



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

REGULAR MONTHLY BOARD MEETING

February 9, 2022

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

February 9th, 2022
RUSA Board Room
4:00 p.m.

The February 9th, Board meeting will be held in person and broadcast by Zoom® Meeting.
In person attendees will be required to always wear a mask when inside the building as required by the Governor's directive.

The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

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. Audience Participation – In Person /via Zoom
4. Consider Minutes
 - a. January 12th, 2021, Board Meeting
5. 2022-2023 Budget
 - a. Appointment of Budget Officer
 - b. 2022-2023 Draft Budget Process Calendar review
6. General Managers' Report
 - a. Hooker Road Rehabilitation Project
 - b. New Chemical feed building - Sodium Bisulfite System Relocation
 - c. Agreement with Douglas County – Nearmap purchase – Aerial photo
 - d. Increase in Chemical Cost - WWTP
7. New Developments
8. Staff Report
9. Jacobs Plant Operations Report
10. Accounts Payable
11. Other Business

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 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 12, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent: Rob Lieberman

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

Consideration of the December 8, 2021, Regular Monthly Board Meeting Minutes.

Jerry Griese moved to approve the minutes for December 8, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

General Managers Report

Hooker Road Rehabilitation Project

The contractor is scheduled to return to work on the project on January 18th. The contractor has 34 remaining contract days to complete the work for a completion date of February 20th, if no further time delays are requested.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. Staff has evaluated the project's impact to the treatment process and have determined that the best time to construct this project is mid-May through August.

Agreement with Douglas County – Emergency Treatment of Leachate

Staff has completed a draft agreement to accept leachate from the County's landfill in an "Emergency Condition". The County has reviewed the final draft agreement and does not have any further requests for changes.

Kelsey Wood made a motion to enter into an Emergency Disposal Leachate Treatment Agreement with Douglas County.

Jerry Griese seconded the motion.

The motion passed unanimously.

Sewer Rate Study

Staff met with Lance Colley of JMEC Consulting regarding providing consulting services to conduct a sewer rate study. Lance has completed many rate studies in the past for the City of Roseburg, Green Sanitary, Roberts Creek Water and Tri-City Water and Sewer to name a few. The proposed scope would be to provide a comprehensive Rate Study, with multi-year financial projections and recommended rates increase to support the projected expenditures. The proposed agreement would be for a not to exceed amount of \$10,000 with an anticipated billable hour of 80-100 at an hourly rate of \$85.00. The projected cost would be \$6,800 - \$8,500 with \$1,500 for any unanticipated additional work. (See included proposal from JMEC)

The Board suggested the rate study be completed by Staff, however they were not opposed to a final review by an outside party.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 92% BOD removal and 93% Total Suspended Solids removal during December. The total Effluent flow was 174.53 million gallon.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 2022 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Executive Session

At 5:32 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 2021.

At 5:45 p.m. staff were called back to the regular meeting.

David Campos made a motion to advance Jim Baird to Step 6 for General Manager.

Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to advance the General Manager to Step 6:

John Dunn Yes

Rob Lieberman

Jerry Griese Yes

Kelsey Wood Yes

David Campos Yes

The motion was passed with a 4/0 vote.

Other Business

Staff presented a map detailing the Urban Growth Boundary running through a property on Diamond Lake Boulevard. Staff explained that the property owner has requested sewer service outside of the boundary. There is a possibility of achieving this through a contingency that allows not more than one city service outside the boundary. Additionally, Staff explained that the SDAO Conference is now virtual only and that the Umpqua Fishery Enhancement Derby has been postponed with the possibility of being cancelled.

Attached Additional Items Presented

Map detailing property partially located outside of Urban Growth Boundary.

Accounts Payable Addendum

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO JANUARY 12, 2022 BOARD PACKET

