



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

REGULAR MONTHLY BOARD MEETING
December 11, 2019

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

**December 11th, 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. November 13th, 2019 Board Meeting
- 4. Resolution No. 19-06; A Resolution Adopting a Workplace Harassment Policy**
- 5. Appointment of Budget Committee Member**
- 6. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. FEMA Application for damage claimed disaster relief
 - c. Watson Street Mainline Replacement
 - d. Biosolids Building expansion project
 - e. Umpqua Fishery Enhancement Derby
- 7. Staff Professional Development**
- 8. New Developments**
- 9. Staff Report**
- 10. Jacobs (ch2m) Plant Operations Report**
- 11. Accounts Payable**
- 12. 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 4:01 p.m. on November 13, 2019 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 and Jacobs Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, October 9, 2019.

Jerry Griese moved to approve the minutes for the Wednesday, October 9, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Contract for Engineering Services - Hooker Road Rehab Project

Staff reviewed the pipe line condition information and selected a series of sanitary sewer main lines that need rehabilitation or replacement. The pipe lines are located in the Hooker Road area and are showing significant degradation due to the hydrogen sulfide that has off gassed as a result of the discharge from the Winchester pump station force main.

Staff has been working with Rob Lee, PE of Murraysmith to develop next year's collection system project. Staff presented the Board with a proposal that reflected the agreed to design effort and associated costs for the design. The "not to exceed" amount is \$86,988. Staff would recommended that the Board direct the General Manager to enter into a personal services agreement for the design services for the project.

Kelsey Wood made a motion to allow staff to move forward with the contract for engineering service between RUSA and Murraysmith.
Rob Lieberman seconded the motion.
The motion passed unanimously.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The Contractor installed the meter vault and valve vault adjacent the pump station. The contractor is continuing to install the dual force main.

The Contractor has completed approximately 25% 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 290 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 95% complete.

Bio Solids Building Expansion Project

The contractor is approximately 56% complete on the project. The site grading, concrete floor and walls have been completed.

The contractor has submitted the first pay request in the amount of \$163,571.29 with 5% retainage withheld for \$8,164.71. The total request for this pay request is \$155,129.53. The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment of pay estimate #1 in the amount of \$155,129.53.

Kelsey Wood made a motion to approve the first pay request in the amount of \$155,129.53.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Report

Jade Mecham reported the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal during September. The total Effluent flow was 82.27 million gallons, all of which went to the NTS.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the November 13, 2019 Accounts Payable.

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

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant

RESOLUTION 19-06

**A RESOLUTION REPEALING AND REPLACING RESOLUTION 17-07: ADOPTING A
WORKPLACE HARASSMENT POLICY**

RECITAL:

On November 8th, 2017 Roseburg Urban Sanitary Authority adopted a resolution “Adopting a Discrimination Workplace Harassment Policy”.

On June 20th, 2019 the Governor of the State of Oregon signed Senate Bill 479, a bill requiring public employers to adopt policies to prevent workplace harassment. Roseburg Urban Sanitary Authority’s existing “Discrimination Workplace Harassment Policy” did not include all the provisions in the new law.

The new Workplace Harassment Policy “Exhibit A” meets the requirement of the State of Oregon.

**NOW, THEREFORE, BE IT RESOLVED BY THE ROSEBURG URBAN
SANITARY AUTHORITY**, that Resolution 19-06 is adopted; repealing and replacing Resolution 17-07.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY
AUTHORITY’S BOARD OF DIRECTORS THIS 11th DAY OF DECEMBER 2019.**

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

EXHIBIT A

Workplace Harassment Policy

I. EQUAL EMPLOYMENT OPPORTUNITY

Roseburg Urban Sanitary Authority is committed to fair employment practices and non-discrimination, including pay equity for all employees. We do not discriminate based on a protected class such as race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law including in the payment of wages or screen applicants based on their current or past compensation.

II. PURPOSE - STATEMENT PROHIBITING WORKPLACE HARASSMENT

Roseburg Urban Sanitary Authority is committed to providing a work environment in which all individuals are treated respectfully. All employees of Roseburg Urban Sanitary Authority should have the expectation that they work in a professional environment and that Roseburg Urban Sanitary Authority promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment.

Roseburg Urban Sanitary Authority expects that all relationships among persons will be respectful and professional, free of bias, prejudice and harassment in the workplace, at work related event, or any activity coordinated by or through the organization.

III. POLICY

This policy applies to all employees, elected officials, board or commission members, volunteers, interns and any other person we interact with in the course of accomplishing the work of the organization.

This workplace harassment policy has been developed to ensure that all employees can work in an environment free from unlawful harassment, discrimination and retaliation. Roseburg Urban Sanitary Authority will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of these policies will be investigated and resolved appropriately.

Discrimination, harassment and retaliation are not acceptable.

Any employee who has questions or concerns about these policies should talk with our primary contact the Finance/HR Director as an alternative you may reach the General Manager.

A. RETALIATION

Roseburg Urban Sanitary Authority encourages reporting of all perceived incidents of discrimination or harassment. Reports of incidents of discrimination and harassment will be promptly and thoroughly investigated. We prohibit retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

B. SEXUAL HARASSMENT

Sexual harassment constitutes discrimination and is illegal under federal and state laws.

For the purposes of this policy, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Under Oregon Law sexual assault defined as unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

C. HARASSMENT

Harassment based on any other protected class is also strictly prohibited. For this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s work performance, or c) otherwise adversely affects an individual’s employment opportunities.

D. REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION OR RETALIATION

Roseburg Urban Sanitary Authority encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that their behavior is unwelcome and to request that it stop. Often this action alone will resolve the problem. We recognize, however, that an individual may prefer to pursue the matter through complaint procedures.

Roseburg Urban Sanitary Authority encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with the Finance/HR Director, or alternatively to the General Manager. See the complaint procedure described in section E.

Following receipt of a complaint or concern management will follow-up every three months for one year to ensure no further concerns or retaliation are experienced. However, employees should not wait for the management follow-up to share related experiences. If an employee would like the follow-up to discontinue the follow-up process a request must be submitted in writing to the Finance/HR Director.

E. COMPLAINT PROCEDURE

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the Finance/HR Director. If you are unable to reach the primary contact, please reach out to the General Manager. We encourage employees to document the event(s), associated date(s), and potential witnesses.

Roseburg Urban Sanitary Authority encourages the prompt reporting of complaints or concerns so that action can be taken quickly. Early reporting and intervention are very often the most effective method of resolving actual or perceived incidents of harassment. However, complaints and concerns may be brought forward within four years of the alleged violation. We encourage employees to document the events, associated dates, and potential witnesses.

Any reported allegations of harassment, discrimination or retaliation will be investigated quickly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the event(s) or may have other relevant knowledge.

Roseburg Urban Sanitary Authority will maintain confidentiality throughout the investigatory process to the extent possible with acceptable investigation and appropriate corrective action.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include training, referral to counseling or corrective action. Examples of possible corrective action may include a warning, written reprimand, reassignment, temporary suspension without pay, or termination] as Roseburg Urban Sanitary Authority believes appropriate under the circumstances.

False and malicious complaints of harassment, discrimination or retaliation, as opposed to complaints that, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

We encourage employees to bring their concerns and complaints to the organization, and understand that, at times however, this may not be the choice of the employee. Below is a list of the external complaint options. Please reach out to the preferred choice to determine the appropriate timelines for their processes.

- Oregon Bureau of Labor and Industries at the following web address:
https://www.oregon.gov/boli/CRD/Pages/C_Crcompl.aspx
- Civil or Criminal Action. In these circumstances, a Notice of Claim must be provided to us in accordance with ORS 30.275.

F. EMPLOYMENT AGREEMENTS

No employee will be required or invited to sign an agreement requiring the non-disclosure of information related to discrimination or sexual assault as a condition of employment, continued employment, promotion, compensation or the receipt of benefits. An employee may request this type of agreement and, upon request, will be provided at least seven (7) days to change their mind.

G. ADDITIONAL EMPLOYEE SUPPORT SERVICES

Employees may choose to use other support services throughout and following instances related to concerns and complaints. The organization provides the following for additional assistance:

- Counseling and Support Services and/or Employee Assistance Services through the Authority's Insurance carrier.

GENERAL MANAGERS REPORT

Date: 12/05/19
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 is continuing to install the dual force main.

The Contractor has completed approximately 50% of the sanitary sewer work. The project completion is estimated to be in December 2019.

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.

Watson Street Mainline Replacement

RUSA's collection crew has completed the installation of a new main line in Watson Street. The majority of customer building sewers have been connected to the new main line. Three services remain to be rerouted and connected to the public sewer. Currently these services are utilizing the old private community sewer.

Bio Solids Building Expansion Project

The contractor is approximately 80% complete on the project. The site grading, concrete floor, walls and the erection of the steel structure have been completed.

The contractor has submitted the second pay request in the amount of \$75,425.64 with 5% retainage withheld for \$3,771.29. The total request for this pay request is \$71,654.35.

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment of pay estimate #2 in the amount of \$71,654.35.

Umpqua Fishery Enhancement Derby

The Derby committee has requested that RUSA be a Derby Sponsor for the 28th Annual Fish Derby. The funds raised by this event contribute to fishery enhancement, restoration and education projects for the Umpqua Basin fishery.

RUSA has been a Chinook sponsor of this event for several years. Staff would recommend that RUSA sponsor this event at the Chinook sponsor level in the amount of \$500.



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: KYLE BARTLETT – PROFESSIONAL DEVELOPMENT

DATE: DECEMBER 6, 2019

CC:

Kyle Bartlett, Collections Operator II – CCTV Lead has been awarded the Certificate of Competency by the Northwest Public Works Institute and National APWA for Public Works Supervision and Management.

The Northwest Public Works Institute is a program of instruction for public works professionals who would like to attain a higher degree of proficiency as leaders and managers. The program consists of three courses offered over a year by the Washington and Oregon Chapters of the APWA that provide public works professionals with skills needed to advance in supervisory and management positions.

The course study includes three sections consisting of 30 hours over a four-day period for each section. Completion of the 90 hours of instruction is required to be awarded the Certification of Completion.

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
- Neighborworks Apartment -preliminary design for a mainline extension
- Rosemary Subdivision
- Thyme Subdivision
- Hanna Heritage Plaza

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street
- Winchester Pump Station Pressure Line Replacement- Approximately 50 percent of the pipe is now installed. Drilling has restarted for the southern 2500 feet of the pressure mains.

ROSEBURG URBAN SANITARY AUTHORITY

November 2019 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 10 work orders.
- Completed CCTV of 10,702 feet or 2.03 miles of mainline.
- Completed root treatment of 2,524 feet of mainline.
- Installed approximately 64 feet of mainline and installed one manhole on Watson St.

