



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

**REGULAR MONTHLY BOARD MEETING**  
**July 10, 2019**

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

**July 10<sup>th</sup>, 2019**  
**RUSA Board Room**  
**4:00 p.m.**

**AGENDA**  
**REGULAR MONTHLY BOARD MEETING**

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**Board of Directors**

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Giese

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- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Swearing in of Elected Board Members**
  - a. **Jerry Giese**
  - b. **Kelsey Wood**
- 4. Consider Minutes**
  - a. June 12<sup>th</sup>, 2019 Board Meeting
- 5. Ordinance No. 2019-01 – Second Reading**
  - a. An ordinance to provide authorization for system development charges for capital improvements pursuant to ORS 223.297 – 223.314 (amendments and changes)  
*Copies of the ordinance are available at the Authority's office and published online at [www.rusa-or.org](http://www.rusa-or.org).*
- 6. Intergovernmental Agreement**
  - a. Intergovernmental Agreement between the Roseburg Urban Renewal Agency (URA) and RUSA to allow the URA to assume responsibility for payment of the sanitary sewer system development charges for qualifying developments.
- 7. SDAO Board Assessment**
- 8. Annual Turnovers to Douglas County Assessor**
  - a. Annual turnovers for unpaid sewer charges.
- 9. General Managers Report**
  - a. Back Nine Sanitary Sewer Extension Phase I
  - b. Winchester Pump Station Force Main Replacement
  - c. Loma Vista Pump Station Study
  - d. Douglas County Landfill Leachate
- 10. New Developments**
- 11. Staff Report**
- 12. Jacobs (ch2m) Plant Operations Report**
- 13. Accounts Payable**
- 14. 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 4:03 p.m. on June 12, 2019 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Vice Chair Rob Lieberman, Jerry Giese and David Campos

**Absent:** Kelsey Wood

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch and CH2M Project Manager Jade Mecham.

**Consideration of the minutes of the Budget Committee Meeting of May 1, 2019 and the Regular Monthly Board Meeting of Wednesday, May 8, 2019.**

David Campos moved to approve the minutes, for the Wednesday May 1, 2019 Budget Committee Meeting and the Wednesday, May 8, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

**Public hearing**

Chairman Dunn opened the public hearing on the 2019-2020 budget as approved by the Budget Committee on May 1, 2019. The Board Chair outlined the background and financial resource considerations. The hearing was open to public comment. Hearing no comment, the public hearing was closed. At this time the Board Chair called for the return to the regular meeting.

**Ordinance No. 2019-01 – First Reading**

Ordinance No. 2019-01 an ordinance to provide authorization for system development charges for capital improvements pursuant to ORS 223.297 – 223.314 was presented for first reading.

## **Resolution 19-02 A Resolution Rescinding Resolution 19-01**

On February 13, 2019 RUSA authorized a transfer from the 2018-2019 General Fund, General Operating Contingency, a budget adjustment of \$16,000 by Resolution 19-01. The transfer was needed to meet RUSA's commitment to the City of Roseburg for a joint project to update the orthographic mapping that both the City and RUSA use. The flight and associate orthographic mapping will not be completed before June 30, 2019 and therefore RUSA will not be expending funds in the current fiscal year.

David Campos moved to approve Resolution No. 19-02, as presented.  
Rob Lieberman seconded the motion.

### **Vote By Roll Call**

At this time, Chairman Dunn requested "Roll Call" for Resolution No. 19-02:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	No
Kelsey Wood	
David Campos	Yes

Resolution No. 19-02 was approved with a 3/1 vote

## **Resolution 19-03 Adopting the 2019-2020 Budget and Making Appropriations**

Resolution 19-03 a resolution adopting the 2019-2020 budget and making appropriations was presented to the Board.

David Campos moved to approve Resolution No. 19-03, as presented.  
Rob Lieberman seconded the motion.

### **Vote By Roll Call**

At this time, Chairman Dunn requested "Roll Call" for Resolution No. 19-03:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	No
Kelsey Wood	
David Campos	Yes

Resolution No. 19-03 was approved with a 3/1 vote

## **General Managers Report**

Back Nine Sanitary Sewer Extension Phase I  
Utility power is still pending Pacific Power installation.

#### Winchester Pump Station Force Main Replacement Project

Force main construction was scheduled to begin the week of May 27<sup>th</sup>. We have identified a conflict with two large storm culverts. The contractor prepared a cost comparison to directionally drill the force mains from approximately Jerry's Drive south to the southern driveway to Costco. The change order is \$2,377.00. This difference does not include an increase cost for additional depth and the replacement of the traffic loops at Stephens and Kenneth Ford Drive. This change order, considering the additional cost for direct bury construction, will not increase the estimated cost for this phase of the construction.

#### Loma Vista Pump Station Study

i.e. Engineering has completed the draft report and staff is reviewing.

#### Wastewater Treatment Plant Fuel Tank Removal

The Oregon DEQ provided a "No Further Action Required" letter. We have closed out this project.