Accounts Payable

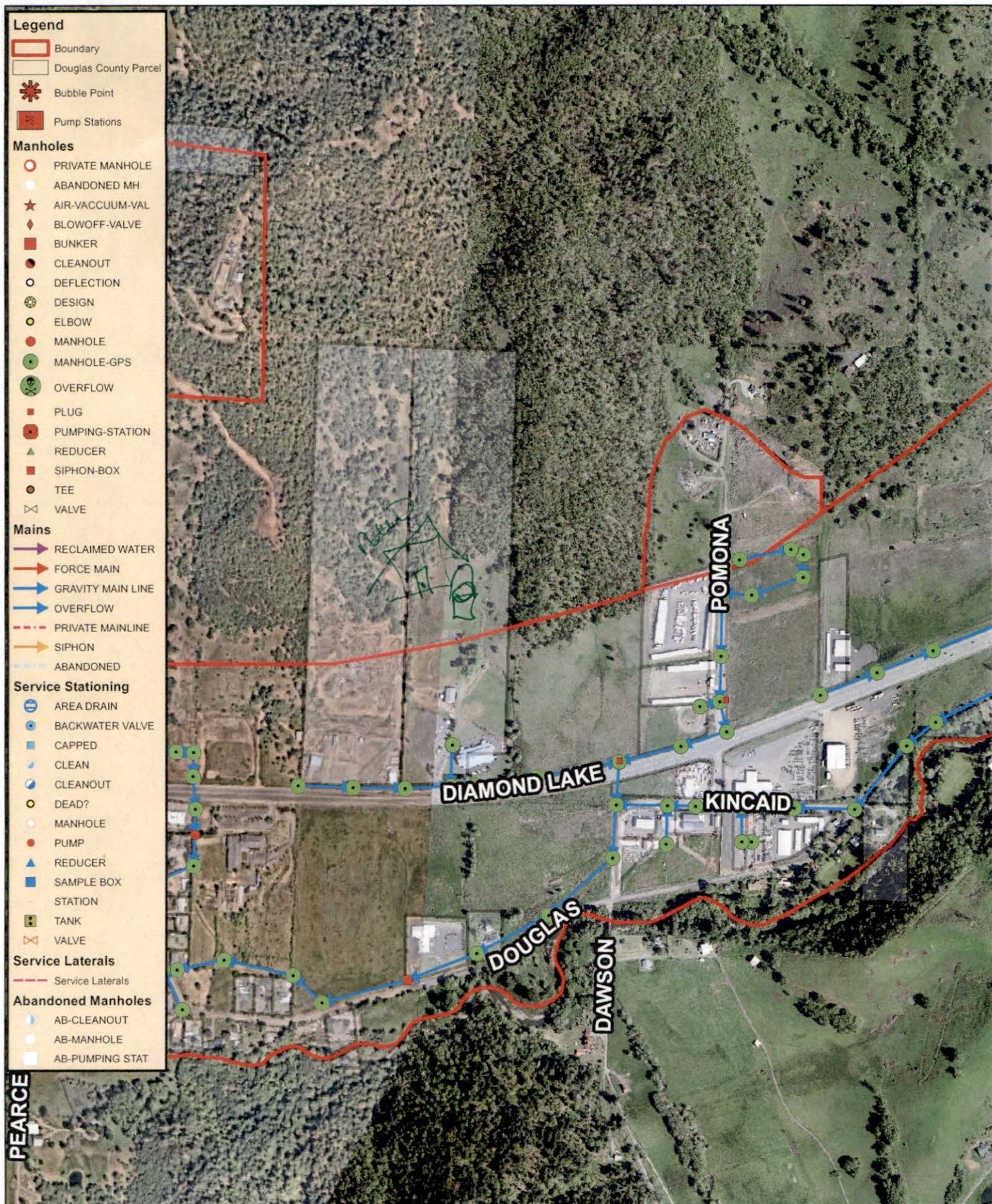
Checks by Date - Detail by Check Date

User: christine
Printed: 1/12/2022 2:25 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032581C0C90w	ASIFlex FSA Fees-December	01/10/2022	41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
Total for 1/10/2022:				41.25
50682	WATER Dec Keady INV14795	City of Roseburg Base Rate water-Keady Ct Pump Station Bulk water-December	01/12/2022	50.00 96.18
Total for Check Number 50682:				146.18
50683	ICONIX U2216000596	ICONIX WATERWORKS INC Inserta tees & couplings for stock	01/12/2022	806.68
Total for Check Number 50683:				806.68
50684	Lithia 380605 380712 380857 381974 382016 382748 382770 383080	Lithia Motors Support Services Oil & Filter-'19 Ford F-150 Oil & Filter-CCTV Van Oil & Filter-'19 Ford F-450 Oil & Filter-'20 Ford F550 Oil & Filter-'11 Ford F-450 Oil & Filter-'17 Ford F-150 Oil Change & New taillight-'18 Ford F-150 Oil Change & New taillight-'14 Ford F-150	01/12/2022	41.95 157.88 42.12 62.20 62.20 61.95 242.95 61.95
Total for Check Number 50684:				733.20
50685	ACWA 8436	Oregon Association of Clean Water Agencie 2022 Membership dues ACWA	01/12/2022	1,580.00
Total for Check Number 50685:				1,580.00
50686	PPL Dec 21 411S Dec 21 425LM Dec 21 Admin Dec 21 B Dec 21 Bourb Dec 21 Gate Dec 21 High Dec 21 Keady Dec 21 LV Dec 21 NBank Dec 21 NTS Dec 21 SBank Dec 21 Wilb1	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Contract-310 Bourbon St PS Power Usage-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS	01/12/2022	27.23 10.53 460.89 65.85 75.68 20.07 1,416.53 74.01 94.94 127.17 1,882.03 1,431.28 279.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Dec 21 Wilb2	Power Usage-Wilbur 2 PS		180.94
	Dec 21 WWTP1	Power Usage-WWTP 1		17,255.35
	Dec 21 WWTP2	Power Usage-WWTP 2		28.25
				<hr/>
Total for Check Number 50686:				23,430.09
50687	RSBG-DIS 1221465	Roseburg Disposal Company Garbage Service-December	01/12/2022	
				<hr/>
				61.00
Total for Check Number 50687:				61.00
50688	SIERRASP 21794341 010822	Sierra Springs Bottled water service	01/12/2022	
				<hr/>
				65.70
Total for Check Number 50688:				65.70
				<hr/>
Total for 1/12/2022:				26,822.85
				<hr/>
Report Total (8 checks):				26,864.10
				<hr/>



This map is for displaying general information.
For detailed information structures must be field verified and located.



Roseburg Urban Sanitary Authority
1297 Grandview Dr.
PO box 1185
Roseburg, OR 97470



GENERAL MANAGERS REPORT

Date: 2/04/22

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

Hooker Road Rehabilitation Project

The contractor is working on lining services and rehabilitating manholes. The scheduled completion date remains February 20th. The contractor did not provide a pay request for work completed in January.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. When the plans and specifications are complete, we will advertise the project for a May start date.

Agreement with Douglas County – Nearmap Purchase Agreement

The County has contracted with Nearmap for aerial imagery and has been working with City's and public utility agencies to offer this new service. Nearmap is a cloud based aerial imagery solution that will be updated annually to provide up-to-date aerials for the agencies that enter into an agreement with the County. They provide an option to download the imagery to a local server, but the resolution of the aerial imagery is so high that the file space required would be very large.

The County is offering an agreement to provide access to their high-quality images for an annual fee of \$1,000. We receive our current aerial imagery as part of an agreement with the City with both parties splitting the cost. The City has committed to utilize this new service with the County. Should we wish to continue the current method for aerial imagery we would need to shoulder the entire cost for the imagery.

Currently we split the cost of \$38,000 with the City, RUSA's share is \$19,000. We update the imagery every five years.

The agreement with the County has a cost of \$1,000 annually with an additional charge to update the contour line every five years at total cost of \$4,000 which we would split with the City for cost to RUSA of \$2,150.

For a comparison our annualized cost for the Nearmap imagery with contours would be \$1,450. The cost to maintain our current method would be \$7,600 as an annual cost allocation (a five year flight cycle).

Staff would recommend that RUSA enter into an Intergovernmental Agreement with Douglas County to purchase new areal imagery (Nearmap).

Increase in Chemical Cost – WWTP

The prices of chemicals that are used at the wastewater treatment plant have increased in cost significantly more than anyone could have forecast. We have seen price increases of 24% to 52%. Jade Meham, Project Manager, is estimating that there is a potential that the total cost for chemicals will be \$17,000 more than was budgeted for. Based on the current year-to-date expenditures we expect that the current contract amount be exceeded by \$10,00 to \$15,000. We are looking to economize or shift expenditures when we can.