ENGINEERING DEPARTMENT:

- Completed 171 underground utility locate requests.
- Issued 9 permits and completed 9 inspections.
- Hwy 99 pressure main project is underway, currently 50 percent of the project work has been completed.
- FOG inspections: Human Bean-Showing Grease Both Locations-Spoke with Owners., Red Robin-Showing Grease- Spoke with manager, Del Taco-Pumped, Renard's- Looked Good.

FINANCE DEPARTMENT:

- Vacancy Credits: 9 were processed for a total of \$768.50 in November.
- Credit cards/eChecks: 868 payments totaling \$41,040.07 were collected in November. 64 payments received at the counter, 33 by voice response system, and 771 on-line.
- Automatic Payments: 2,049 customer accounts are signed up. Received \$80,789.79 or approximately 14.7% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: December 4, 2019
SUBJECT: November 2019 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 97% BOD removal 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 November 2019, was 204,000 KWHRS with a total Effluent flow of 83.36 million gallons all of which went to Outfall 002 (Natural Treatment System). The November 2018 electrical consumption was 199,000 with a total Effluent flow of 93.98 million gallons all of which went to Outfall 001 (South Umpqua River).
- The NTS was shut down for the season following a chlorination of all the distribution water lines to reduce algae buildup.
- The probes for monitoring pH, temperature and dissolved oxygen in the river and Sylman creek were removed for the season.
- We cleaned the sand and snail shell debris out of the bottom of #1 secondary clarifier left over from the digester cleaning project.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in November:

- *FCC Commercial Furniture*: Inspected and sampled as part of the semi-annual event. Results are pending.
- *One Champion Carwash*: Their sedimentation basin was in satisfactory condition.
- *Seven Thai*: The follow up inspection showed no improvement at their discharge, RUSA was notified for the follow up.
- *Dutch Bros on Garden Valley*: The follow up inspection showed no improvement at their discharge, RUSA was notified for the follow up.
- *Crystal Creek Meats*: Their interceptor was in good condition.

NATURAL TREATMENT SYSTEM (NTS)

- NTS shut down for the season. Lines were cleaned and drained for winterization.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 41 Million Gallons
- Average Daily Flow from all Lift Stations per day - 1.5 Million Gallons

MAINTENANCE

- Replaced the gas valve for the flame arrestor on the #2 Secondary Digester.
- Replaced both sight tubes for the Bisulfite Tanks.
- Replaced the door gasket for the #1 Boiler.
- Replaced the door latches for the Generator at the Del Rio Station.
- Replaced the unit heater for the Bisulfite area.
- Replaced the Off-control float for the Sludge Loading Sump Pump control panel.
- Replaced the door springs for the Lab Dish Washer.
- Replaced the #3 Biofilter pump and motor with new Gould Pump and GE motor.

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.
- Number of QAQC results for permit: 100
12 BOD's 30 pH 12 Fecal/E. Coli
12 TSS 30 Cl2 Res. 4 Ammonia
- Precision results: Accuracy Results:
In Control: 100 In Control: 88
Out of control: 0 Out of Control: 0
- On 11/21/19, lab water was sampled. Samples were shipped to NRC for testing.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin Bruton spent three days in Crescent City. RUSA was not charged for Kevin's time during that time.

UPCOMING EVENTS

OPERATIONS/NTS:

- At the NTS, marks for the ends of the drip lines will need to be installed.
- Rebuilding of faulty sprinklers.
- Winter inside building cleaning .

MAINTENANCE:

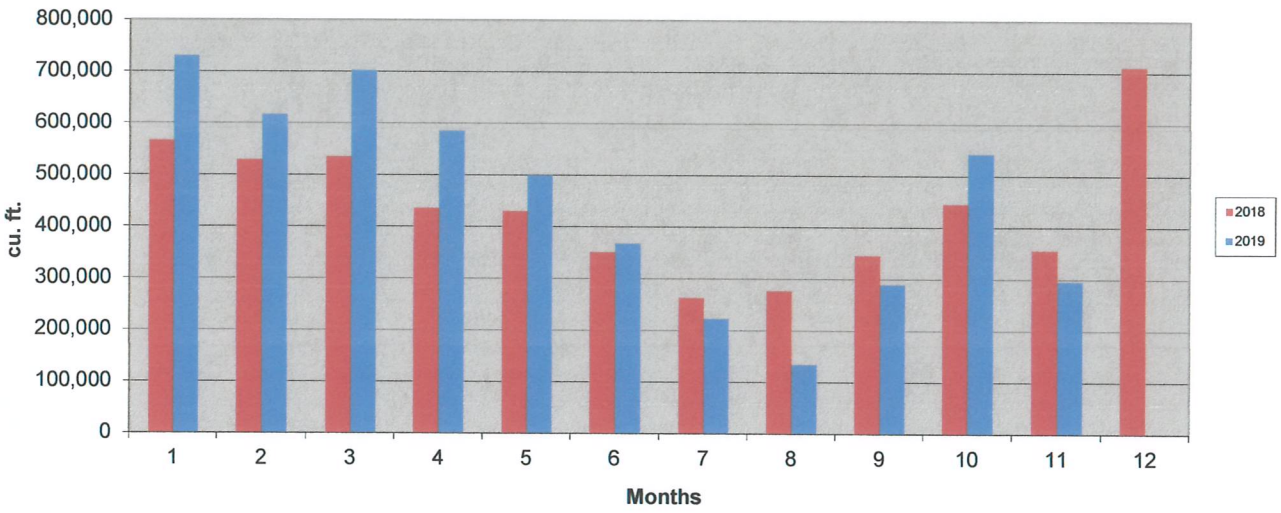
- Install new generator on a cement pad at the new lift Station out Del Rio area.
- Replace the VFDs for both Sludge Transfer pumps.
- Finish installing surcharge floats at the remaining lift stations.

