



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

REGULAR MONTHLY BOARD MEETING
October 9, 2019

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

**October 9th, 2019
RUSA Board Room
4:00 p.m.**

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. September 12th, 2019 Board Meeting
- 4. Resolution 19-04**
 - a. A resolution adopting a Public Records Policy
- 5. Resolution 19-05**
 - a. A resolution making a budgetary transfer
- 6. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. Douglas County Landfill Leachate
 - c. FEMA Application for damage claimed disaster relief
 - d. Watson Street Mainline Replacement
- 7. New Developments**
- 8. Staff Report**
- 9. Jacobs (ch2m) Plant Operations Report**
- 10. Accounts Payable**
- 11. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

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



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:02 p.m. on September 12, 2019 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Accounting Specialist Angie Allen, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, August 14, 2019.

Jerry Griese moved to approve the minutes for the Wednesday, August 14, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
David Campos seconded the motion.
The motion passed unanimously.

General Managers Report

Winchester Pump Station Force Main Replacement Project

Force main construction is continuing. The Contractor has completed approximately 75% of the sanitary sewer work. The project completion is estimated to be in December 2019.

Douglas County Landfill Leachate

Staff is waiting for the results from the lab on the leachate. Once we can understand the level of the constituents of concern we will discuss with the County and the Project Engineer the potential pretreatment requirements.

FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of providing FEMA with a completed application and supporting documents for RUSA's claim. Staff is having weekly meetings with the FEMA project manager for RUSA, the next meeting is Friday, September 15, 2019.

Watson Street Mainline Replacement

RUSA is replacing the sanitary sewer mainline on Watson Street. We are doing the project as an inhouse project. The project consists of approximately 270 feet of new 8" sewer and one new manhole. As part of the project we are connecting the existing private building sewers to the new mainline, laterals will be new into the right of way.

CH2M Report

Jade Mecham reported that the plant is running well, the big digester has been returned to service after cleaning. The biosolids truck has been busy hauling biosolids for land application.

Jade reported that there were a couple of odor complaints and it seems that the odor is coming from the bio-tower. Currently, the plant is exploring odor reduction options, some can be quite expensive, but one of the more cost-effective options is to atomize the air coming out. There are some plants using this method and the option will be fully explored to see if it is a viable option for the RUSA WWTP. The odor is primarily a summer issue, other options include installing a VFD to alleviate surges over the bio-tower that cause the excess odor.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the September 12, 2019 Accounts Payable.

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

Other Business

Steve Lusch won the 2019 Lyman Ketcham Award for outstanding contributions in the field of wastewater collection systems maintenance and operation. He was recognized earlier this week at the PNCWA meeting.

There being no further business to come before the Board, the meeting was adjourned at 4:22 p.m.

Respectfully submitted,



Angie Allen
Accounting Specialist

RESOLUTION 19-04

A RESOLUTION RESCINDING RESOLUTION 14-04 AND ADOPTING: A PUBLIC RECORDS POLICY.

RECITAL:

Roseburg Urban Sanitary Authority is an Oregon Special District which is governed by an elected board of directors and required to fully comply with the State of Oregon Public Records Law, ORS 192.410-192.505.

In order to fully comply with ORS 192.410-192.505 Roseburg Urban Sanitary Authority is rescinding Resolution 14-04 as it is outdated and does not meet the current Oregon laws with regard to the public's access to the Authority's records.

NOW, THEREFORE, BE IT RESOLVED BY THE ROSEBURG URBAN SANITARY AUTHORITY, that Resolution 14-04 is rescinded and hereby adopts the attached Public Records Policy.

THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 9TH DAY OF OCTOBER 2019.

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

ROSEBURG URBAN SANITARY AUTHORITY PUBLIC RECORDS POLICY

A. COMPLIANCE:

The Sanitary Authority shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

1. **Specificity of Request:** In order to facilitate the public's access to records in the Sanitary Authority's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable Sanitary Authority personnel to readily locate the records sought.
2. **Access:** The Sanitary Authority shall permit inspection and examination of its non-exempt public records during regular business hours in the Sanitary Authority's office, or such other locations as the General Manager may reasonably designate from time to time.

Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. You then have an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

B. FEES FOR PUBLIC RECORDS

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the Sanitary Authority:

1. Copies of Public Records; Certified Copies: Copies of public records shall be 25 cents per copy for standard, letter size copies. Copies shall be certified for an additional charge of \$1.00.
2. Copies of Sound Recordings: Copies of sound recordings of meetings shall be \$10.00 per copy.
3. Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the Sanitary Authority.
4. Research Fees: If a request for records requires Sanitary Authority personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$60.00 per hour and additional charges shall be in ¼ hour increments. The Sanitary Authority shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
5. Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the Sanitary Authority's normal operation, the Sanitary Authority may impose such additional charges as are necessary to reimburse the Sanitary Authority for its actual costs of producing the records.
6. Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or General Manager may so authorize. ORS 192.440(4).

C. AUTHORIZATION REQUIRED FOR REMOVAL OF ORIGINAL RECORDS

At no time shall an original record of the Sanitary Authority be removed from the Sanitary Authority's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or General Manager of the Sanitary Authority.