INTEROFFICE MEMORANDUM

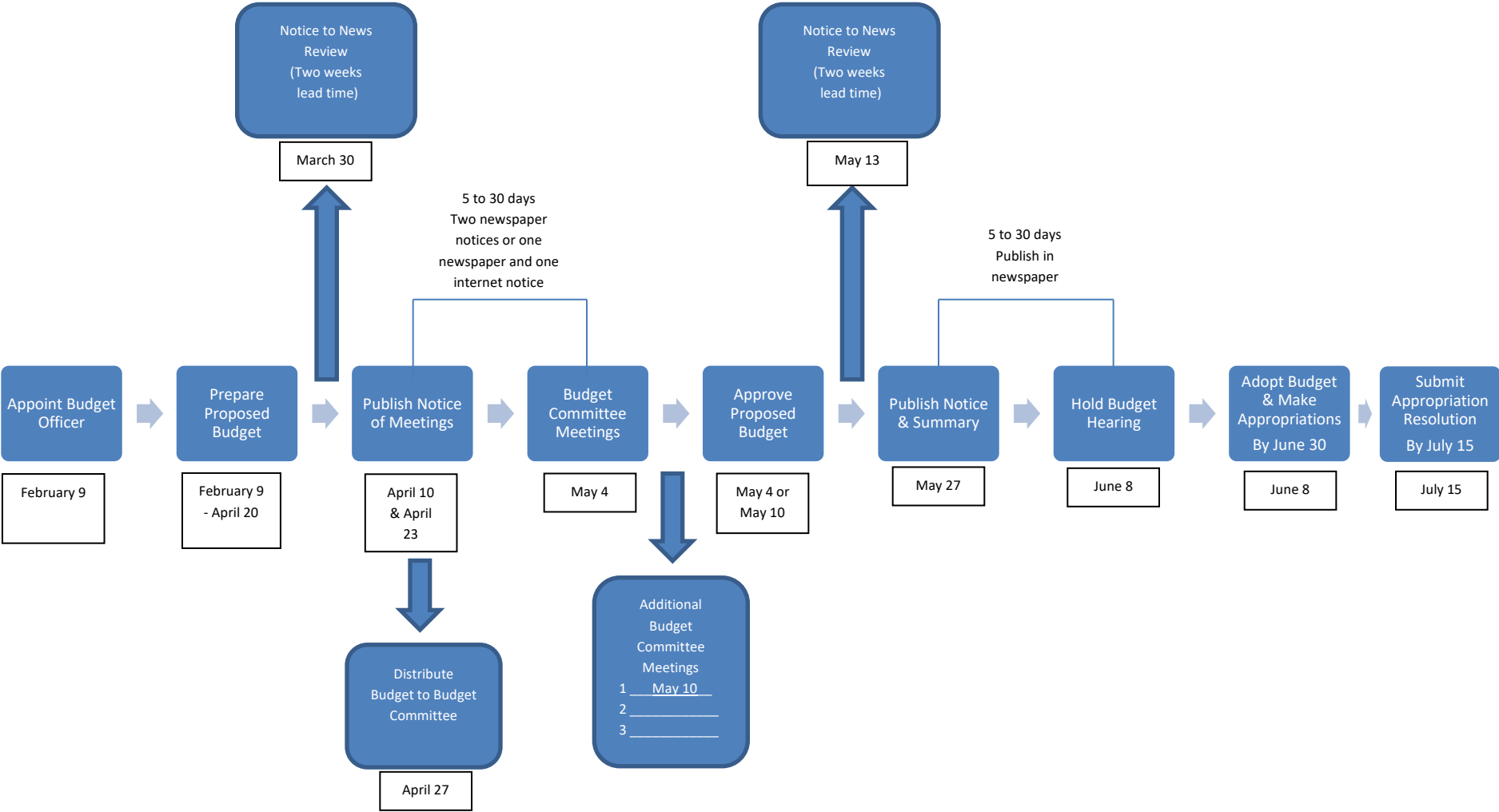
TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: APPOINTMENT OF A BUDGET OFFICER
DATE: THURSDAY, FEBRUARY 3, 2022
CC:

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 2022 - 2023 Budget preparation.

2022 – 2023 BUDGET PROCESS



From: [John Bastianelli](#)
To: [Jim Baird](#)
Subject: Nearmap IGA argument
Date: Tuesday, December 28, 2021 2:37:30 PM

The previous Airphoto we received cost \$38,000 of which we paid \$19,000 and the City of Roseburg paid \$19,000. We'd typically do this every 5 years. That was a rate of \$3,800 per year for each agency.

The City of Roseburg along with most local government agencies will also be migrating to Nearmap, so moving forward we'd be responsible for the entire cost of the old system.

The new Airphoto through Nearmap costs RUSA \$1,000 per year, has better resolution and is updated every spring. Contour lines are an additional \$4300 which will be requested every 5 years (starting 2024), that cost is to be split with the City of Roseburg for \$2150 each (\$430/year).

Breakdown of Costs

Old Airphoto on a 5 year plan -- \$7600/year (pricing without city's assistance).

Nearmap on a yearly plan with 5 year contours – \$1430/year



John J. Bastianelli
Engineering Technician I
Phone : 541-672-1551
Mobile : 541-430-1552
Email : johnb@rusa-or.org
1297 NE Grandview Drive
Roseburg, OR 97470
www.rusa-or.org



Know what's below.
Call before you dig.

INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement is made on this _____ day of _____, 20____ between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("COUNTY"), and _____ ("AGENCY").

COUNTY AND AGENCY HEREBY AGREE AS FOLLOWS:

1. **PURPOSE OF AGREEMENT:** The purpose of this agreement is memorialize the financial contribution of AGENCY toward COUNTY's purchase of new satellite imagery for GIS ("Nearmap"), and authorize AGENCY to use the Nearmap imaging.
2. **FINANCIAL CONTRIBUTION:** AGENCY agrees to pay \$_____ to COUNTY as its financial contribution for its respective portion of the Nearmap purchase. AGENCY shall make payment no later than April 1, 2022.
3. **AUTHORITY OF PUBLIC WORKS DIRECTOR:** COUNTY's Director of Public Works, or his designee, shall have the authority to represent COUNTY on all matters concerning this agreement.
4. **NOTICES:** Any notice required to be given under this agreement shall be in writing and shall be given by personal delivery, mail, facsimile transmission, or email. Any notice required by law shall be given in the manner specified by the applicable law.
5. **INDEMNIFICATION:** Subject to the limitations and conditions of the Oregon Tort Claims Act and the Oregon Constitution, AGENCY shall indemnify, defend and hold harmless COUNTY and COUNTY's officers, employees, and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the negligence or wrongful errors or omissions of AGENCY and AGENCY's officers, employees, and agents acting pursuant to the terms of this agreement.
6. **GOVERNING LAW:** This agreement shall be construed in accordance with the laws of the state of Oregon. Any litigation arising out of this agreement shall be conducted in the Circuit Court of the State of Oregon for Douglas County.
7. **NO WAIVER:** No provision of this agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach by either party shall not constitute a waiver of any other breach.
8. **SEVERABILITY:** If any provision of this agreement is held by a court to be invalid, such invalidity shall not affect any other provision of this agreement. This agreement shall be construed as if such invalid provision had never been included.
9. **AMENDMENTS:** This agreement may be changed only by written amendments that are signed by both parties. It may not be amended or modified by oral agreements or understandings between the parties.