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

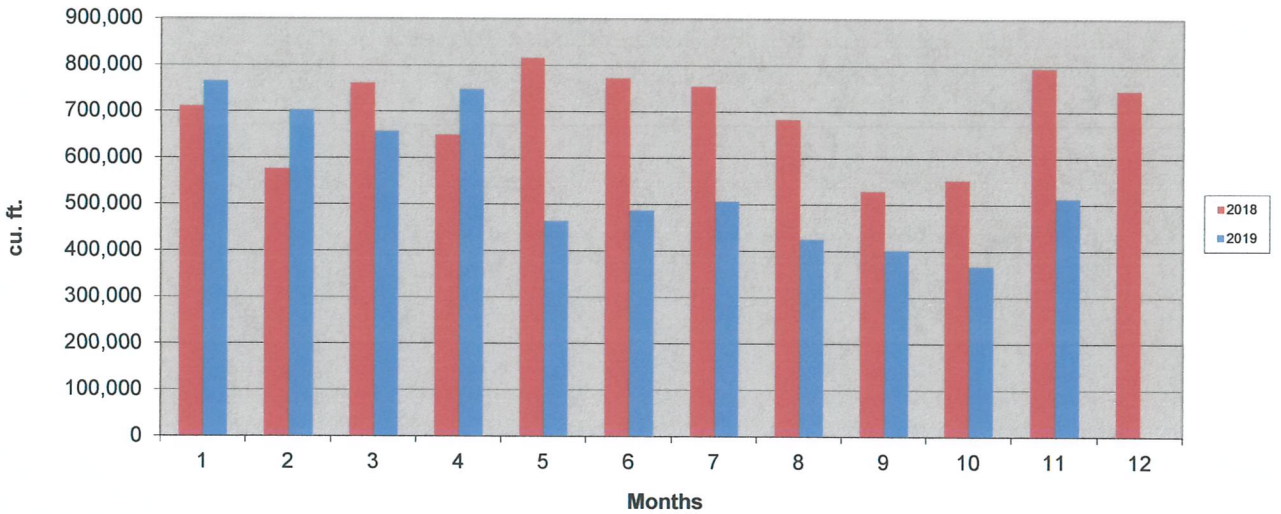


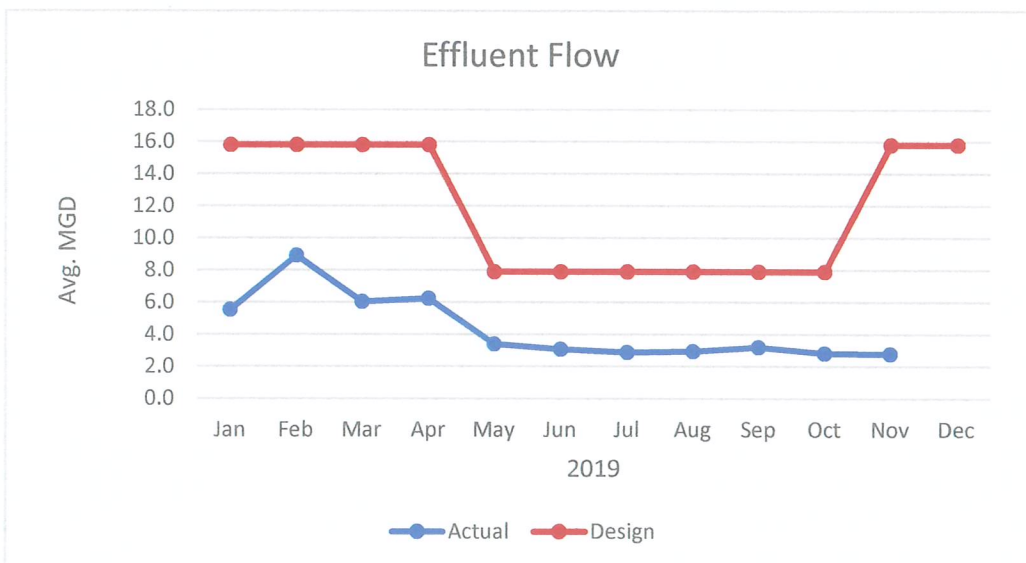
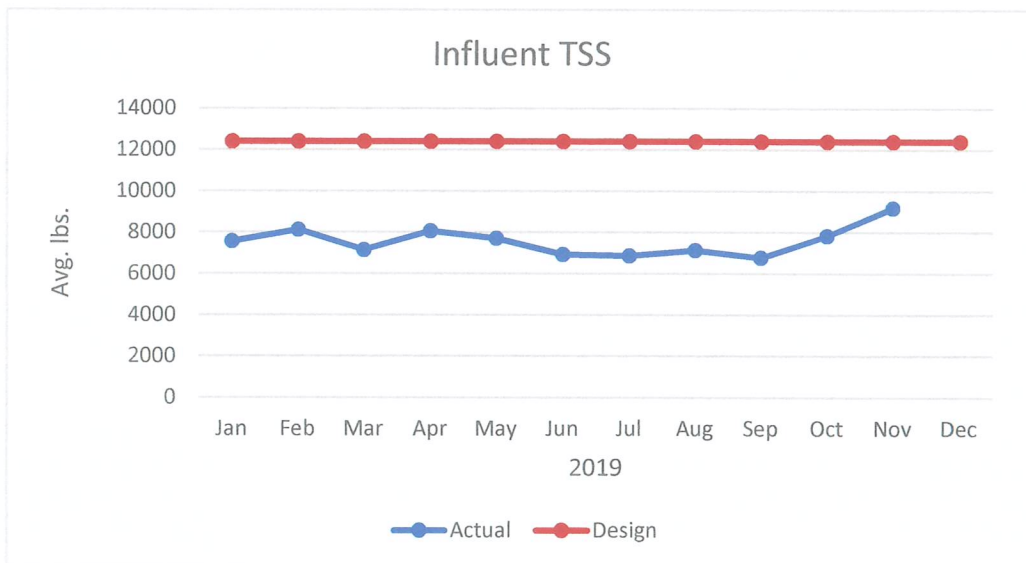
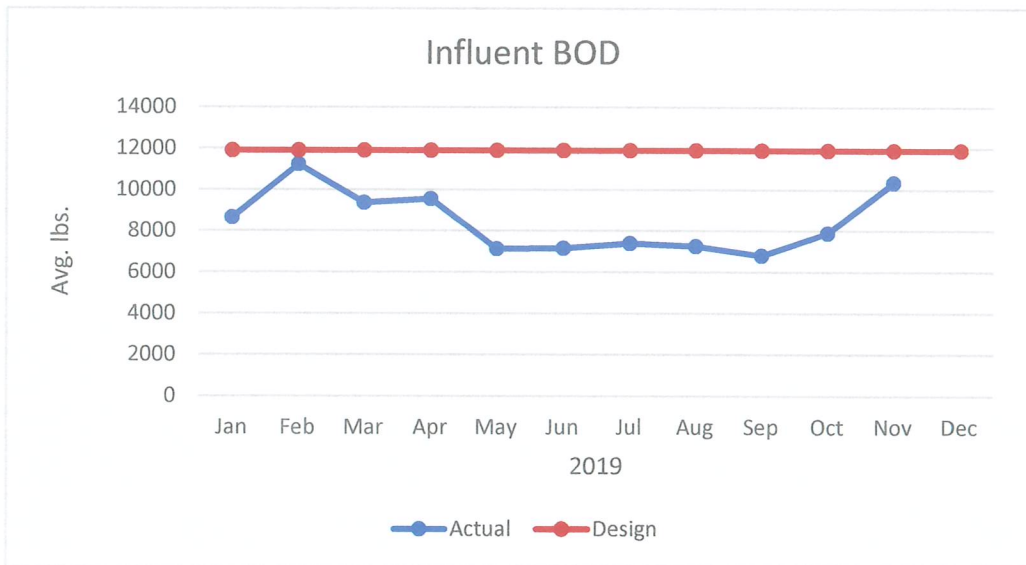
Jade Mecham
Project Manager
Jacobs

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
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
Oct-19	2.83	6455	6594
Nov-19	2.79	10346	9195
SUM	52.75	100327	89579
AVE	4.40	8361	7465
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	13.58
Max Weekly Avg (Wed Rule) , Beginning: 11/24/2019	MG/L	45	16
Average Loading	lb/day	3800	356
Max Weekly Avg (Wed Rule) Loading, Beginning: 11/24/2019	lb/day	5600.00	558
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 11/4/2019	S.U.	6.10	6.96
Maximum , 11/1/2019	S.U.	8.50	7.26
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	11.00
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 11/24/2019	MG/L	45.00	11.67
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	284.96
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	11
Max Weekly Avg (Wed Rule) , Beginning: 11/24/2019	MPN	406.00	28
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	97
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	97
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 DECEMBER 11, 2019

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	68,320.86
Total of Regular Checks & ACH Transactions	<u>171,055.76</u>

Total Expenditures (not including Payroll)	<u>239,376.62</u>
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Payroll:

Net Payroll - November 2019	60,281.32
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All Checks & ACH Transactions since the Board Meeting of November 13, 2019	<u>299,657.94</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 12/6/2019 11:20 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX	ASIFlex	11/27/2019	
	Nov 19 PR	PR Batch 00001.11.2019 Flexible Spending Acc	PR Batch 00001.11.2019 Flex	1,479.13
	Nov 19 PR	PR Batch 00001.11.2019 Dependent Care FSA	PR Batch 00001.11.2019 Dep	83.33
Total for this ACH Check for Vendor ASIFLEX:				1,562.46
ACH	DNB	Internal Revenue Service	11/27/2019	
	Nov 19 PR	PR Batch 00001.11.2019 Medicare - Employer	PR Batch 00001.11.2019 Med	1,290.46
	Nov 19 PR	PR Batch 00001.11.2019 FICA - Employee	PR Batch 00001.11.2019 FIC	5,517.85
	Nov 19 PR	PR Batch 00001.11.2019 Medicare - Employee	PR Batch 00001.11.2019 Med	1,290.46
	Nov 19 PR	PR Batch 00001.11.2019 Federal Income Tax	PR Batch 00001.11.2019 Fede	6,302.69
	Nov 19 PR	PR Batch 00001.11.2019 FICA - Employer	PR Batch 00001.11.2019 FIC	5,517.85
Total for this ACH Check for Vendor DNB:				19,919.31
ACH	OR-Rev	Oregon Dept. of Revenue	11/27/2019	
	Nov 19 PR	PR Batch 00001.11.2019 Oregon W/Held	PR Batch 00001.11.2019 Oreg	5,120.23
Total for this ACH Check for Vendor OR-Rev:				5,120.23
49338	CIS INS	CIS Trust	11/27/2019	
	Nov 19 PR	PR Batch 00001.11.2019 Medical Ins w/RX	PR Batch 00001.11.2019 Med	28,591.10
	Nov 19 PR	PR Batch 00001.11.2019 Voluntary Life Insurance	PR Batch 00001.11.2019 Volu	249.50
	Nov 19 PR	PR Batch 00001.11.2019 Life Insurance - er	PR Batch 00001.11.2019 Life	106.50
	Nov 19 PR	PR Batch 00001.11.2019 Life Insurance - Spous	PR Batch 00001.11.2019 Life	138.77
	Nov 19 PR	PR Batch 00001.11.2019 CCIS Insurance Long-	PR Batch 00001.11.2019 CCI	234.73
	Nov 19 PR	PR Batch 00001.11.2019 Short-Term Disability	PR Batch 00001.11.2019 Shor	124.51
	Nov 19 PR	PR Batch 00001.11.2019 CCIS Insurance AD&E	PR Batch 00001.11.2019 CCI	22.37
	Nov 19 PR	PR Batch 00001.11.2019 Dental & Vision	PR Batch 00001.11.2019 Den	3,341.00
	Nov 19 PR	PR Batch 00001.11.2019 Voluntary Dependent L	PR Batch 00001.11.2019 Volu	31.92
Total for Check Number 49338:				32,840.40
49339	PEBS CO	Nationwide Retirement Solutions	11/27/2019	
	Nov 19 PR	PR Batch 00001.11.2019 Nationwide-Deferred C	PR Batch 00001.11.2019 Nati	5,105.00
Total for Check Number 49339:				5,105.00
49340	CENTURY	CenturyLink	11/27/2019	
	Nov 2019 Admin	Analog phone lines for fax and fire alarm		121.56
	Nov 2019 NTS	Analog phone line for NTS gate		53.91
Total for Check Number 49340:				175.47
49341	Kelley	Kelley Imaging Systems, Inc.	11/27/2019	
	IN600187	Maintenance contract for Samsung copier		150.00
Total for Check Number 49341:				150.00
49342	SHRED-IT	Shred-It USA	11/27/2019	
	8128578054	Monthly document shredding services		98.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49342:				98.82
49343	USPS Nov 2019	US Postal Service Postage for mailing December utility bills	11/27/2019	2,446.92
Total for Check Number 49343:				2,446.92
49344	VERIZON 9842169212 9842169220	Verizon Wireless Monthly wireless phone services Monthly wireless service for CCTV Van	11/27/2019	810.73 39.02
Total for Check Number 49344:				849.75
Total for 11/27/2019:				68,268.36
ACH	ASIFLEX A00032589B0BALN	ASIFlex FSA Admin Fees-November	12/10/2019	52.50
Total for this ACH Check for Vendor ASIFLEX:				52.50
Total for 12/10/2019:				52.50
Report Total (11 checks):				68,320.86