D. ON-SITE REVIEW OF ORIGINAL RECORDS

If a request to review original records is made, the Sanitary Authority shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be same as the charges for searching or reviewing records.

E. UNAUTHORIZED ALTERATION, REMOVAL OR DESTRUCTION OF ORIGINALS

If any person attempts to alter, remove or destroy any Sanitary Authority's record, the Sanitary Authority representative shall immediately terminate such person's review, and notify the attorney for the Sanitary Authority.

RESOLUTION 19-05

A RESOLUTION MAKING A BUDGETARY TRANSFER OF APPROPRIATION AUTHORITY FOR THE FISCAL YEAR 2019 – 2020

RECITAL:

Oregon Revised Statutes (ORS) 294.463 allows a governing body to authorize a transfer of appropriation authority after a budget has been adopted by passing a resolution or ordinance. Transfers may be made from an operating contingency appropriation to the appropriate category from which it will be expended.

This resolution transfers appropriations from the General Fund (Fund #1) General Operating Contingency to the Administration & Engineering (Department #5).

The City of Roseburg has received a proposal for Aerial Mapping Services from GeoTerra to acquire and process new stereo imagery for creating 0.5' pixel orthos and 2' contours with DTM. RUSA partnered with the City in 2013 to update the aerial map of the urban growth boundary that we use as part of our GIS and asset management programs at a great saving by sharing the cost.

Due to the timing of the invoice from the City, a transfer of \$14,193.50 from General Operating Contingency to the Administration & Engineering is necessary since there are no funds currently budgeted for this project.

NOW, THEREFORE, BE IT RESOLVED BY THE ROSEBURG URBAN SANITARY BOARD, that the following transfer of appropriation authority under the fiscal year 2019-2020 Roseburg Urban Sanitary Authority Original Budget is hereby made, to wit:

<u>GENERAL FUND</u>	<u>19-20 ORIGINAL BUDGET</u>	<u>BUDGET ADJUSTMENT</u>	<u>19-20 AMENDED BUDGET</u>
General Operating Contingency	\$550,000	(\$14,193.50)	\$535,806.50
Administration & Engineering	<u>\$1,175,600</u>	<u>\$14,193.50</u>	<u>\$1,189,793.50</u>
Requirements	<u>\$1,725,600</u>	<u>\$0</u>	<u>\$1,725,600</u>

THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S BOARD OF DIRECTORS THIS 9th DAY OF OCTOBER 2019.

ATTESTED:

ROSEBURG URBAN SANITARY
AUTHORITY

James V. Baird, General Manager

John Dunn, Board Chair

GENERAL MANAGERS REPORT

Date: 10/03/19
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 experienced a failure of an exposed fitting on the force main September 18th, resulting in a sanitary sewer overflow. The overflow discharged into the North Umpqua River. RUSA and Jacobs personnel worked with the Contractor to reduce the amount of sewage that entered the river and repair the fitting. RUSA posted notice at the North Umpqua River, contacted the DEQ and Umpqua Basin Water Association regarding the release of sewage. A press release was issued to radio, TV and the newspaper. RUSA lifted the posting September 20th. A follow up press release was issued on the 20th stating that the river had returned to pre-spill conditions.

Force main construction is continuing. The Contractor has completed approximately 10% of the sanitary sewer work. The project completion is estimated to be in December 2019.

Douglas County Landfill Leachate

Staff is waiting for the results from the lab on the leachate. Once we can understand the level of the constituents of concern we will discuss with the County and the Project Engineer the potential pretreatment requirements.

FEMA Application for Damage Claimed Disaster Relief

Staff is in the process of providing FEMA with a completed application and supporting documents for RUSA's claim. Staff is having weekly meetings with the FEMA project manager for RUSA.

Watson Street Mainline Replacement

RUSA is replacing the sanitary sewer mainline on Watson Street. We are doing the project as an in-house project. The project consists of approximately 270 feet of new 8" sewer and one new manhole. As part of the project we are connecting the existing private building sewers to the new mainline. The project is approximately 80% complete.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Harvard West Phase II – short mainline extension to serve a new commercial building - under review
- Townsend Lane Subdivision - This project seems to be on hold

PRELIMINARY DESIGN:

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

PROJECTS:

- Back Nine
 - This project is at end of warrantee and now operational
- Winchester Pump Station Pressure Line Replacement- Approximately 75 percent of the pipe is now installed. Drilling has begun for the southern 2500 feet of the pressure mains.

ROSEBURG URBAN SANITARY AUTHORITY

SEPTEMBER 2019 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 19 work orders.
- Completed CCTV of 20,291 feet or 3.84 miles of mainline.
- Completed End of Warranty of 4,480 feet of mainline
- Completed cleaning of 24,771 feet of mainline.
- Completed 82 manhole inspections.
- Installed approximately 250 feet of mainline on Watson St.