#### FEMA Public Assistance for Severe Winter Storms

Staff has completed the "Request for Public Assistance (RPA) form. The RPA form is required to be submitted if an agency is considering applying to FEMA assistance. Staff attended the FEMA Application Briefing on May 22 to get an understanding of how the FEMA reimbursement / cost share process works. We are currently compiling the required documentation that will be required to be submitted with our application.

#### Douglas County Landfill Leachate

Scott Adams, DC Public Works Director, and Josh Klein, DC Solid Waste Supervisor, have both requested that the Board discuss accepting the landfill leachate in the future.

They were told that there are several items that will need to be discussed before we can consider an agreement to accept the leachate. First the Board will need to discuss if they want RUSA to consider accepting the leachate.

Douglas County was also informed that a pretreatment facility would need to be constructed to remove the constituents of concern and RUSA would want to provide input and review of any facility proposed.

#### **CH2M Report**

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal. The NTS began receiving effluent flow on May 1<sup>st</sup>. Field application of dewatered biosolids started in May.

#### **Accounts Payable**

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

There being no further business to come before the Board, the meeting was adjourned at 5:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Harmony Williams". The signature is written in dark ink and is positioned above the printed name and title.

Harmony Williams  
Office Assistant

## ORDINANCE NO. 2019-01

### ROSEBURG URBAN SANITARY AUTHORITY

**AN ORDINANCE TO PROVIDE AUTHORIZATION FOR SYSTEM DEVELOPMENT CHARGES FOR CAPITAL IMPROVEMENTS PURSUANT TO ORS 223.297 – 223.314 FOR THE PURPOSE OF CREATING A SOURCE OF FUNDING FOR EXISTING SYSTEM CAPACITY AND/OR THE INSTALLATION, CONSTRUCTION AND EXTENSION OF FUTURE CAPITAL IMPROVEMENTS, AND REPEALING ORDINANCE #2005-01, DATED OCTOBER 19, 2005.**

**Section 1. Purpose.** The purpose of the system development charge (“SDC”) is to impose a portion of the cost of capital improvements for wastewater collection and treatment upon those developments and redevelopments that create the need for or increase the demands on capital improvements.

**Section 2. Scope.** The System Development Charges imposed herein are separate from and in addition to any applicable tax, assessment, charge, or fee otherwise provided by law or imposed as a condition of development.

Definitions. For purposes of this Ordinance, the following definitions shall apply:

**Capital Improvement.** Facilities or assets used for:

- (a) Sewage and wastewater collection, transmission, treatment and disposal.

**Development.** Conducting a building or mining operation, making a physical change in the use or appearance of a structure or land, or creating or terminating a right of access.

**Improvement Fee:** A fee for costs associated with capital improvements to be constructed after the date the fee is adopted pursuant to the provisions of this Ordinance.

**Land Area.** The area of a parcel of land as measured by projection of the parcel boundaries upon a horizontal plane with the exception of a portion of the parcel within a recorded right-of-way or easement subject to a servitude for a public street or scenic or preservation purpose.

**Owner.** Owner means the owner of the title to real property or the contract purchaser of real property of record as shown on the last available complete assessment roll in the office of the county assessor.

**Parcel of Land.** A lot, parcel, block or other tract of land that is occupied or may be occupied by a structure or structures or other use and includes the yards and other open spaces required under the zoning, subdivision, or other development ordinances.

**Permittee.** The person to whom a Building Permit, Development Permit, or Right-of-Way Access Permit is issued.

**Qualified Public Improvement.** A capital improvement that is:

- (a) Required as a condition of development approval;
- (b) Identified in the System Development Charge Fund Project Plan; and
- (c) Not located on or continuous to a parcel of land that is the subject of the development approval.

**Reimbursement Fee.** A fee for the costs associated with capital improvements constructed or under construction on the date the fee is adopted pursuant to the provisions of this Ordinance.

**System Development Charge (SDC).** A reimbursement fee, an improvement fee or a combination thereof assessed or collected at the time of increased usage of a capital improvement, at the time of issuance of the development permit or building permit, or at the time of connection to the capital improvement. "System Development Charge" does not include fees assessed or collected as part of a Local Improvement District or a charge in lieu of a Local Improvement District, or the cost of complying with the requirements or conditions imposed by a land use decision.

### **Section 3. System Development Charge Imposed; Method of Establishment Created.**

- (a) Unless exempted pursuant to Section 8 herein, a System Development Charge is hereby imposed upon all development within the service area of the Roseburg Urban Sanitary Authority, also referred to as the Authority.
- (b) System Development Charges shall be established and may be revised by Resolution of the Roseburg Urban Sanitary Authority's Board of Directors (Sanitary Authority's Board) in so far as those revisions do not constitute a revision to the methodology for calculating the SDC. The Resolution shall set the amount of the charge, the type of permit to which the charge applies, and, if the charge applies to a geographic area smaller than the entire Authority, the geographic areas subject to the charge.

