International Plastics - Asbestos disposal bags		119.67
				<hr/>
Total for Check Number 49451:				4,246.61
49452	BHEC	Bassett-Hyland Energy Company	02/12/2020	
	CL87323-IN	Fuel 1/1/20 -1/15/20		885.31
	CL87646-IN	Fuel 1/16/20 -1/31/20		1,118.16
				<hr/>
Total for Check Number 49452:				2,003.47
49453	BATT PLU	Batteries Plus #208	02/12/2020	
	P23671442	Replacement batteries for Dell UPS in server rac		80.97
				<hr/>
Total for Check Number 49453:				80.97
49454	BUTLERAU	Butler Automotive Inc	02/12/2020	
	528783	2020 F550		41,440.62
				<hr/>
Total for Check Number 49454:				41,440.62
49455	OMI	CH2MHill OMI	02/12/2020	
	351289-026	Professional services per agreement		123,850.66
				<hr/>
Total for Check Number 49455:				123,850.66
49456	Chytka	Chytka Pest Control LLC	02/12/2020	
	133985	Pest Control - February		40.00
				<hr/>
Total for Check Number 49456:				40.00
49457	WATER	City of Roseburg	02/12/2020	
	INV09931	January Bulk water & permit		255.09
				<hr/>
Total for Check Number 49457:				255.09
49458	DRAUTO	D & R Auto & Truck Supply Corp	02/12/2020	
	884130	Repair switch - Camel		21.84
	885430	DEF fluid		19.78
	885959	Hose repair - Camel		1.58
	887908	Wiper blades for sign truck		44.64
	888477	Toggle switch to repair crane		28.40
				<hr/>
Total for Check Number 49458:				116.24
49459	Day	Day Wireless Systems	02/12/2020	
	252706-00	2 new radios with programming and remote spea		957.00
				<hr/>
Total for Check Number 49459:				957.00
49460	SHAUN	DC Precision Lube & Tune	02/12/2020	
	00002-16351	Oil change - Edge		30.14
	00002-16404	Oil change - 2014 Service truck		35.99
	00002-16471	Oil change - 2019 Service truck		35.99
	00002-16898	Oil change - 2011 Ford F450		35.99
				<hr/>
Total for Check Number 49460:				138.11
49461	DELL	Dell Marketing LP	02/12/2020	
	10372558111	48 Port Switch w/ 10G Base T Ethernet Module		4,741.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	10372558120	2 Dell Workstations (Dave and Eng-Shared)		4,793.18
			Total for Check Number 49461:	9,534.60
49462	DEQ WQ20STM-1704	Dept of Environmental Quality Water Quality Permit - Stormwater;NPDES	02/12/2020	1,112.00
			Total for Check Number 49462:	1,112.00
49463	DFN	Douglas Fast Net	02/12/2020	
	FEB 2020 Admin	Internet Services-Admin	Service: 14806	213.49
	FEB 2020 High	Internet Services-Highland PS	Service: 105797	74.91
	FEB 2020 Host	Admin Hosting		10.28
	FEB 2020 Keady	Internet Services-Keady Ct	Service: 106289	74.91
	FEB 2020 NBank	Internet Services-No. Bank PS	Service: 105793	71.91
	FEB 2020 NTS	Internet Services-NTS	Service: 23920	56.36
	FEB 2020 Ph/Cam	Phones/Security Cams	Service: 141784	98.01
	FEB 2020 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	FEB 2020 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	FEB 2020 Winch	Internet Services-Winchester P	Service: 105795	74.91
			Total for Check Number 49463:	821.60
49464	EARTH	EARTH20	02/12/2020	
	688752	Bottled water delivery		51.99
	896700	Bottled Water Delivery		68.49
			Total for Check Number 49464:	120.48
49465	FASTENAL ORROS208492 ORROS208566	Fastenal Company Stock bolts Bolts for stock and manholes	02/12/2020	
				71.02
				117.63
			Total for Check Number 49465:	188.65
49466	FLURY E 3760	Flury Supply Company Repair hose on Camel	02/12/2020	
				30.00
			Total for Check Number 49466:	30.00
49467	GRAPHDIM 2520	Graphic Dimensions, Inc. Cut bills to mailing size	02/12/2020	
				37.60
			Total for Check Number 49467:	37.60
49468	COASTAL A74291a A74291b	John Deere Financial f.s.b. Hi Vis Rain Gear Boots for Kyle V	02/12/2020	
				243.95
				103.99
			Total for Check Number 49468:	347.94
49469	MSTRCR 25429-J	MasterCare Cleaning Co Inc Monthly janitorial services	02/12/2020	
				390.00
			Total for Check Number 49469:	390.00
49470	NEXNET 10215	Nexcom, LLC Monthly digital phone service	02/12/2020	
				332.80
			Total for Check Number 49470:	332.80
49471	ICALL	One Call Concepts, Inc.	02/12/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	011052	January One-Call Tickets		222.00
			Total for Check Number 49471:	222.00
49472	OR-LIN 447864 453218	Oregon Linen, Inc. Laundry and mat service Laundry service	02/12/2020	54.20 37.08
			Total for Check Number 49472:	91.28
49473	OR-TOOL 433193	Oregon Tool & Supply 300' steel tape for CCTV Van	02/12/2020	124.95
			Total for Check Number 49473:	124.95
49474	OHDDoor 110381	Overhead Door Co. of Roseburg Bay door service and replace bushing	02/12/2020	86.00
			Total for Check Number 49474:	86.00
49475	PARKSIDE 7141	Parkside Flowers & Gifts Centerpiece for First Citizens dinner	02/12/2020	100.00
			Total for Check Number 49475:	100.00
49476	Premium 22925	Premium Landscape, Inc. Monthly landscape services	02/12/2020	180.25
			Total for Check Number 49476:	180.25
49477	RITZ 5883683	Ritz Safety Traffic cones	02/12/2020	736.37
			Total for Check Number 49477:	736.37
49478	ROCKYS 12420	Rocky's Auto Repair Oil change for 5yd dump truck	02/12/2020	290.97
			Total for Check Number 49478:	290.97
49479	RVP 85 87	Rogue Valley Precast, LLC Manhole cones for Hwy 99 project Manhole cones for Hwy 99 project	02/12/2020	980.00 980.00
			Total for Check Number 49479:	1,960.00
49480	Stratton 2018-396	Stratton Brothers, Inc. Asphalt patching for Watson St	02/12/2020	478.00
			Total for Check Number 49480:	478.00
49481	TEKMAN 65459 65459 65459 65459 65459 65459 65459	TEKMANAGEMENT, INC. Backup & Recovery Services Office 365 Premium-Crew O365 Visio Subscription Office 365 Premium-Engineering Server Maint & monitoring Office 365 Premium-Finance Office 365 Premium-811 user	02/12/2020	565.00 87.50 15.00 75.00 1,328.00 37.50 12.50
			Total for Check Number 49481:	2,120.50
49482	UMPQUARF	Umpqua Quarries, LLC	02/12/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	34753	Rock for stock		67.36
			Total for Check Number 49482:	67.36
49483	Zerbach Req#3 Req#3 Ret	Zerbach Construction, Inc. Biosolids Bldg Addition-Pay Request #3 Biosolids Bldg Addition-Pay Request #3	02/12/2020	53,851.41 -2,692.56
			Total for Check Number 49483:	51,158.85
			Total for 2/12/2020:	244,015.79
			Report Total (35 checks):	244,015.79