ENGINEERING DEPARTMENT:

- Completed 207 underground utility locate requests.
- Issued 8 permits and completed 4 inspections.
- Back Nine Sanitary Sewer Extension project. The lift station is now operational and waiting on the final walk-through by Romtec.
- Hwy 99 pressure main project is underway, currently 75 percent of the pipe has been installed. Boring has begun on the South 2500 Feet
- FOG inspections:

FINANCE DEPARTMENT:

- Vacancy Credits: 8 were processed for a total of \$575.00 in September.
- Credit cards/eChecks: 805 payments totaling \$39,101.61 were collected in September. 73 payments received at the counter, 33 by voice response system, and 699 on-line.
- Automatic Payments: 2,052 customer accounts are signed up. Received \$81,979.79 or approximately 14.9% of monthly billing.



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

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for September 2019, was 234,000 KWHRS with a total Effluent flow of 95.87 million gallons all of which went to Outfall 002 (Natural Treatment System). The September 2018 electrical consumption was not accurate due to a new power meter being installed mid-month with a total Effluent flow of 79.22 million gallons all of which went to Outfall 002 (Natural Treatment System).
- Assistance was provided at the Winchester pump station while a contractor performed work. Conducted follow up ecoli sampling upstream and downstream on the North Umpqua River, as needed.
- We pumped solids from storage in the #1 secondary clarifier into the #1 primary digester throughout the month prior to trucking out of the facilities.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in September:

- *Elmer's Restaurant*: Their interceptor showed no signs of losing grease.
- *Dutch Bros on Stewart Parkway*: This was a follow up inspection since they were notified of their interceptor passing too much grease and in need of pumping. The condition had not changed and RUSA will be notified for a follow up.
- *Del Taco*: Their interceptor was full, and their sample box also had some grease, they will be notified of the condition and follow up inspection will happen.
- *Wendy's*: At the manhole where their discharge enters was in satisfactory condition.
- *Red Robin*: Their interceptor was half full and losing a small amount of grease.

NATURAL TREATMENT SYSTEM (NTS)

- The #1 Amiad screen filter had a mechanical failure, which required removal of the internal screen to get the unit back into service.
- FEMA did an all-day site visit with staff, to put together an inventory of the tree damage in all zones due to last year's snow storm.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 49 Million Gallons
- Average Daily Flow from all Lift Stations per day - 1.7 Million Gallons

MAINTENANCE

- Replaced the bypass piping for the seal water pump at the Highland Station.
- Replaced the pipe spool downstream for the check valve on the #2 pump at Highland station.
- Replaced the rubber skirting around the discharge of the #1 Influent Screen.
- Replaced the mechanical seal for the #2 Main Hot Water pump.
- Replaced the control valve for the #1 Boiler.
- Replaced the outside yard light at the Highland Station.
- Replaced the mechanical seal for the #1 pump at the Highland Station.
- Repaired the drain plug for the #1 brush mechanism for the #2 Screen.

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO4) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 128
12 CBOD's 30 pH 13 Fecal/E. Coli 5 TKN 5 Nitrate
12 TSS 30 Cl2 Res. 12 Ammonia 9 Total Phosphorus
- Precision results: Accuracy Results:
In control: 128 In Control: 115
Out of control: 0 Out of Control: 0
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on 9/4/19.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin Bruton spent 8 days in Cresent City.
- Chad Snyder spent 11 days in Coos Bay.

UPCOMING EVENTS

OPERATIONS/NTS:

- Finish pumping the stored solids out of the #1 secondary clarifier to be land applied
- Continue with FEMA business.
- This is the last month for biosolids field application.

MAINTENANCE:

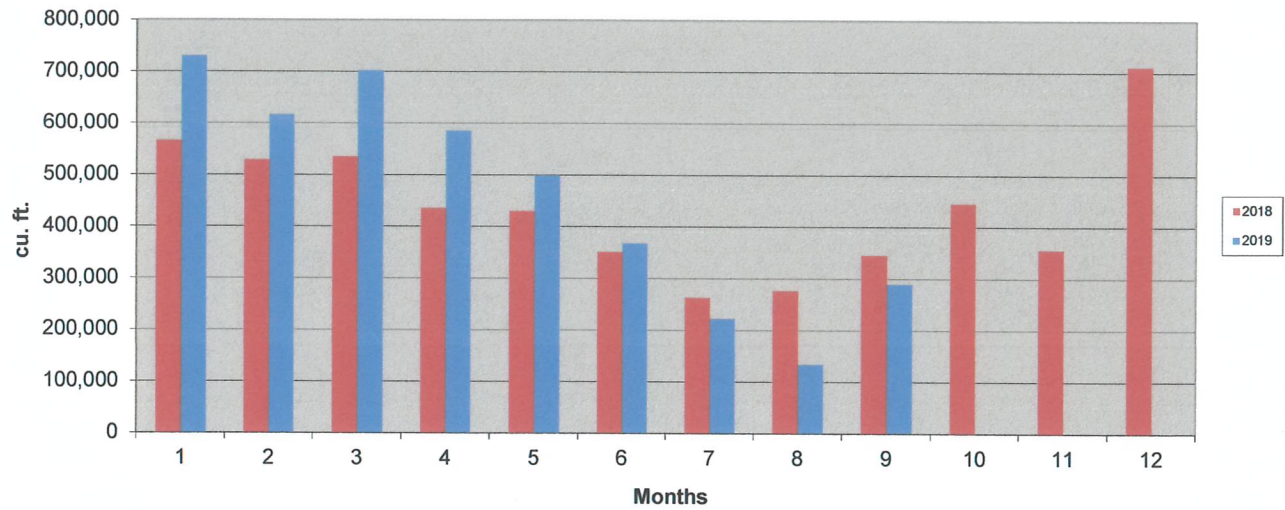
- Install new generator on a cement pad at the new lift Station out Del Rio area.
- Install the Odorous Air Fan next to the Clarifier dome to pull from the Pretreatment building.
- Finish installing Surcharge floats at the remaining Lift stations.