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 12/6/2019 11:26 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES 2383310321	Staples Credit Plan Stationary for Christmas party invites	12/11/2019	13.99
Total for this ACH Check for Vendor STAPLES:				13.99
49345	WP Nov 2019	Avista Utilities Natural gas service	12/11/2019	115.21
Total for Check Number 49345:				115.21
49346	BANNERMC	BANNER BANK	12/11/2019	
	AA 111319	Safeway - Staff meeting snacks		31.84
	AA 112019	Safeway - Turkey for Thanksgiving potluck		33.19
	AA 112719	Walmart - Christmas party supplies and gifts		356.90
	DF 110519	Amazon - Replacement recording system for boa		206.95
	DF 111319	Network Solutions - Maint item for Lucy mobil		11.39
	DF 111519	SAP Store - Crystal reports for Steve's computer		495.00
	DF 111519	Newegg - Tablet PC for Board Meetings, other n		649.98
	DF 111719	Amazon - Sound card for Angie's computer		69.99
	DF 111919	Newegg - Keyboard and protection for Tablet PC		75.49
	DF 112019a	Batteries + Bulbs - UPS for Ryon's PC		164.99
	DF 112019b	Batteries + Bulbs - UPS for Angie's PC		209.99
	DF 112519	HP - Replacement printer for Steve		219.99
	GO 111419	DC Precision Lube - Oil change, rotate tires, wip		93.12
	HW 110719	Amazon - Christmas party supplies		15.98
	HW 111319a	USPS - Christmas stamps for party invites		11.00
	HW 111319b	Safeway - Board meeting snacks		11.00
	HW 112019	Sherms - Potluck and christmas party supplies		10.66
	JB 112019a	Breakfast - Jim & Steve - PNCWA Board Meetir		34.95
	JB 112019b	Parking fee - Jim & Steve - PNCWA Board Meet		16.00
	JJB 110419	Douglas County - Clerk website subscription & i		360.00
	JJB 110419 fee	Douglas County - Clerk website subscription cre		8.96
	JJB 110519	Ten Down - DCUCC lunch - John		17.50
	KB 110419a	KFC - Dinner - Kyle B - Leadership conf		10.38
	KB 110419b	Subway - Lunch - Kyle B - Leadership conf		7.29
	KB 110519	McDonalds - Dinner - Kyle B - Leadership conf		11.67
	KB 110619	Pelican Brewing - Dinner - Kyle B - Leadership		20.49
	KB 110719	Dominos - Dinner - Kyle B - Leadership conf		14.73
	KB 110819	Surfsand Resort - Lodging - Kyle B - Leadership		365.64
	KB 111919	Abbys - UBOS lunch - KB, AB, LM, KV, SL, JI		84.00
	MC 103019	Home Depot - Parts for storm repair on Watson		36.30
	MC 110119	Ebay - Repair kit for Hot Saw		35.00
	MC 110419	Home Depot - Concrete for Watson		54.84
	MC 111219	Home Depot - Concrete & supplies for Watson		72.87
	MC 111319	Home Depot - Concrete for Watson		102.40
	MC 111919a	Walmart - Cab organizers for flushers		49.61
	MC 111919b	Abbys - UBOS lunch - Matt		8.55
	RK 110519	Ten Down - DCUCC lunch - Ryon		14.00
	RK 112119	Walgreens - super glue		5.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	RK 112519	Michigan Truck Spring - Air compressor control		63.68
	SL 111819 b	Novus Glass - Repair rock chip in Steve's truck -		50.00
	SL 111819a	Sirennet - Hazard lights for John's new Ford F15		312.93
				<hr/>
Total for Check Number 49346:				4,425.24
49347	BHEC	Bassett-Hyland Energy Company	12/11/2019	
	CL86037	Fuel usage 11/1/19 - 11/15/19		684.72
	CL86370	Fuel usage 11/16/19 - 11/30/19		763.33
				<hr/>
Total for Check Number 49347:				1,448.05
49348	BATT PLU	Batteries Plus #208	12/11/2019	
	P20729126	Batteries for flashlight in finance		7.10
				<hr/>
Total for Check Number 49348:				7.10
49349	OMI	CH2MHill OMI	12/11/2019	
	351289-024	Contract Services-per Agreement		123,850.66
				<hr/>
Total for Check Number 49349:				123,850.66
49350	Chytka	Chytka Pest Control LLC	12/11/2019	
	132957	Monthly Pest Control-December		40.00
				<hr/>
Total for Check Number 49350:				40.00
49351	WATER	City of Roseburg	12/11/2019	
	Nov 2019	Water service for admin bldg		225.70
				<hr/>
Total for Check Number 49351:				225.70
49352	CO PAPER	Coastal Paper & Supply Inc.	12/11/2019	
	567799	Paper towels and toilet tissue		290.49
				<hr/>
Total for Check Number 49352:				290.49
49353	DRAUTO	D & R Auto & Truck Supply Corp	12/11/2019	
	879090	Def fluid		19.78
	879295	Hose repair		3.05
				<hr/>
Total for Check Number 49353:				22.83
49354	DEQ	Dept of Environmental Quality	12/11/2019	
	Stephen T Lusch	Stephen T Lusch Cert renewal Coll IV - 10707, 1		160.00
				<hr/>
Total for Check Number 49354:				160.00
49355	DCPW	Douglas County Solid Waste	12/11/2019	
	532863	Asbestos pipe disposal		145.00
	532901	Grit pit disposal		425.59
				<hr/>
Total for Check Number 49355:				570.59
49356	DFN	Douglas Fast Net	12/11/2019	
	Dec 2019 Admin	Internet Services-Admin	Service: 14806	213.49
	Dec 2019 Cams	Phones/Security Cams	Service: 141784	98.01
	Dec 2019 High	Internet Services-Highland PS	Service: 105797	74.91
	Dec 2019 Host	Admin Hosting		10.28
	Dec 2019 Keady	Internet Services-Keady Ct	Service: 106289	74.91
	Dec 2019 N Bank	Internet Services-No. Bank PS	Service: 105793	71.91
	Dec 2019 NTS	Internet Services-NTS	Service: 23920	56.36