### **Section 4. Methodology.**

- (a) The methodology used to establish the reimbursement fee shall consider the cost of the then-existing facilities, prior contributions by then-existing system users, the value of unused capacity, rate-making principles employed to



finance publicly owned capital improvements, and other relevant factors identified by the Sanitary Authority's Board. The methodology shall promote the objective that future systems users shall contribute not more than an equitable share of the cost of then-existing facilities.

- (b) The methodology used to establish the improvement fee shall consider the cost of projected capital improvements needed to increase the capacity of the systems to which the fee is related, and other relevant factors identified by the Sanitary Authority's Board.
- (c) The methodology used to establish the improvement fee, or the reimbursement fee, or both, shall be adopted by Resolution.

## **Section 5. Authorized Expenditure.**

- (a) Reimbursement fees shall be applied only to capital improvements associated with the systems for which the fees are assessed, including expenditures relating to repayment of indebtedness.
- (b) Improvement fees shall be spent only on capacity increasing capital improvements, including expenditures relating to repayment of debt for such improvements. An increase in system capacity occurs if a capital improvement increases the level of performance or service provided by existing facilities or provides new facilities. The portion of the improvements funded by improvement fees must be related to demands created by future development. A capital improvement being funded wholly or in part from revenues derived from the improvement fee shall be included in the Capital Plan adopted by the Authority.
- (c) System Development Charge revenues may be expended on the direct cost of complying with the provisions of this Ordinance, including the costs of developing System Development Charge methodologies and providing an annual accounting of System Development Charge funds.

## **Section 6. Project Plan.**

- (a) The Authority shall adopt by Resolution the Capital Plan. This Plan:
  - 1. Defines the amount of current or under construction capacity available for new development and the cost of the facilities comprising this capacity;
  - 2. Lists the capital improvements that may be funded with improvement fee revenues; and

3. Lists the estimated cost, SDC eligible allocation of project costs and estimated time of construction of each improvement.
- (b) In adopting this plan, the Authority may incorporate by reference all or a portion of any public Facilities Plan, Master Plan, Capital Improvements Plan or similar plan that contains the information required by this section. The Sanitary Authority's Board may modify this Project Plan at any time through the adoption of an appropriate Resolution.
- (c) The capital projects listed in the plan shall be adjusted for inflation annually and the index used shall be the Engineering News Record.

## **Section 7. Collection of Charge.**

- (a) Except as provided in Sections 8, 9 or 10 the System Development Charge is payable upon issuance of:
  1. A Building Permit;
  2. A development permit for development not requiring the issuance of Building Permit;
  3. Approval to connect or increase the usage of the system or systems provided by the Authority; or
  4. A right-of-way access permit.
- (b) The Resolution which sets the amount of the charge shall designate the permit or systems to which the charge applies.
- (c) If development is commenced or connection is made to the systems provided by the Authority without an appropriate permit, the System Development Charge is immediately payable upon the earliest date that a permit was required.
- (d) The Authority's General Manager or his/her designee shall collect the applicable System Development Charge from the permittee or system user.
- (e) Except as provided in Sections 8, 9 and 10 the Authority's General Manager or his/her designee shall not issue such permit or allow connection or increased usage of the system(s) until the charge has been paid in full.
- (f) All moneys collected through the System Development Charge shall be retained in a separate fund and segregated by type of System Development Charge and by reimbursement vs. improvement fees.

## **Section 8. Exemptions.**

- (a) Structures and uses established and existing on or before the effective date of the Resolution are exempt from all portions of a Systems Development Charge.
- (b) Additions to single-family dwellings that do not constitute the addition of a dwelling unit, as defined by the Authority's building code, are exempt from all portions of the System Development Charge.
- (c) An alteration, addition, replacement or change in use that does not increase the parcel's or structure's use of a Capital Improvement are exempt from all portions of the System Development Charge.

## **Section 9. Installment Payments.**

- (a) When a System Development Charge of \$25 or more is due and collectible, the owner of the parcel of land subject to the development charge may apply for payment of the Systems Development Charge to include interest on the unpaid balance, in accordance with ORS 223.208.
- (b) The General Manager of the Authority shall provide application forms for installment payments, which shall include a waiver of all rights to contest the validity of the lien, except for the correction of computational errors.
- (c) An applicant for installment payments shall have the burden of demonstrating the applicant's qualification as an owner and that the interest of the applicant is adequate to secure payment of the lien.
- (d) Whether the owner elects to pay in less than 10 years or elects to pay in not less than 10 years nor more than 30 years, the General Manager shall determine the number of years of the installment payments and other terms of repayment which shall comply with the parameters of the owner's election.
- (e) The General Manager of the Authority shall keep records of the amount of the System Development Charge, the dates on which the payments are due, the name of the owner, and the description of the parcel.
- (f) The General Manager of the Authority shall docket the lien in the lien docket. From that time the Authority shall have a lien upon the described parcel for the amount of the System Development Charge, together with interest, on the unpaid balance at the rate established by the Board. The lien shall be enforceable in the manner provided by Oregon law.