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

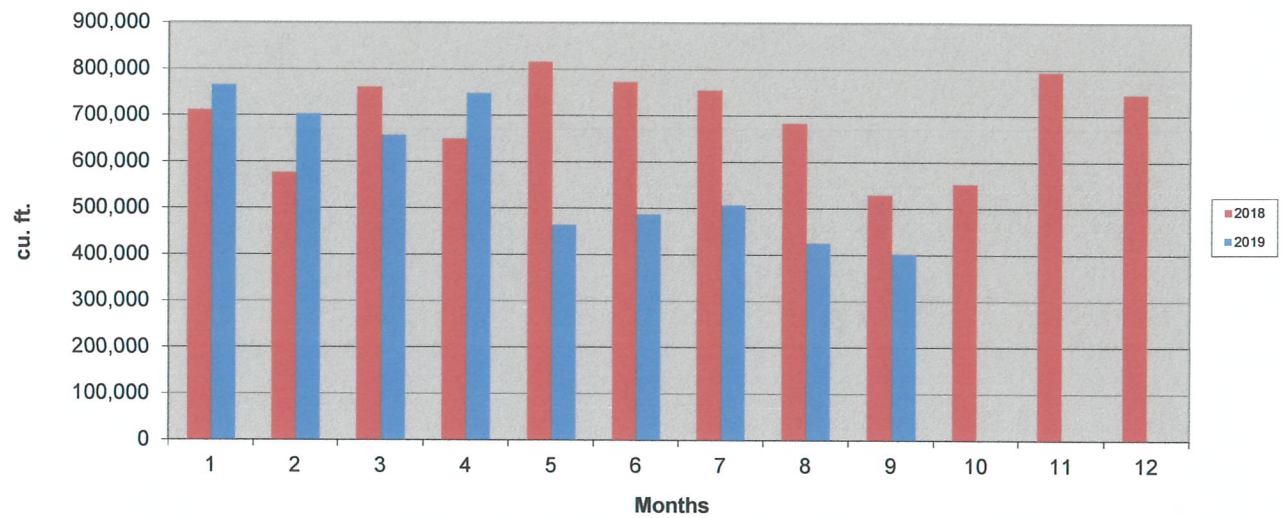


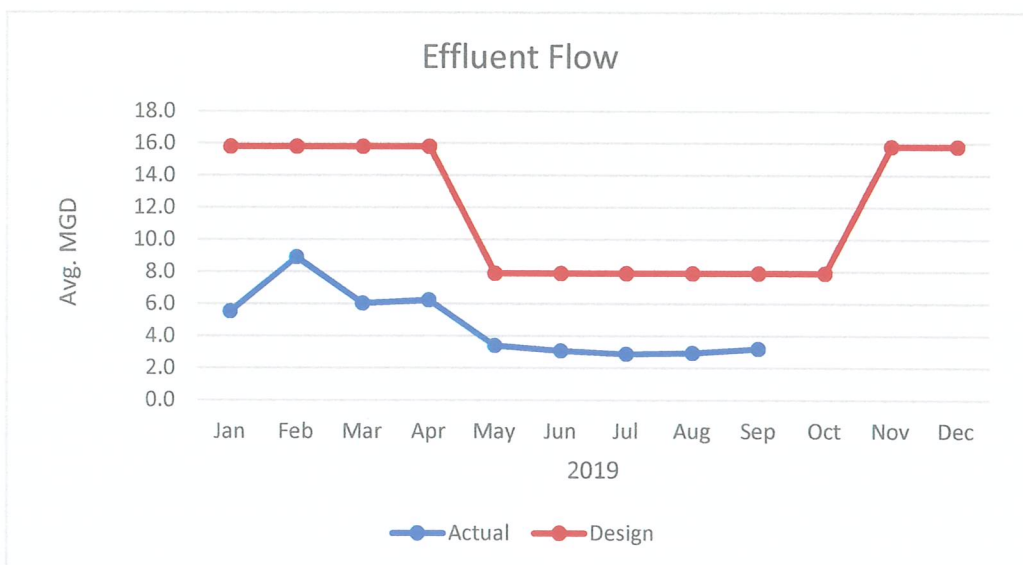
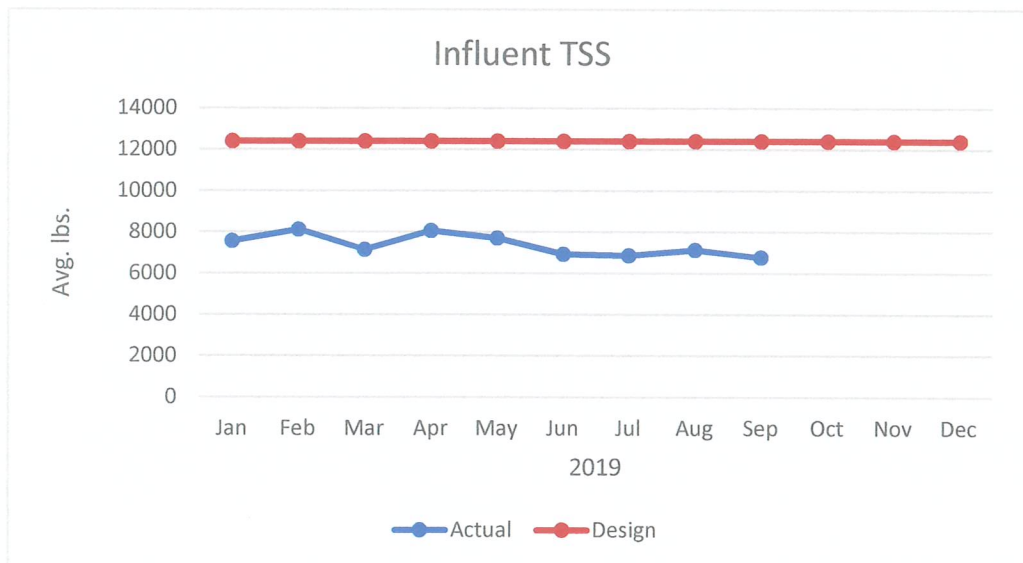
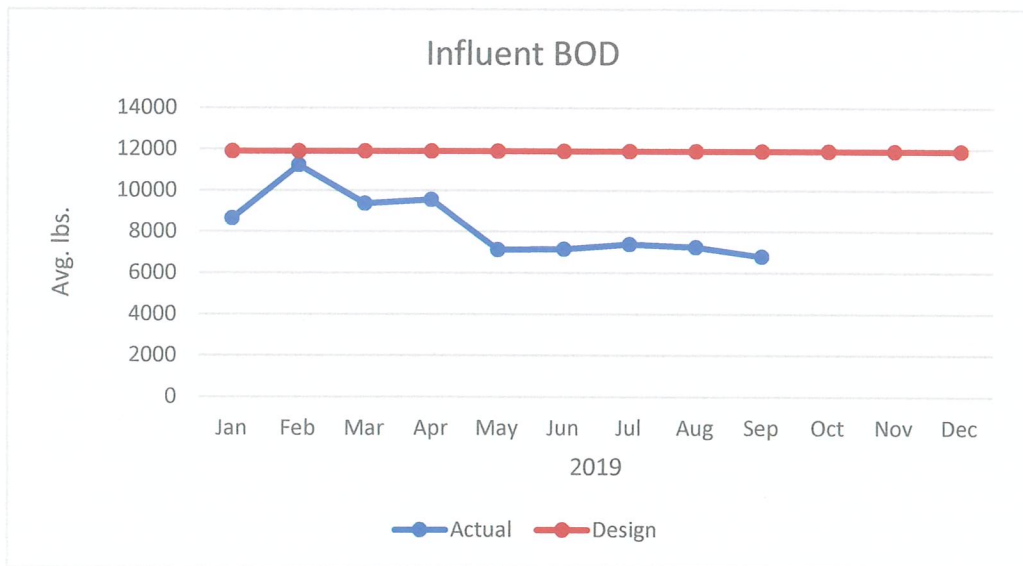
Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
Oct-18	2.66	6406	6481
Nov-18	3.13	8615	6288
Dec-18	4.83	8939	7443
Jan-19	5.55	8653	7574
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

SUM	52.92	98547	86559
AVE	4.41	8212	7213
MAX	8.92	11233	8133
MIN	2.66	6406	6288

Limit Summary: (** designates values exceeding limit)

No 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	4.33
Max Weekly Avg (Wed Rule) , 9/1/2019	MG/L	15.00	5.33
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 , 9/16/2019	S.U.	6.30	6.75
Maximum , 9/1/2019	S.U.	8.50	7.28
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	9.08
Max Weekly Avg (Wed Rule) , 9/1/2019	MG/L	15.00	13.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	98
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	96
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	10
Maximum , 9/18/2019	MG/L	na	13
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	11
Maximum , 9/16/2019	MPN	406	19
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum	MKCal	na	

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

CASH DISBURSEMENT RECAP BOARD MEETING OCTOBER 9, 2019

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	78,184.06
Total of Regular Checks & ACH Transactions	<u>402,745.13</u>

Total Expenditures (not including Payroll)	<u><u>480,929.19</u></u>
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Payroll:

Net Payroll - September 2019	63,127.23
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All Checks & ACH Transactions since the Board Meeting of September 12, 2019	<u><u>544,056.42</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 10/4/2019 1:40 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PAYMAC 2413464	Paymac, Inc. Used Generator-Bourbon St Lift Station	09/13/2019	5,663.13
Total for this ACH Check for Vendor PAYMAC:				5,663.13
Total for 9/13/2019:				5,663.13
ACH	ASIFLEX SEPT 19 PR SEPT 19 PR	ASIFlex PR Batch 00001.09.2019 Dependent Care FSA PR Batch 00001.09.2019 Flexible Spending Acc	09/30/2019 PR Batch 00001.09.2019 Dep PR Batch 00001.09.2019 Flex	83.33 1,479.13
Total for this ACH Check for Vendor ASIFLEX:				1,562.46
ACH	DNB SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR	Internal Revenue Service PR Batch 00001.09.2019 Medicare - Employee PR Batch 00001.09.2019 FICA - Employee PR Batch 00001.09.2019 Federal Income Tax PR Batch 00001.09.2019 FICA - Employer PR Batch 00001.09.2019 Medicare - Employer	09/30/2019 PR Batch 00001.09.2019 Med PR Batch 00001.09.2019 FIC. PR Batch 00001.09.2019 Fed PR Batch 00001.09.2019 FIC. PR Batch 00001.09.2019 Med	1,336.03 5,712.81 6,644.35 5,712.81 1,336.03
Total for this ACH Check for Vendor DNB:				20,742.03
ACH	OR-Rev SEPT 19 PR	Oregon Dept. of Revenue PR Batch 00001.09.2019 Oregon W/Held	09/30/2019 PR Batch 00001.09.2019 Ore	5,397.50
Total for this ACH Check for Vendor OR-Rev:				5,397.50
49216	CIS INS SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR SEPT 19 PR	CIS Trust PR Batch 00001.09.2019 Voluntary Dependent L PR Batch 00001.09.2019 Voluntary Life Insuran PR Batch 00001.09.2019 Life Insurance - er PR Batch 00001.09.2019 Life Insurance - Spous PR Batch 00001.09.2019 CCIS Insurance Long- PR Batch 00001.09.2019 Medical Ins w/RX PR Batch 00001.09.2019 Short-Term Disability PR Batch 00001.09.2019 CCIS Insurance AD&I PR Batch 00001.09.2019 Dental & Vision	09/30/2019 PR Batch 00001.09.2019 Volt PR Batch 00001.09.2019 Volt PR Batch 00001.09.2019 Life PR Batch 00001.09.2019 Life PR Batch 00001.09.2019 CCI PR Batch 00001.09.2019 Med PR Batch 00001.09.2019 Shor PR Batch 00001.09.2019 CCI PR Batch 00001.09.2019 Den	31.92 249.50 106.45 138.77 232.88 28,591.10 124.51 22.31 3,341.00
Total for Check Number 49216:				32,838.44
49217	PEBS CO SEPT 19 PR	Nationwide Retirement Solutions PR Batch 00001.09.2019 Nationwide-Deferred C	09/30/2019 PR Batch 00001.09.2019 Nati	4,505.00
Total for Check Number 49217:				4,505.00
49218	AMER CON 03111	American Concrete Company Asphalt and Concrete Sawcutting	09/30/2019	2,200.00
Total for Check Number 49218:				2,200.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49219	CENTURY Sep 10 2019 Sep 7 2019	CenturyLink 2 analog phone lines-fax & fire alarm. Analog phone line-Gate/NTS	09/30/2019	118.28 52.56
Total for Check Number 49219:				170.84
49220	DC Fair 16141 16141	Douglas County Fairgrounds Christmas party-Room Christmas party-Security deposit	09/30/2019	350.00 100.00
Total for Check Number 49220:				450.00
49221	H.D. Fow 15270148	H. D. Fowler Co., Inc. Drop bowls & pipe brackets	09/30/2019	1,269.59
Total for Check Number 49221:				1,269.59
49222	PETTY July 10 2019 Sept 5 2019	Petty Cash c/o Harmony Williams Costco-Staff mtg supplies Costco-Office supplies	09/30/2019	70.23 79.81
Total for Check Number 49222:				150.04
49223	SHRED-IT 8128152295	Shred-It USA Shredding services	09/30/2019	98.10
Total for Check Number 49223:				98.10
49224	USPS Sept 2019	US Postal Service Postage for UB Bills-October	09/30/2019	2,446.92
Total for Check Number 49224:				2,446.92
49225	VERIZON 9838093321 9838093329	Verizon Wireless Monthly wireless telephone service Monthly wireless service for TV Van	09/30/2019	650.99 39.02
Total for Check Number 49225:				690.01
Total for 9/30/2019:				72,520.93
Report Total (14 checks):				78,184.06