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Dec 2019 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	Dec 2019 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Dec 2019 Winch	Internet Services-Winchester P	Service: 105795	74.91
Total for Check Number 49356:				821.60
49357	EARTH 281717	EARTH20 Bottled water delivery	12/11/2019	60.24
Total for Check Number 49357:				60.24
49358	FASTENAL ORROS206605	Fastenal Company Various batteries for locators, flashlights, etc	12/11/2019	178.49
Total for Check Number 49358:				178.49
49359	GENEQ 71423	General Equipment Company Hose reel for Camel	12/11/2019	393.52
Total for Check Number 49359:				393.52
49360	GRAPHDIM 2400	Graphic Dimensions, Inc. Cut December utility bills to mailing size	12/11/2019	37.60
Total for Check Number 49360:				37.60
49361	HANDY 110261	Handyman Hardware Spray foam	12/11/2019	4.59
Total for Check Number 49361:				4.59
49362	ICONIX 17913047122 17913047134 17913047566	ICONIX WATERWORKS INC Parts for Watson St project Parts for Watson St project Parts for Watson St project	12/11/2019	112.45 59.76 364.82
Total for Check Number 49362:				537.03
49363	COASTAL A35082	John Deere Financial f.s.b. 3 galvanized pails for cigarette disposal units	12/11/2019	26.97
Total for Check Number 49363:				26.97
49364	LTM 539823 539946 540703	Knife River Materials Crushed Rock for Watson St project Rock for Watson St project Rock for Watson St project	12/11/2019	125.27 48.36 43.88
Total for Check Number 49364:				217.51
49365	LYOUNG 76600095656	Lauren Young Tire 2YD Tires	12/11/2019	1,822.44
Total for Check Number 49365:				1,822.44
49366	LOWES 901686	Lowes Extension cords and shovel	12/11/2019	44.68
Total for Check Number 49366:				44.68
49367	MSTRCR 24899-J	MasterCare Cleaning Co Inc Janitorial services for November 2019	12/11/2019	390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49367:				390.00
49368	CMM Oct 2019	Christine Morris Mileage Reimbursement-OGFOA Conf	12/11/2019	267.96
Total for Check Number 49368:				267.96
49369	NEXNET 9731	Nexcom, LLC Digital phone service-December	12/11/2019	332.80
Total for Check Number 49369:				332.80
49370	OR-LIN 424297 430092	Oregon Linen, Inc. Laundry/mat service Laundry/mat service	12/11/2019	51.62 35.30
Total for Check Number 49370:				86.92
49371	OR-TOOL 432346 793779 793813	Oregon Tool & Supply Ladder for crew Concrete saw blade Drill bit for Watson St project	12/11/2019	155.96 159.95 19.95
Total for Check Number 49371:				335.86
49372	ORTRACT 00061171	Oregon Tractor & Equipment Co Inc Excavator rental for Watson St project	12/11/2019	918.00
Total for Check Number 49372:				918.00
49373	ORE TREE 1585	Oregon Tree Works LLC Remove Trees around Backup Generator at WW	12/11/2019	3,825.00
Total for Check Number 49373:				3,825.00
49374	PPL Nov 2019 411LM Nov 2019 425LM Nov 2019 Admin Nov 2019 Gate Nov 2019 High Nov 2019 LV Nov 2019 NBank Nov 2019 SBank Nov 2019 Wilb1 Nov 2019 Wilb2 Nov 2019 WWTP1 Nov 2019 WWTP2 Nov19 Back9 C Nov19 Back9 U Nov19 Keady	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-140 LM-NTS Gate Power Usage-Highland PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2 Contract Min&Usage-Bourbon St PS Power Usage-Bourbon Street PS Power Usage-Keady Ct PS	12/11/2019	40.33 10.48 549.13 20.16 1,295.54 138.10 99.65 1,284.06 80.34 136.71 16,905.57 28.10 69.98 55.05 55.32
Total for Check Number 49374:				20,768.52
49375	PINNACLE 23164a 23164b 23165a 23165b	Pinnacle Engineering, Inc. Geo-exploration-Hwy 99 Force main Eng report Geo-exploration-Hwy 99 Force main Eng Repor Geo-exploration-Field Work Hwy 99 Force main Geo-exploration Field Work-Hwy 99 Force main	12/11/2019	635.25 519.75 452.73 370.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49375:	1,978.15
49376	Premium 22793	Premium Landscape, Inc. Monthly landscaping services	12/11/2019	180.25
			Total for Check Number 49376:	180.25
49377	RITZ 5862006	Ritz Safety Traffic cones with reflective collars	12/11/2019	571.50
			Total for Check Number 49377:	571.50
49378	TECHUNL 338957	Technology Unlimited, Inc Maintenance renewal for Check scanner	12/11/2019	400.00
			Total for Check Number 49378:	400.00
49379	TEKMAN 62421 62421 62421 62421 62421 62421 62421	TEKMANAGEMENT, INC. O365 Visio Subscription Office 365 Premium-Engineering Server Maint & monitoring Office 365 Premium-Finance Office 365 Premium-811 user Backup & Recovery Services Office 365 Premium-Crew	12/11/2019	15.00 75.00 1,328.00 37.50 12.50 565.00 87.50
			Total for Check Number 49379:	2,120.50
49380	UMPQUARF 33193 33303	Umpqua Quarries, LLC Crushed rock for Watson St project Crushed rock for Watson St project	12/11/2019	45.41 38.57
			Total for Check Number 49380:	83.98
49381	UMP-SAND 71262	Umpqua Sand & Gravel Concrete for Watson St project	12/11/2019	260.00
			Total for Check Number 49381:	260.00
49382	UV FIRE 5916349 5917682	Umpqua Valley Fire Services Fire extinguisher maintenance Fire extinguisher class and maintenance	12/11/2019	281.00 140.00
			Total for Check Number 49382:	421.00
49383	West Tes 23155 23156	Western Testing LLC Lab services - Biosolids expansion Field services - Biosolids expansion	12/11/2019	192.50 1,271.40
			Total for Check Number 49383:	1,463.90
49384	WILLGRAY 19588168	Willamette Graystone, LLC Speedcrete and materials for Watson St project	12/11/2019	156.89
			Total for Check Number 49384:	156.89
49385	YAEGER P 12713 12841	Yaeger's Plumbing, Inc. Stewart Parkway Project-Business blockage repa Stewart Parkway Project-line repair	12/11/2019	460.00 720.00
			Total for Check Number 49385:	1,180.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 12/11/2019:				171,055.76
Report Total (42 checks):				171,055.76