## **Section 10. Urban Renewal.**

- (a) A Systems Development Charge may be paid pursuant to an Intergovernmental Agreement between the Authority and the Roseburg Urban Development Authority wherein the Roseburg Urban Development Authority assumes liability for System Development Charges and agrees to pay such charges in a period of 10 years or less.

## **Section 11. Credits.**

- (a) A permittee is eligible for credit against the System Development Charge for constructing a qualified Capital Improvement. A qualified Capital Improvement means one that meets all of the following criteria:
  - 1. Is required as a condition of development approval by the Sanitary Authority's Board;
  - 2. Is identified in the adopted Capital Plan; and
  - 3. (i) Is not located within or contiguous to the property or parcel that is subject to development approval; or
    - (ii) Is not located in whole or in part on, or contiguous to, property that is the subject of development approval and required to be built larger or with greater capacity than is necessary for the particular development project to which the improvement fee is related.
  - 4. This credit shall be only for the Improvement Fee charged for the type of improvement being constructed. Credit under this section may be granted only for the cost of that portion of improvement that exceeds the facility size or capacity needed to serve the development project.
- (b) Applying the adopted methodology, the Authority may grant a credit against the improvement charge for capital facilities provided as part of the development that reduces the development's demand upon existing Capital Improvements, or the need for further Capital Improvements, or that would otherwise have to be constructed at the Authority's expense under the then existing Authority's policies.
- (c) When the construction of a qualified public improvement gives rise to a credit amount greater than the Improvement Fee that would otherwise be levied against the project receiving development approval, the excess credit may be applied against Improvement Fees that accrue in subsequent phases of the original development project.

- (d) All credit requests must be in writing and filed with the Authority before the issuance of a Building Permit. Improvement acceptance shall be in accordance with the usual and customary practices, procedures, and standards of the Roseburg Urban Sanitary Authority. The amount of any credit shall be determined by the Authority and based upon the subject improvement construction contract documents, or other appropriate information, provided by the applicant for the credit. Upon a finding by the Authority that the contract amounts exceed the prevailing market rate for a similar project, the credit shall be based upon market rates. The Authority shall provide the applicant with a credit on a form provided by the Authority. The credit shall state the actual dollar amount that may be applied against any System Development Charge imposed against the subject property. The applicant has the burden of demonstrating qualification for a credit.
- (e) Credits shall be apportioned against the property which was subject to the requirements to construct an improvement eligible for credit. Unless otherwise requested, apportionment against lots or parcels constituting the property shall be proportionate to the anticipated public facility service requirements generated by the respective lots or parcels. Upon written application to the Authority; however, credit shall be reapportioned from any lot or parcel to any other lot or parcel within the confines of the property originally eligible for the credit. Reapportionment shall be noted on the original credit form retained by the Authority.
- (f) Any credits are assignable; however, they shall apply only to that property subject to the original condition for land use approval upon which the credit is based, or any portioned or subdivided parcel or lots of such property to which the credit has been apportioned. Credits shall only apply against System Development Charges, are limited to the amount of the fee attributable to the development of the specific lot or parcel for which the credit is sought and shall not be a basis for any refund.
- (g) Any credit request must be submitted before the issuance of a Building Permit. The applicant is responsible for presentation of any credit and no credit shall be considered after issuance of a Building Permit.
- (h) Credits shall be used by the applicant within ten (10) years of their issuance by the Authority.

#### **Notification/Appeals.**

- (a) The Authority shall maintain a list of persons who have made a written request for notification prior to adoption or amendment of the System Development Charge methodology. These persons shall be notified in writing of any such proposed changes at least (90) ninety days prior to the first hearing to adopt or

amend such methodology(ies). This methodology shall be available at least (60) sixty days prior to the public hearing. No challenge to the System Development Charge methodology shall be accepted after (60) sixty days following the final adoption by the Authority.

**Section 12. Annual Accounting.**

- (a) The Authority shall provide an annual accounting for System Development Charges showing the total amount of System Development Charges collected for each system, along with a list of projects funded in whole or in part through System Development Charges.

**Section 13. Repeal.**

- (a) This Ordinance repeals Ordinance # 2005-01, dated October 19, 2005.

The foregoing Ordinance was duly adopted by the Board of Directors of the Roseburg Urban Sanitary on this \_\_\_ day of \_\_\_\_\_ 2019.

ATTESTED:

ROSEBURG URBAN SANITARY  
AUTHORITY

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James V. Baird, General Manager

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John Dunn, Board Chair

## INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement is entered into on this \_\_\_\_ day of \_\_\_\_\_, 2019, by and between the Roseburg Urban Renewal Agency (URA), a public body corporate created under ORS 457.035 and Roseburg Urban Sanitary Authority (RUSA), a special district of the State of Oregon.