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 10/4/2019 1:48 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	10/09/2019	
	2359894451	Planners for the crew		102.94
	237782071a	Prong fasteners for UB Files		32.95
	237782071b	Car charger for Ryon		16.99
Total for this ACH Check for Vendor STAPLES:				152.88
49226	WP Sept 2019	Avista Utilities Natural gas service	10/09/2019	
				28.39
Total for Check Number 49226:				28.39
49227	BANNERMC	BANNER BANK	10/09/2019	
	CM 091219	OMFOA - Membership dues - CM		110.00
	CM 091819a	BOLI - 3 BOLI handbooks for HR		135.00
	CM 091819b	BOLI - Recordkeeping requirements class		99.00
	DF 090619	Amazon - 3 fingerprint readers		218.91
	DF 090819	Network Solutions - Maint item for Lucy mobility		49.98
	DF 091019a	Dell - Laptop for Engineering Tech I		2,708.89
	DF 091019b	Amazon - Backup HDD for Remit-2016		99.99
	DF 091119	Network Solutions - Maint item for Lucy Mobility		15.99
	DF 091819	Network Solutions - Maint item for Lucy Mobility		11.39
	DF 092319	SAP Store - Crystal reports for Eng Tech		495.00
	HW 090519	Dollar Tree - Supplies for Dave's 30th Anniversary		5.00
	JB 091119a	Oregon Convention Center - Parking		12.00
	JB 091119b	Doubletree Hotel - Meal for Jim - PNCWA Conf		94.60
	JJB 090319	Ten Down - DCUCC lunch - JJB		13.50
	JJB 090619	Power Equip Direct - PUMA 3/4hp air compress		229.99
	JJB 091219	Safeway - Cookies for board meeting		5.00
	JJB 092619	Staples - Laptop bag & travel mouse		67.98
	JJB 093019a	Uber Eats - tip for food		2.03
	JJB 093019b	Uber Eats - Food delivery - Lucy Training - Jol		20.31
	KB 090619	Home Depot - New pike pole for CCTV van		38.08
	KB 091719	Pizza Palace - UBOS lunch - KB, MC, RC, LM,		59.44
	KB 092319	Surfsand Resort - Room deposit - Leadership Co		121.88
	MC 090519	Coastal - Water jug and fittings for tap machine		24.97
	RC 092019	KFC - lunch - Rick - pickup generator		10.97
	RC 092519	Oregon Tool - Engineer tape		9.56
	RK 090319	Ten Down - DCUCC lunch - Ryon		15.75
	RK 090619	Amazon - Write in the rain notebooks		14.84
	RK 090919a	Red Robin - Dinner - PNCWA conf - Ryon		15.28
	RK 090919b	Red Robin - Dinner - PNCWA conf - Ryon - REI		-0.61
	RK 091119	Doubletree Hotel - 3 nights lodging - PNCWA cc		693.00
	SL 090919	Summit Sign & Safety - Safety vests		367.10
	SL 091119	Doubletree Hotel - 4 nights lodging for PNCWA		816.00
	SL 092519	WEF - Correspondence course for Steve		141.35
	SL 092719	WEF - Cert prep online class for Andy		31.50
Total for Check Number 49227:				6,753.67