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10. ENTIRE AGREEMENT: This agreement constitutes the final and complete agreement of the parties concerning the roads and streets described in the recital paragraphs and supersedes all prior and existing written or oral understandings.

AGENCY

By _____
Print Name _____
Title _____
Date _____

**BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY**

By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
Department Head
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
County Legal Counsel
Date _____



Memorandum

3485 W. Goedeck Ave
Roseburg, OR 97471
541-673-6570

www.jacobs.com

Subject	Chemical Price Increases	Project Name	Roseburg
Attention	James V. Baird		
From	Jade Mecham		
Date	January 26, 2022		
Copies to	James V. Baird		

Mr. Baird,

This year is proving to be quite costly with all the supply chain issues and factory shutdowns. As I am sure you have seen your costs go up ours has as well. We are seeing the biggest increases is our chemical costs. Here at the RUSA project we use Sodium Hypochlorite, Sodium Bisulfite, Liquid Polymer WE-2198, Dry Polymer Clarifloc WE-440, and Aluminum Sulfate. These price increases are not modest. Our chemical increases range from 24% to 52%.

Sodium Hypochlorite increase **24%** starting in November 2021.

Sodium Bisulfite increased **35%** starting in January 2022.

Liquid Polymer We-2198 increased **52%** starting in January 2022.

Dry Polymer Clarifloc WE-440 increased **35%** starting in January 2022.

Aluminum Sulfate increased **30%** starting in January 2022.

With these increases I am estimating that we have the potential to spend about \$17,000.00 more than budgeted this contract year on chemicals. I wanted to keep you informed that this may put us over our budget for contract year 34.

Please let me know if you have any questions.

Thanks,

Jade Mecham

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision and sewer main extension– Sewer Mainline almost complete.
- Kenwood Tabor PUD- Construction has resumed, Sewer Main and Manhole Testing not complete.
- Sunshine Road Apartments and sewer main extension – Sewer Work has started
- Ash Spring Apartments and sewer main extension – Sewer Work has Started
- Back Nine Extension - Pipe and manholes installed. Waiting on Easements and TV inspection
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Rosemary Subdivision and main extension

PRELIMINARY DESIGN:

- Tabor – Military Avenue partition
- Library Siphon
- I&I Reduction Project – Manhole Rehabilitation, Winchester Basin
- Deer Creek sewer trunk line rehabilitation project – Phase I
- Replacement and Upgrade of pumps at Highland Pump Station

PROJECTS:

- Hooker Road Project – Project completion date February 20th, 2022.
- Chadwick sewer main extension.
- New Chemical Feed Building – WWTP
- New security fence – WWTP
- New security cameras – Administrative Office

ROSEBURG URBAN SANITARY AUTHORITY

JANUARY 2022 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 32 work orders.
- Completed CCTV and cleaning of 12,415 feet or 2.35 miles of mainline.
- Completed End of Warranty CCTV for the Pomona project 1,245 feet of mainline.
- Completed cleaning of 30,636 feet or 5.8 miles of mainline.
- Completed 81 manhole inspections.
- Completed monthly trouble spot inspections.
- Completed 147 underground utility locate requests.
- Cleaned debris from jail manhole 3 times.
- Brandon Kitcher and Nick Soule passed the driver testing and received their Class A CDL.

ENGINEERING DEPARTMENT:

- Issued 14 permits and completed 3 inspections.
- Hooker Road project still underway, Private Lift station complete. Mainline lining complete. Lateral lining has resumed. MH rehab finishing up next couple weeks.
- FOG Report:
 1. Human Bean informed they need interceptors at both locations.
 2. Mercy Needs Pumped. Got in touch with Richard Welts, informed him they need to pump.
 3. Kowloons Needs Pumped.

FINANCE DEPARTMENT:

- Vacancy Credits: 8 were processed for a total of \$525.00 in January.
- Credit cards/eChecks: 1237 payments totaling \$67,897.70 or approximately 10.9% of monthly billing was collected in January. 130 payments were received by voice response system, 6 payments received at the counter and 1101 on-line.
- Automatic Payments: 2,111 customer accounts are signed up. Received \$94,201.50 or approximately 16.7% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager-Jacobs
DATE: February 2, 2022
SUBJECT: January 2022 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 95% BOD removal (estimate) and 97% 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 2022, was 241,000 KWHRS with a total Effluent flow of 160.76 million gallons all of which went to the river at Outfall 001. The January 2021 electrical consumption was 232,000 with a total Effluent flow of 173.64 million gallons all of which went to the river at Outfall 001.
- At the beginning of the month the plant experienced high flows that peaked at 25 MG which resulted in staffing the plant for 54 hours.
- Washed both cells of the annamox basins to get better flow through the cells.
- Pressure washed most of the sidewalks within the plant.
- De-ragged influent pumps several times throughout the month.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in January:

- The annual pretreatment report was completed and sent to the DEQ.
- Oak Park Assisted Living: Their interceptor was 10% full using the sludge judge.
- Downtown Market: Using the push camera, there was FOG buildup in the discharge line. The manager of the Market came out and looked, we discussed cleaning the grease trap more often.
- Astro Carwash: The sedimentation basin had 20% solids in the bottom.
- Kodiak Bar: At the discharge clean out, the line looked Ok.
- Denny's: Using the sludge judge the tank was 10% full.
- Level Up Frozen Yogurt: Using the push camera, slight buildup of FOG, Ok for now.

NATURAL TREATMENT SYSTEM (NTS)

- We are cultivating some large (6 feet) willow trees to grow on into the spring in preparation for planting. The trees have been transplanted into large containers and moved outside.
- The Polaris had a flat tire repaired.
- We replaced a small air compressor that quit working.

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 63.5 Million Gallons
- Average Daily Flow from all Lift Stations per day – 2.3 Million Gallons

MAINTENANCE ACTIVITIES

- Fabricated and installed support brackets for the new sections of conveyors #4 and #5 in the sludge bay #2.
- Had the HMI for the Screw Press Building repaired, under warranty.
- Replaced the indicating lights on all four Effluent VFDs for the heater fuse “OK” light.
- Replaced the natural gas flow valve for the #1 Boiler.
- Repaired the Primary Sampler suction line.
- Replaced the pump Stator unit for the #1 TWAS pump.
- Replaced the check valve for the #1 pump at the Wilbur #1 Lift Station.
- Hooked up conduit for the Security Camera at the Bourbon Lift Station.
- Hooked up conduit for the Security Camera at the Loma Vista Lift Station.