### RECITALS

**WHEREAS, URA is a unit of local government as defined in ORS 174.116; and**

**WHEREAS, ORS 190.010** provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the agreement, its officers or agents have the authority to perform; and

**WHEREAS, Pursuant to Roseburg Municipal Code (RMC) 4.08.010, the City of Roseburg (CITY) collects a Transportation System Development Charge (SDC) on all new residential, commercial and industrial development and existing development being modified to increase the impact such development has on the CITY's transportation system.**

**WHEREAS, Pursuant to RMC 5.06.070, CITY collects a Storm Drainage System Development Charge (SDC) before new development which results in increasing the amount of storm water discharged from property into a public drainage facility may be approved or before existing development is modified to increase the amount of storm water it discharges into a public drainage facility.**

**WHEREAS, Pursuant to RMC 11.10.010, CITY collects a Parks Systems Development Charge (SDC), in an amount set by Council resolution, on new residential, commercial and industrial development and existing residential development being modified to increase the occupancy level from single-family to multi-family, for the impact such development has on the CITY's Parks System.**

**WHEREAS, Upon application to the City Manager, the CITY systems development charges required by the above listed Section may be paid in installments secured by a lien against the property.**

**WHEREAS, RUSA collects a Sanitary Sewer System Development Charge (SDC) for funding the existing sanitary sewer system and/or installation, construction and extension of future sanitary sewer capital improvements at the time of permitting development of properties.**

**WHEREAS, On January 14, 2019, the Roseburg Urban Renewal Agency adopted by Resolution No. UR-19-01 a Multi-Family Housing System Development Charge (SDC) Buydown Program which provides for a reduction of SDC fees to qualified developers or projects during the site review permitting process. This buydown covers up to \$5,000 per unit**

of SDCs assessed by CITY and RUSA through SDC Deferral Agreements. The property owner is responsible for all SDC payments over \$5,000.

**NOW THEREFORE, THE PARTIES HEREBY AGREE AS FOLLOWS:**

**Section 1. SDC BUYDOWN.** For development that meets the criteria and is approved through URA process for the Multi-Family Housing SDC Buydown Program, URA will be responsible for all SDC's up to \$5,000 per unit. The property owner is responsible for all SDC payments over \$5,000 per unit.

**Section 2. SDC DEFERRAL.** For development that meets the criteria and is approved through URA process for the Multi-Family Housing SDC Buydown Program, RUSA agrees to allow an option for URA to pay the Sanitary Sewer SDCs in installments over a period of not more than 10 years. To exercise this option URA shall provide to RUSA a written exercise of the option. The writing shall specify: (a) the legal description of the property for which the URA is opting to pay the SDCs; (b) the total number of units in the development; (c) the total SDCs being assumed by the URA; (d) the dollar amount of RUSA's SDCs that the URA is assuming by unit; (e) the number of years over which the URA will repay the SDCs which will not exceed 10 years; and (f) an acknowledgement that the URA is agreeing to pay the assumed SDCs with interest. The exercise of the option shall be provided to RUSA 21 days before issuance of any building permit.

**Section 3. INSTALLMENT PAYMENTS.** Installment payments shall mean paying the obligation in up to 20 equal semiannual principal payments together with interest at a rate to be set by RUSA but not to exceed 11.99% per annum. It is intended the interest rate paid be based on the rate paid by the Local Government Investment Pool plus a figure based upon the number of years over which the the SDCs subject to the option will be repaid. RUSA shall discuss the rate with the URA, but the final amount is to be set in the sole good faith determination of RUSA.

**Section 4. EFFECTIVE DATE.** This agreement shall become effective upon its execution by both parties.

**Section 5. NOTICES.** Any notice required by, or related to, this Agreement shall be in writing and personally served or sent by first class mail to the following parties:

**Roseburg Urban Renewal Agency**  
Attn: City Manager  
900 SE Douglas Ave.  
Roseburg, OR 97470

**Roseburg Urban Sanitary Authority**  
Attn: General Manager  
P.O. Box 1185  
Roseburg, OR 97470

Either party may designate from time to time a different officer or address to which notice shall be given by giving the other party written notice of the change.

**Section 6. TERM.** Unless sooner terminated, this agreement will continue in full force and effect through the duration of the Multi-Family Housing SDC Buydown Program, December



31, 2023, provided however that either party may in its sole discretion terminate this agreement upon 365 days prior written notice to the other party.

**Roseburg Urban Renewal Agency**

\_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

Attest:

\_\_\_\_\_  
City Recorder

**Roseburg Urban Sanitary Authority**

\_\_\_\_\_  
RUSA Chair

Date: \_\_\_\_\_

**DATE:** April 22, 2019

**TO:** Jim Baird, General Manager  
Roseburg Urban Sanitary District

**SUBJECT:** **Consultant's Impressions and Recommendations**  
Roseburg Urban Sanitary District Board Practices Assessment  
Conducted April 18, 2019

**FROM:** Rob Mills  
SDAO Consulting Services

It was a pleasure meeting with your board members and conducting the Board Practices Assessment for your district. Accompanying this memo is your board's **Assessment Summary**. I trust you will find that it accurately reflects what was discussed and that it paves the way for continued discussion and follow-up actions as appropriate.