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49228	BHEC CL84695-IN CL85036-IN	Bassett-Hyland Energy Company Fuel usage - 9/1 - 9/15 Fuel usage - 9/16 - 9/30	10/09/2019	777.48 1,073.79
Total for Check Number 49228:				1,851.27
49229	OMI 351289-021	CH2MHill OMI Professional services-per agreement	10/09/2019	123,850.66
Total for Check Number 49229:				123,850.66
49230	Chytka 132164 132320	Chytka Pest Control LLC Monthly pest control service Pest Control-October	10/09/2019	40.00 40.00
Total for Check Number 49230:				80.00
49231	C ROSE INV08932	City of Roseburg Aerial and Orthoimagery Services	10/09/2019	14,193.50
Total for Check Number 49231:				14,193.50
49232	C ROSE 120-19	City of Roseburg Right of Way permit for NE Stephens project	10/09/2019	326.00
Total for Check Number 49232:				326.00
49233	WATER Sept 2019	City of Roseburg Water service - Admin	10/09/2019	246.82
Total for Check Number 49233:				246.82
49234	DRAUTO 867989	D & R Auto & Truck Supply Corp Def Fluid	10/09/2019	19.78
Total for Check Number 49234:				19.78
49235	SHAUN 00002-83162 00002-83378 39899	DC Precision Lube & Tune Oil change 2017 Ford F150 Oil change 2011 F150 Oil change 2010 Chevy	10/09/2019	87.29 35.99 31.49
Total for Check Number 49235:				154.77
49236	DAS STAT ARQ20199	Dept of Admin Services - DAS Cashier ORCPP membership including ORPIN	10/09/2019	900.00
Total for Check Number 49236:				900.00
49237	DCPW 524095	Douglas County Solid Waste Grit pit material	10/09/2019	321.93
Total for Check Number 49237:				321.93
49238	DFN Oct 2019 Admin Oct 2019 High Oct 2019 Keady Oct 2019 NBank Oct 2019 NTS Oct 2019 Phones Oct 2019 Wilb1	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS	10/09/2019 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 141784 Service: 105796	213.49 74.91 74.91 71.91 56.36 98.01 74.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Oct 2019 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Oct 2019 Winch	Internet Services-Winchester P	Service: 105795	74.91
	Oct 2019A Host	Admin Hosting		10.28
Total for Check Number 49238:				821.60
49239	EARTH 867941	EARTH20 Bottled water delivery	10/09/2019	58.14
Total for Check Number 49239:				58.14
49240	FLURY E 2433 E 2530	Flury Supply Company Crane cable Hydrant wrench	10/09/2019	24.72 47.50
Total for Check Number 49240:				72.22
49241	GRAPHDIM 2269	Graphic Dimensions, Inc. Cutting of Oct utility bills	10/09/2019	37.60
Total for Check Number 49241:				37.60
49242	HUBER CD10018754	Huber Technology Biosolids Conveying Equipment	10/09/2019	170,000.00
Total for Check Number 49242:				170,000.00
49243	LTM 533477 534561 534963	Knife River Materials Rock for Watson project Rock for Watson project Rock for Watson project	10/09/2019	73.33 73.33 33.23
Total for Check Number 49243:				179.89
49244	MSTRCR 24574-J	MasterCare Cleaning Co Inc Monthly janitorial services	10/09/2019	390.00
Total for Check Number 49244:				390.00
49245	UB*00040	BRETT MOYER Refund Check Refund Check Refund Check	10/09/2019	5.00 1.25 23.75
Total for Check Number 49245:				30.00
49246	NEXNET 9257	Nexcom, LLC Digital Phone Service-Admin & Security	10/09/2019	332.80
Total for Check Number 49246:				332.80
49247	NOR-PAC 5399	NOR-PAC Power Systems, LLC Generator motor rebuild at WWTP	10/09/2019	29,747.17
Total for Check Number 49247:				29,747.17
49248	NORLAB 82255	Norlab, Inc. Dye strips	10/09/2019	475.00
Total for Check Number 49248:				475.00
49249	OR-LIN 394792	Oregon Linen, Inc. Laundry & mat service	10/09/2019	35.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	400585	Laundry & mat service		51.62
			Total for Check Number 49249:	86.92
49250	ORE TREE 1556	Oregon Tree Works LLC Tree Removal for Stewart Park Access Road Pro	10/09/2019	1,600.00
			Total for Check Number 49250:	1,600.00
49251	PPL	Pacific Power	10/09/2019	
	Sept 19 411 LM	Usage-411 LM-Storage Bldg		31.91
	Sept 19 425LM	Power Usage-425 Long Meadow		10.48
	Sept 19 Admin	Power Usage-Admin Bldg		612.94
	Sept 19 Back9	Power Usage - Back Nine Lift Station		45.19
	Sept 19 Back9C	Power Usage - Contract - Back Nine Lift Station		71.95
	Sept 19 High	Power Usage-Highland PS		1,009.80
	Sept 19 Keady	Contract Min&Usage-Keady Ct PS		56.04
	Sept 19 LV PS	Power Usage-Loma Vista PS		136.86
	Sept 19 NBank	Power Usage-North Bank PS		93.60
	Sept 19 NTS PS	Contract/Power Usage-NTS PS		12,047.10
	Sept 19 NTSGate	Power Usage-140 LM-NTS Gate		20.16
	Sept 19 SBank	Power Usage-South Bank PS		1,629.34
	Sept 19 Wilb1	Power Usage-Wilbur 1 PS		83.13
	Sept 19 Wilb2	Power Usage-Wilbur 2 PS		120.78
	Sept 19 WWTP1	Power Usage-WWTP 1		18,746.60
	Sept 19 WWTP2	Power Usage-WWTP 2		28.10
			Total for Check Number 49251:	34,743.98
49252	Premium 22652	Premium Landscape, Inc. Monthly landscape services	10/09/2019	180.25
			Total for Check Number 49252:	180.25
49253	CHAMBER 6008329	Roseburg Area Chamber of Commerce Annual membership dues	10/09/2019	295.00
			Total for Check Number 49253:	295.00
49254	Stratton 2018-352	Stratton Brothers, Inc. Asphalt patching - Watson project	10/09/2019	817.00
			Total for Check Number 49254:	817.00
49255	TXSYS 26399	TX SYSTEMS INC Digital Persona Domain Login and Password M	10/09/2019	2,750.00
			Total for Check Number 49255:	2,750.00
49256	UBOS 2020-13	Umpqua Basin Operators Section UBOS membership dues for all employees	10/09/2019	30.00
			Total for Check Number 49256:	30.00
49257	UMPQUARF	Umpqua Quarries, LLC	10/09/2019	
	31663	Crushed rock-Watson Project		52.92
	32002	Crushed rock-Watson Project		257.65
	32086	Crushed rock-Watson Project		216.67
	32087	Crushed rock-Watson Project		45.22
	32133	Crushed rock-Watson Project		234.85
	32170	Crushed rock-Watson Project		47.22
	32215	Crushed rock-Watson Project		310.94

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	32255	Crushed rock-Watson Project		230.20
	32298	Crushed rock-Watson Project		256.70
	32341	Crushed rock-Watson Project		113.06
				<hr/>
Total for Check Number 49257:				1,765.43
49258	UMP-SAND	Umpqua Sand & Gravel	10/09/2019	
	69044	USG Stockpile & Excavated material-Watson Pr		134.81
	69100	Excavated material-Watson Project		10.32
	69508	USG Stockpile-Watson Project		45.23
				<hr/>
Total for Check Number 49258:				190.36
49259	UNITED	UNITED RENTALS (NORTH AMERICA)	10/09/2019	
	172168690-002	Generator rental for WWTP		8,907.62
	174090235-001	Forklift rental for generator purchase in Corvalli:		354.48
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Total for Check Number 49259:				9,262.10
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Total for 10/9/2019:				402,745.13
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Report Total (35 checks):				402,745.13
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