Corrective Maintenance

- Completed 96 Corrective Work Orders for the month.

Previous Month’s Project Status

- Replace the check valve for the #1 pump at Wilbur #1 - **DONE**
- Repair the discharge pipe for the #4 Influent pump. - **50% Done**
- Mount the rigid mounts for the Auger Conveying system. - **DONE**

Next Month’s Projects

- Have a new Firebox made and installed for the #1 Boiler.
- Repair the discharge pipe for the #4 Influent pump.
- Replace the expansion tank for the #3 Primary Sludge Pump.

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.
- 104 permit tests were completed during the month.
- On 1/19/22, lab water samples were collected and shipped to NRC for testing.

- On 1/20/22, sent 3 battery packs to Eureka Water Probes for repair and ordered new pH probes for Manta Sub 2 probes.
- Ordered new Temp. sensor for Davis weather station.

BIOSOLIDS

- We continue to operate the screw press. Digester pumping to the press has experienced some problems, that we continue to work on.
- We requested a refresh on a quote for digester cleaning that we received in the past.
- The sludge trucks have been winterized and will need to go in for the annual DOT inspection.
- We met with two of the biosolids clients to discuss application rates and soil pH issues.

UPCOMING EVENTS

OPERATIONS/NTS:

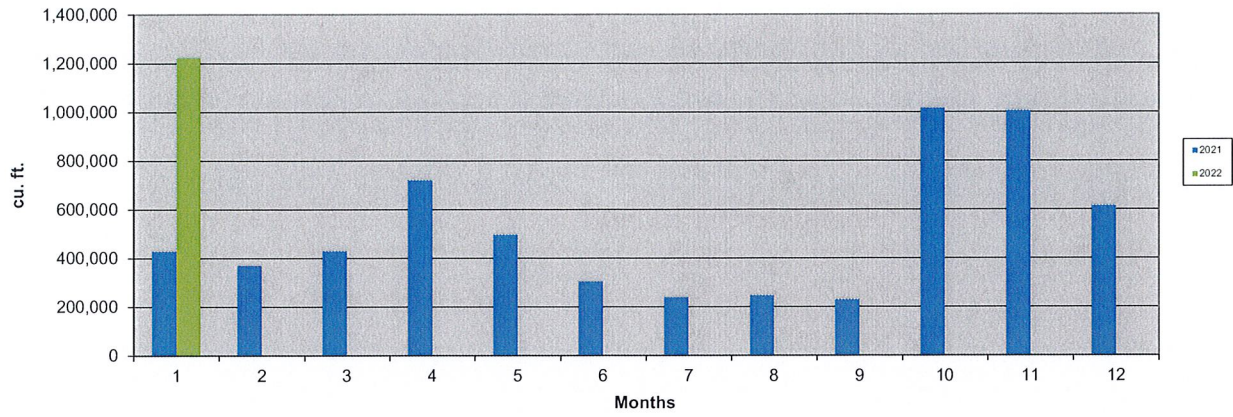
- Complete the Annual Biosolids Report and submit to the DEQ.