Your **Consultant's Impressions and Recommendations** are outlined below. We discussed in our meeting the importance of reviewing these documents at your next board meeting and taking action on "flags". SDAO will do a 60-day follow-up to check progress and offer additional consulting support if desired. Again, please extend to your board members my sincere thanks for participating in the Board Practices Assessment.

### **Impressions**

Roseburg Urban Sanitary District is well-served by dedicated, fully engaged board members who bring years of relevant business experience and professional expertise to their positions. The Board takes seriously its responsibility to "look for ways to maximize benefits and minimize costs" while maintaining reasonable rates and equitable treatment for the district's customers. Board members promote a collegial, safety-conscious work environment and are justifiably proud of what they describe as the district's "best-put-together-staff."

### **Recommendations**

No unusual or outstanding issues surfaced in the Assessment discussion that would warrant urgent attention. The most appropriate recommendation to be made at this point would be "stay the course" to continue the district's record of successful operation.

**SPECIAL DISTRICT BOARD PRACTICES ASSESSMENT**

**ROSEBURG URBAN SANITARY AUTHORITY**

**April 18, 2019**

**Board: John Dunn; Rob Lieberman; Jerry Griese; Kelsey Wood; David Campos; GM: Jim Baird**

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
<b>Board Duties and Responsibilities</b>				
Adherence to standards of good stewardship				Board members agree that they “do a good job” overseeing the district’s operation and capitalization projects while maintaining appropriate rate structures. The Board is “outspoken” in promoting its rights and responsibilities in serving the community but is free of public controversy in doing so – “We’re not hounded by the press.”
Demonstration of good governance practices				Board members are clear that their job is “to set policy” and are “firm believers in not micro-managing”. They conduct “healthy conversations” to explore all sides of issues that enable them to set clear expectations and maintain open communications with the GM. Board members enjoy an excellent rapport with each other and with staff.

<b>Operational Compliance</b>				
Overall regulatory compliance				For the most part, the Board “pays Jacobs to do this” and reports that compliance matters are managed conscientiously by the contractor but also closely overseen by the GM. The Board is proactive in seeking training, maintains membership in trade associations, compiles “an arsenal of information”, and pays attention to advisory letters in order to stay current on compliance issues.
Timeliness of compliance reporting				The Board credits the competence of staff members who “see it as our job” to ensure the district is “always timely” with its reporting.
Potential compliance challenges				Described as a “guessing game”, the Board manages to deal effectively with the same challenges many districts face with constantly evolving standards and requirements.
<b>Budget and Finance</b>				
Consistency in budgeting to meet needs				From what used to be a “scary” situation years ago, the district now has a smooth, efficient budgeting process thanks to staff’s expertise and diligence. The Board follows the standard budgeting protocols recommended for special districts with a committee, drafts, reviews, approvals and public hearing.
Soundness of financial practices				A “conservative” approach to financial management, prompts the Board to “maximize benefits while reducing costs” – modest travel expenses, a “great job with rates”, a purchased vehicle to cut personal mileage costs – are cited as examples.

<b>Customer Relations</b>				
Management of service problems				The front office has clear policies for dealing with service problems which are minimal and nearly always involve customer payments. The Board emphasizes equal treatment for all commercial and residential customers.
Improvements to customer service				An updated website to make it “easy for us to propagate” information to customers and improvements in on-line payment are cited as examples of the district’s efforts in this area.
<b>Personnel Administration</b>				
Staff morale and work climate				Board members report morale “must be excellent because we have no turnover.” The Board and management “look out for employees” with a safe, healthy, collegial work environment to ensure “staff goes home at night.”
Management of employee performance				The Board believes in “setting the tone at the top” with formal, annual, documented reviews of the GM’s performance. A sub-committee of Board members initiates the process that includes employee feedback and delivery of the review by the full Board. A structured format for performance reviews is followed throughout the organization.
Alignment of positions with work assignments				The process is described as “80% on track” with work still to be done on updates to evolving positions and incorporating pay equity changes into descriptions.

<b>Policies and Procedures</b>				
Soundness of administrative policies				<p>Since taking the position, the GM is credited for the “very good” progress that has been made with the district’s documentation. Still, due to the longevity of staff, many day-to-day operational guidelines are “in their heads, not on paper” and are slowly being documented.</p>
Consistency between work practices and policies				
Efficiency of staff and work systems				