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

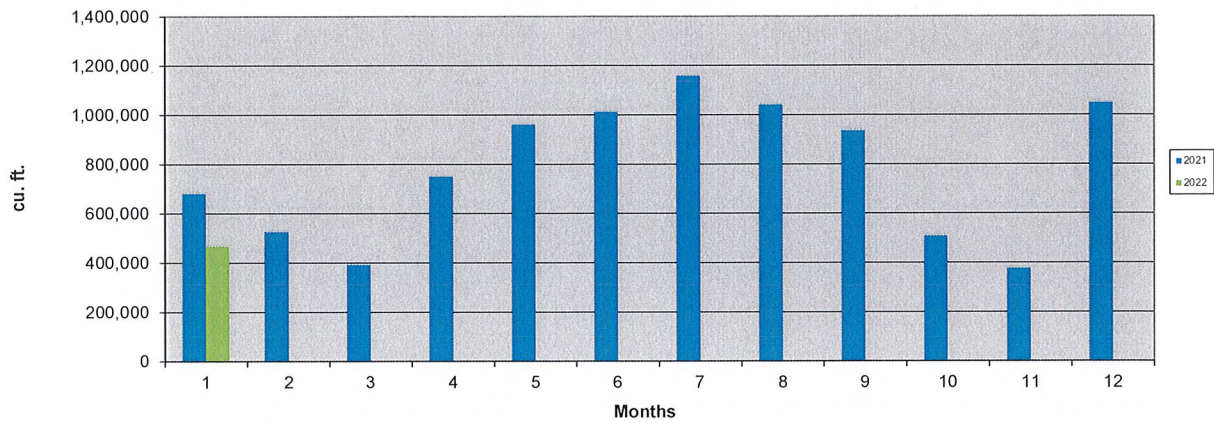


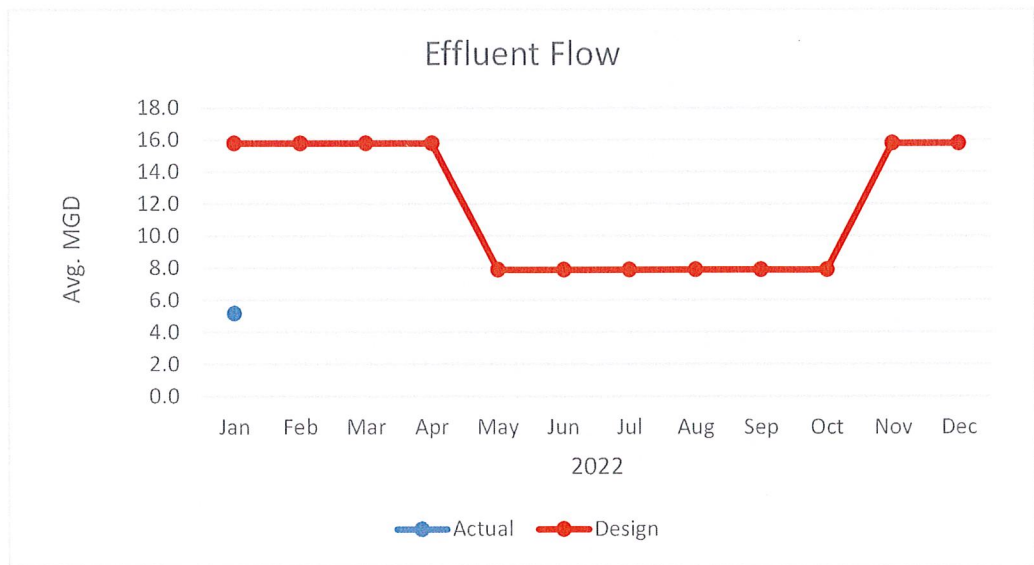
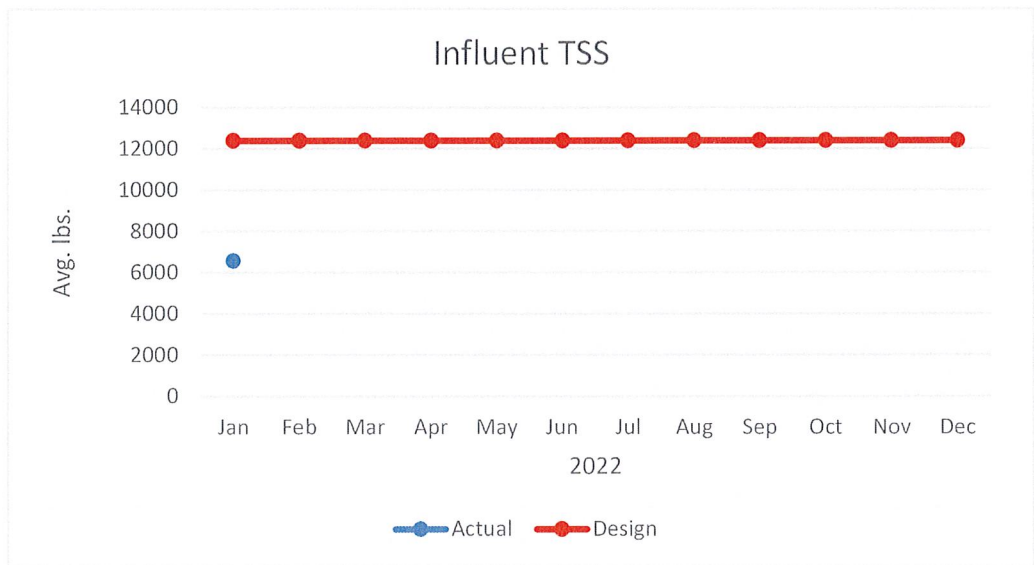
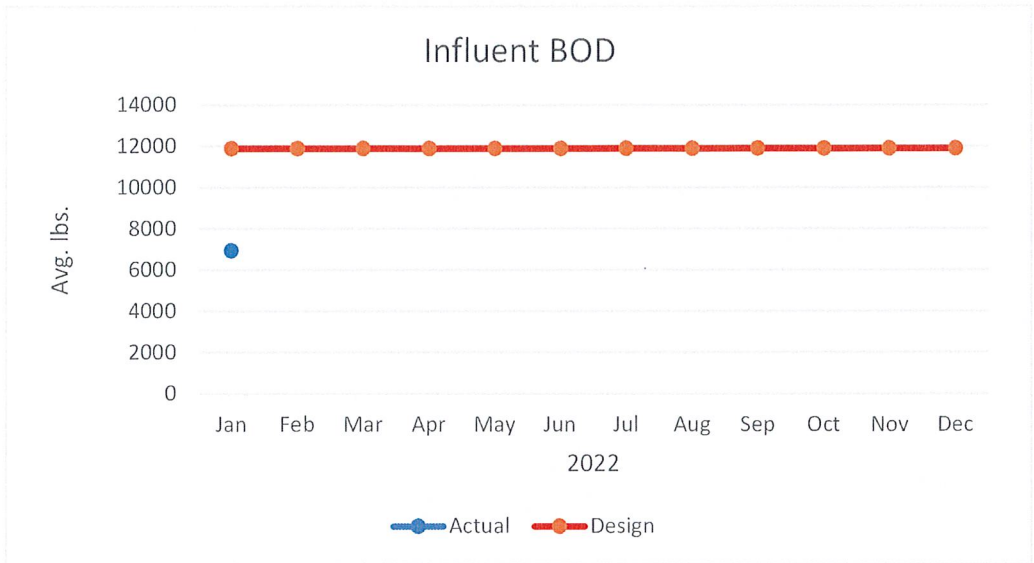
Jade Mecham
Project Manager

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
Jan-21	5.61	9562	7996
Feb-21	6.18	8714	7626
Mar-21	3.91	7609	5760
Apr-21	3.07	6708	4550
May-21	2.79	5551	4735
Jun-21	3.01	5334	4837
Jul-21	2.81	4741	4362
Aug-21	2.72	4356	4254
Sep-21	2.97	4451	4126
Oct-21	3.24	5795	5301
Nov-21	3.58	7231	5331
Dec-21	5.63	7882	6154
Jan-22	5.19	6944	6572

SUM	50.71	84878	71604
AVE	3.90	6529	5508
MAX	6.18	9562	7996
MIN	2.72	4356	4126

CASH DISBURSEMENT RECAP BOARD MEETING FEBRUARY 9, 2022

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	76,008.44
Total of Regular Checks & ACH Transactions	<u>176,901.20</u>

Total Expenditures (not including Payroll)	<u>252,909.64</u>
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Payroll:

Net Payroll - January 31, 2022	65,572.38
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All Checks & ACH Transactions since the Board Meeting of January 12, 2022	<u>318,482.02</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 2/4/2022 12:00 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX JAN 22 PR	ASIFlex PR Batch 00001.01.2022 Flexible Spending Acc	01/31/2022 PR Batch 00001.01.2022 Flex	1,111.51
Total for this ACH Check for Vendor ASIFLEX:				1,111.51
ACH	DNB JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR	Internal Revenue Service PR Batch 00001.01.2022 Federal Income Tax PR Batch 00001.01.2022 FICA - Employee PR Batch 00001.01.2022 FICA - Employer PR Batch 00001.01.2022 Medicare - Employer PR Batch 00001.01.2022 Medicare - Employee	01/31/2022 PR Batch 00001.01.2022 Fed PR Batch 00001.01.2022 FIC PR Batch 00001.01.2022 FIC PR Batch 00001.01.2022 Med PR Batch 00001.01.2022 Med	7,336.76 6,011.96 6,011.96 1,406.04 1,406.04
Total for this ACH Check for Vendor DNB:				22,172.76
ACH	OR-Rev JAN 22 PR	Oregon Dept. of Revenue PR Batch 00001.01.2022 Oregon W/Held	01/31/2022 PR Batch 00001.01.2022 Ore	5,687.72
Total for this ACH Check for Vendor OR-Rev:				5,687.72
ACH	CENTURY Jan2022admin Jan22 NTS	CenturyLink Analog phone service for fax and alarm Analog phone service for NTS Gate	01/31/2022	134.27 58.66
Total for this ACH Check for Vendor CENTURY:				192.93
50689	CIS INS JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR JAN 22 PR	CIS Trust PR Batch 00001.01.2022 Accident Insurance PR Batch 00001.01.2022 CCIS Insurance AD&I PR Batch 00001.01.2022 Critical Illness Insuran PR Batch 00001.01.2022 Dental & Vision PR Batch 00001.01.2022 Voluntary Dependent L PR Batch 00001.01.2022 Hospital Indemnity PR Batch 00001.01.2022 Identity Protection PR Batch 00001.01.2022 Voluntary Life Insuran PR Batch 00001.01.2022 Life Insurance - er PR Batch 00001.01.2022 Life Insurance - Spous PR Batch 00001.01.2022 CCIS Insurance Long- PR Batch 00001.01.2022 Medical Ins w/RX PR Batch 00001.01.2022 Short-Term Disability PR Batch 00001.01.2022 Trauma	01/31/2022 PR Batch 00001.01.2022 Acc PR Batch 00001.01.2022 CCI PR Batch 00001.01.2022 Criti PR Batch 00001.01.2022 Den PR Batch 00001.01.2022 Vol PR Batch 00001.01.2022 Hos PR Batch 00001.01.2022 Iden PR Batch 00001.01.2022 Vol PR Batch 00001.01.2022 Life PR Batch 00001.01.2022 Life PR Batch 00001.01.2022 CCI PR Batch 00001.01.2022 Med PR Batch 00001.01.2022 Sho PR Batch 00001.01.2022 Trau	134.46 16.00 54.00 2,626.57 29.26 96.50 99.70 360.21 94.82 163.43 150.40 27,379.85 135.17 35.00
Total for Check Number 50689:				31,375.37
50690	PEBSCO JAN 22 PR	Nationwide Retirement Solutions PR Batch 00001.01.2022 Nationwide-Deferred C	01/31/2022 PR Batch 00001.01.2022 Nati	5,075.00
Total for Check Number 50690:				5,075.00
50691	PETTY Jan 19 22 Nov 22 21	Petty Cash c/o Harmony Williams Costco-Kitchen supplies Coastal-Hi Viz safety jacket	01/31/2022	18.48 55.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50691:				74.47
50692	UB*00055	DIANE SCHVANEVELDT	01/31/2022	
		Refund Check		23.75
		Refund Check		5.00
		Refund Check		1.25
Total for Check Number 50692:				30.00
50694	TEKMAN	TEKMANAGEMENT, INC.	01/31/2022	
	77353a	O365 Visio Subscription		15.00
	77353b	Security awareness training		25.65
	77353c	Office 365 Premium-Finance		37.50
	77353d	DNS Filter (security)		40.00
	77353e	Encryption of laptops		66.00
	77353f	Office 365 Premium-Engineering		75.00
	77353g	Office 365 Premium-Crew		87.50
	77353h	Backup & Recovery Services		565.00
	77353i	Server Maint & monitoring		1,459.75
	77353j	Office 365 Online Plan 1		4.00
	77353k	Office 365 Premium-811 user		12.50
	77532a	SonicWall Security Suite Bundle		483.04
	77532b	SonicWall Security Suite Bundle		3,864.16
Total for Check Number 50694:				6,735.10
50695	USPS	US Postal Service	01/31/2022	
	Jan 2022	Postage for UB Bills-February		2,913.50
Total for Check Number 50695:				2,913.50
50696	VERIZON	Verizon Wireless	01/31/2022	
	9897306335	Wireless Telephone Services		640.08
Total for Check Number 50696:				640.08
Total for 1/31/2022:				76,008.44
Report Total (11 checks):				76,008.44

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	STAPLES 2993852791 3000446561	Staples Credit Plan Keyboard & mouse for IT cart High Yield Ink Cartridge for Steve's printer	02/09/2022	17.29 221.88
Total for this ACH Check for Vendor STAPLES:				239.17
50697	WP JAN 2022	Avista Utilities Natural gas service - Admin	02/09/2022	399.86
Total for Check Number 50697:				399.86
50698	BANNERMC	BANNER BANK	02/09/2022	
	AA 010622	Safeguard Bus Sys - 1099 & W-2 Forms		126.97
	AA 010722	Pitney Bowes - Quarterly postage machine lease		94.50
	AA 010822	Costco - Toaster		54.98
	AA 011722a	Costco - Kitchen & Janitorial supplies		148.94
	AA 011722b	Costco - Kitchen & Janitorial supplies		37.99
	AB 012122	Amazon - LED Flashlights		26.99
	DEV 011822	Abbys-UBOS lunch mtg-JJB, NS, AB, KB, BK,		85.18
	DEV 012622	OWPSAC State - Study materials for Wastewater		50.00
	DF 011022	LogMeIn USA - Password mgmt software for 7		462.46
	DF 011622	Zoom - Electronic meeting software for board m		93.99
	DF 011722	CDW - Memory for John's computer		192.74
	DF 123121	Amazon - Docking station for Christine's new lap		262.50
	HW 011222	Safeway - Snacks for Board Meeting		17.05
	HW 012522	Michael's - Frame and mounts for 2021 Vet Awar		197.00
	JJB 010422	Lowe's - Paint wand		25.48
	JJB 011122	Lowe's - Wooden stakes		25.44
	JJB 012022a	Frontier Airlines - Refund due to flight change		-54.00
	JJB 012022b	Frontier Airlines - Refund due to flight change		-315.28
	JJB 012022c	Expedia - New flight to Lucity Conf		249.60
	KB 010722	NASSCO - Membership renewal		90.00
	KB 011322a	Little Caesars - Crew lunch - Andy passed Level		28.55
	KB 011322b	Home Depot - Extending pole for CCTV Van		38.08
	KB 012122	Engineering Supply - 3 level rods for CCTV Van		665.97
	KB 012622a	Cal Sac Water - Enrollment for BK Wastewater C		50.00
	KB 012622b	Transport Wisdom - CDL Testing Fee - BK		200.00
	KB 012622c	Transport Wisdom - CDL Testing Fee - NS		200.00
	KB 012722	DMV - CDL License Fee - BK		115.00
	NS 012622	OWPSAC State - Enrollment in Wastewater Cou		50.00
	RC 010422	Parts Geek - Wiper for 5yd		37.38
	RC 010622	Weathertech - Floor mats for new Ford Ranger		222.90
	RC 010722	A1 Auto & Truck - Tool boxes for new Ford Rar		564.00
	RC 011022	Umpqua Valley Fire - Extinguisher for new Ford		54.00
	RK 011822	BiMart - Phone charging cable		12.99
	RK 012122	Grand Hotel Salem - Lodging for Ryon - PLSO C		487.74
	RK 012222	Adobe - Photography plan		119.88
	SL 010522	Costco - Office supplies		34.99
	SL 012122a	APWA-membership Jim & Ryon		370.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL 012122b	APWA-membership Kyle B & Steve		370.00
			Total for Check Number 50698:	5,494.01
50699	BHEC CL03904-IN CL04268-IN	Bassett-Hyland Energy Company Fuel usage 1/1 - 1/15/22 Fuel usage 1/16 - 1/31/22	02/09/2022	858.38 721.00
			Total for Check Number 50699:	1,579.38
50700	BATT PLU P47569858	Batteries Plus #208 Batteries for crew computer battery backup	02/09/2022	66.94
			Total for Check Number 50700:	66.94
50701	WATER Jan 2022	City of Roseburg Water service - Admin	02/09/2022	217.94
			Total for Check Number 50701:	217.94
50702	DRAUTO 004136 007518 007526	D & R Auto & Truck Supply Corp Screws Bulbs for running lights on CCTV Van Bulb for signal on CCTV Van	02/09/2022	5.32 5.29 7.29
			Total for Check Number 50702:	17.90
50703	DCPW 627140	Douglas County Public Works Grit pit clean up	02/09/2022	109.04
			Total for Check Number 50703:	109.04
50704	DFN Feb 2022 Feb 2022 Feb 2022 Highl Feb 2022 Host Feb 2022 Keady Feb 2022 NBank Feb 2022 NTS Feb 2022 Wilb1 Feb 2022 Wilb2 Feb 2022 Winch	Douglas Fast Net Phones/Security Cams Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	02/09/2022 Service: 141784 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 145049 Service: 105796 Service: 105794 Service: 105795	98.01 213.49 74.91 10.28 74.91 71.91 71.79 71.91 71.91 71.91
			Total for Check Number 50704:	831.03
50705	FASTENAL ORROS222206 ORROS222454	Fastenal Company First Aid Kit Batteries	02/09/2022	53.36 149.77
			Total for Check Number 50705:	203.13
50706	FLURY F 5728	Flury Supply Company Chains	02/09/2022	16.08
			Total for Check Number 50706:	16.08
50707	GRAPHDIM 3655 3665	Graphic Dimensions, Inc. Billing stock Cut utility bills to mailing size	02/09/2022	2,781.40 37.50
			Total for Check Number 50707:	2,818.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50708	ICONIX U2216002553	ICONIX WATERWORKS INC Parts for Umpqua Dairy manhole job	02/09/2022	245.77
Total for Check Number 50708:				245.77
50709	Jacobs 351289-052	Jacobs Engineering Group Inc Professional Services-February	02/09/2022	129,684.00
Total for Check Number 50709:				129,684.00
50710	COASTAL E62319 E65333 E66395 E66399 E68601	John Deere Financial f.s.b. Thread seal Rain jacket Work pants - BK Work pants - NS Work pants - KB	02/09/2022	6.79 55.99 71.98 71.98 211.07
Total for Check Number 50710:				417.81
50711	Lithia 383817	Lithia Motors Support Services LOF for 2018 Ford Edge	02/09/2022	65.21
Total for Check Number 50711:				65.21
50712	LOWES 01122 02552 06063 06337 06744 06866 20345	Lowes Asphalt cold patch Locate supplies Caulking Supplies to hang cameras at Admin office Parts for camera control boxes at lift stations Fasteners to hang cameras at Admin office Tyvek coveralls	02/09/2022	20.89 91.52 7.30 30.61 165.46 11.71 27.33
Total for Check Number 50712:				354.82
50713	Mursmi 19-2728.00 - 16	Murraysmith, Inc. Engineering Services - Hooker Road Project	02/09/2022	2,710.73
Total for Check Number 50713:				2,710.73
50714	NBS IN97140	National Business Solutions Konica Minolta maintenance agreement	02/09/2022	306.46
Total for Check Number 50714:				306.46
50715	NEXNET 15947	Nexcom, LLC Digital phone service for admin-February	02/09/2022	332.80
Total for Check Number 50715:				332.80
50716	Occu 12428	OccuHealth DOT Physical, Titers, Vax for new hires (3)	02/09/2022	768.00
Total for Check Number 50716:				768.00
50717	DEQ WQSTM2200381	OR Dept of Environmental Quality STM Industrial NPDES GEN12Z Permit 10712 :	02/09/2022	1,386.00
Total for Check Number 50717:				1,386.00
50718	OR-LIN 743597	Oregon Linen, Inc. Laundry & mat service	02/09/2022	60.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	749238	Laundry & mat service		41.27
			Total for Check Number 50718:	101.62
50719	OR-TOOL 826680	Oregon Tool & Supply Tools	02/09/2022	167.75
			Total for Check Number 50719:	167.75
50720	PPL FEB 22 140G FEB 22 411LM FEB 22 425LM FEB 22 Admin FEB 22 Bourbon FEB 22 BU FEB 22 High FEB 22 Keady FEB 22 LV FEB 22 NBank FEB 22 NTS FEB 22 SBank FEB 22 Wilb1 FEB 22 Wilb2 FEB 22 WWTP1 FEB 22 WWTP2	Pacific Power Power Usage-140 LM-NTS Gate Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Contract-310 Bourbon St PS Power Usage-310 Bourbon St PS Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	02/09/2022	19.81 30.78 10.73 460.73 64.04 84.72 1,588.48 83.01 94.31 182.57 1,840.55 2,440.69 362.79 295.19 19,964.55 27.87
			Total for Check Number 50720:	27,550.82
50721	Premium 24568	Premium Landscape, Inc. Monthly landscape maintenance	02/09/2022	180.25
			Total for Check Number 50721:	180.25
50722	RLJ 2022	Ray Johnson Backflow Test Gauge	02/09/2022	40.00
			Total for Check Number 50722:	40.00
50723	RSBG-AUD 36212	Roseburg Audiology Center Annual Employee hearing screenings	02/09/2022	450.00
			Total for Check Number 50723:	450.00
50724	SHRED-IT 8000789845	Stericycle, Inc. Monthly shredding services	02/09/2022	79.63
			Total for Check Number 50724:	79.63
50725	UBWA Jan 22 310B Jan 22 411LM Jan 22 606LM	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	02/09/2022	22.10 22.05 22.00
			Total for Check Number 50725:	66.15
			Total for 2/9/2022:	176,901.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (30 checks):				176,901.20