## Sewer Bill Turnovers to Douglas County Tax Assessor

	<u><b>2019</b></u>	<u><b>2018</b></u>	<u><b>2017</b></u>	<u><b>2016</b></u>	<u><b>2015</b></u>	<u><b>2014</b></u>	<u><b>2013</b></u>	<u><b>2012</b></u>	<u><b>2011</b></u>	<u><b>2010</b></u>
Letters Mailed in May	468	547	547	490	426	452	569	540	541	516
Total Amount Outstanding at Mailing	\$ 186,161.54	\$ 173,202.93	\$ 193,332.74	\$ 181,901.58	\$ 191,541.85	\$ 189,584.99	\$ 263,416.53	\$ 280,190.45	\$ 282,412.22	\$ 276,005.32
Number of Accounts Turned Over	320	304	332	363	334	362	403	397	374	357
Total Amount Turned Over Less Penalty	\$ 136,332.73	\$ 131,499.45	\$ 140,339.31	\$ 137,965.92	\$ 146,151.61	\$ 151,289.86	\$ 163,713.20	\$ 224,967.26	\$ 210,772.40	\$ 194,684.65
Total Amount Turned Over w/ Penalty	\$ 167,696.90	\$ 162,119.17	\$ 165,849.24	\$ 166,878.04	\$ 177,008.49	\$ 183,828.83	\$ 199,195.98	\$ 272,916.42	\$ 255,914.15	\$ 237,011.79

## GENERAL MANAGERS REPORT

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Date: 7/5/2019  
To: Roseburg Urban Sanitary Authority, Board of Directors  
From: James V. Baird, General Manager  
Re: General Managers Informational Report to the Board

### **Back Nine Sanitary Sewer Extension Phase I**

Utility power is still pending Pacific Power installation.

### **Winchester Pump Station Force Main Replacement Project**

Force main construction is continuing. Project completion is estimated to be in December 2019.

### **Loma Vista Pump Station Study**

The Loma Vista Pump Station Study is complete. We will be incorporating this project in the Capital Improvement Plan for construction in the future.

### **Douglas County Landfill Leachate**

I contacted Josh Klein, DC Solid Waste Supervisor, and told him that the Board had directed me to enter into discussions regarding RUSA accepting the leachate from the landfill. I told him that I would be discussing with Jacobs, RUSA Engineer of record, what constituents the proposed pretreatment system would need to reduce or eliminate.



## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Oakridge Court Apartments
  - The plans and specifications have been approved. This project is on hold.
- Newton Creek Manor
  - This project is complete.
- Umpqua Health Newton Creek Campus now complete
- Townsend Lane Subdivision, Final plans Under review

#### **PRELIMINARY DESIGN:**

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Pomona Apartment
- Rosemary Subdivision

#### **PROJECTS:**

- Cascade Court main line extension – Joint City-RUSA project
  - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
  - The lift station is waiting for power service.
- Winchester Pump Station Pressure Line Replacement- Construction has started on the pressure mains and approximately 1000 feet have been laid (6/5/2019)

# ROSEBURG URBAN SANITARY AUTHORITY

## JUNE 2019 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 30 work orders.
- Completed CCTV of 16,775 feet or 3.18 miles of mainline.
- Completed cleaning of 23,525 feet of mainline.
- Cleaned 6750 feet of the South Umpqua trunk line.
- Completed 1 main line tap.
- Completed 58 manhole inspections.
- Repaired 2 manholes.
- Completed 3 mainline spot repairs and on spot repair on a service lateral.
- Completed cleaning and drawdown tests on 5 Lift Stations.
- Replaced a water tank on the 2005 Camel combination machine.
- Attended demonstration for VACCON and SECO combination machines.

### ENGINEERING DEPARTMENT:

- Completed 241 underground utility locate requests.
- Issued 8 permits and completed 5 inspections.
- Back Nine Sanitary Sewer Extension project. The lift station is waiting for power service. The sewer system has been tentatively accepted and put in its warranty period.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a homeowner and working on closing out the project.
- Hwy 99 pressure main project is underway, pipe has been installed between Currier and the south bridge. Pipe is being installed north of the south bridge going north.
- FOG inspections: Seven Thai - looks good, Sizzlers - close to full Greg made contact, Burger King - looks good, Garden Valley Retirement - showing grease discharge and given a verbal warning.

### FINANCE DEPARTMENT:

- Vacancy Credits: 7 were processed for a total of \$2,069.55 in June.
- Credit cards/eChecks: 776 payments totaling \$43,833.97 were collected in June. 63 payments received at the counter, 46 by voice response system, and 667 on-line.
- Automatic Payments: 2,048 customer accounts are signed up. Received \$82,323.52 or approximately 14.8% of monthly billing.

### RUSA SAFETY COMMITTEE:

- Conducted 2<sup>nd</sup> safety audit with Oregon OSHA Industrial Hygienist.



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager  
DATE: July 3, 2019  
SUBJECT: June 2019 Monthly Report

### OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal (pending final test result to come out) and 95% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for June 2019, was 264,000 KWHRS with a total Effluent flow of 92.12 million gallons all of which went to Outfall 002 (Natural Treatment System). The June 2018 electrical consumption was 221,000 KWHRS with a total Effluent flow of 85.69 million gallons all of which went to Outfall 002 (Natural Treatment System).
- Continue hauling dewatered biosolids to Tenmile and Wilbur.
- Continue upstream and downstream monitoring of the river for pH, temperature and dissolved oxygen.
- Four after hours call outs for plant occurred during the month.

### PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in June:

- *Umpqua Dairy*: The inspection was their semi-annual event. Their discharge was within the limits established.
- *One Champion Plaza*: Significant FOG was noticed with the push camera at the clean out prior to discharge to the sanitary. The owner was notified and has asked if RUSA can look upstream further to check for the source. RUSA was notified.
- *Splitz Restaurant*: Discharge at the clean out was Ok.
- *UCC Cafeteria*: The interceptor was in good condition, very little FOG.
- *Totem Market*: The discharge line at the clean out looked Ok.
- *FCC Commercial Furniture*: They were mailed a renewal application for their industrial discharge permit. Their existing discharge permit expires at the end of this year.

### NATURAL TREATMENT SYSTEM (NTS)

- The High-Pressure Pump was put back into service on June 26<sup>th</sup> after being out of service for 33 days due to a VFD failure.

- A new 300 feet of irrigation line was added in Zone 3L1 above the pond to get more water into the wetlands below.
- RUSA built 3 new berms in zone 3L1 to help settle out solids.

## MAINTENANCE ACTIVITIES

### LIFT STATIONS

- Total Flow from all Lift Stations for the month – 60.5 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.01 Million Gallons

### MAINTENANCE -PLANT/NTS

- Repaired the HDPE pipe section located just after the main header piping for Zone 3L1 at the NTS.
- Had the trailer brakes for the International repaired.
- Had the voltage output reconfigured for the Onan 60kW generator that resides at the Wilbur #2 Lift station.
- Replaced the main spring and shaft guide for the #1 Primary Sludge pump.
- Replaced the indicating lights for all three of the Primary Sludge pumps.
- Had the shop truck heater/ac fan replaced.
- Replaced the flush valve for the men's room toilet.
- Repaired the air release valve for the #2 Low Pressure pump at the NTS.
- Had the 500HP VFD repaired at the NTS for the High-Pressure zone.

## 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	12 Fecal/E. Coli	5 TKN	4 Nitrate
12 TSS	30 Cl2 Res.	12 Ammonia	11 Total Phosphorus	
- Precision results:
 

In control: 128	Out of control: 0
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- Accuracy Results:
 

In Control: 116	Out of Control: 0
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- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on 6/3/19 and pulled, downloaded, recalibrated and relaunched on 6/17/19.
- On 6/10/19, we collected lab water sample and shipped to NRC for testing.

## PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin and Chad assisted at different projects during the month.
- Jade spent 4 days assisting in Brookings.

## UPCOMING EVENTS

### OPERATIONS/NTS:

- Additional irrigation lines are being developed in zones 2L and 1L.
- Williams Pipeline will be working on their line at the crossing in Sylman creek.

### MAINTENANCE:

- Work on getting the new generators set up at the Lift stations.
- Rebuild Odorous Air Fan
- Finish installing Surge float at the remaining Lift stations.

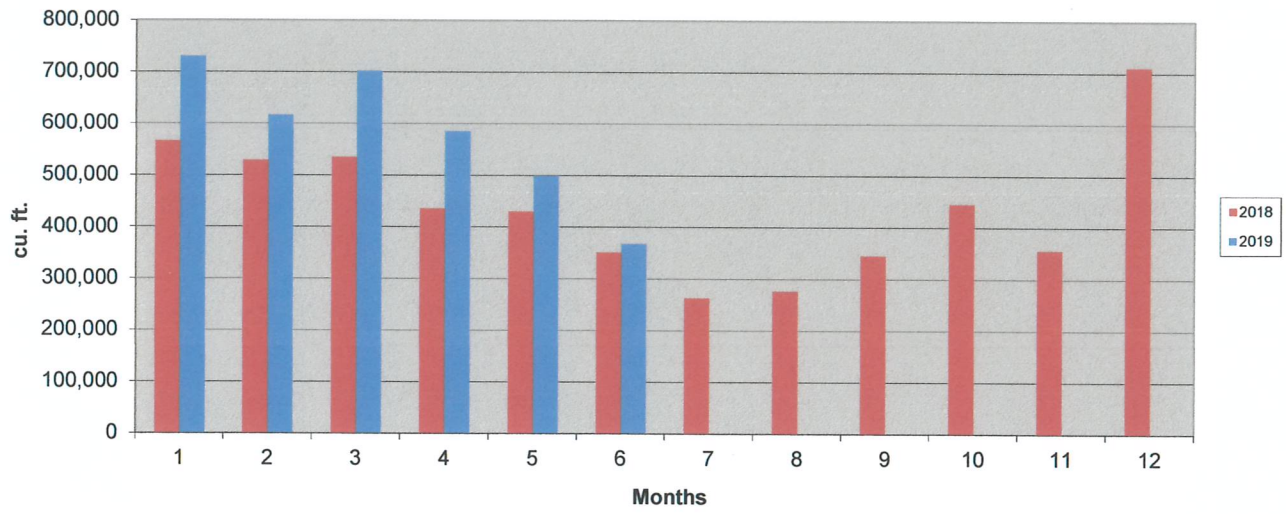
Enclosures:      Boiler/Flare Gas Usage graphs  
                         Influent TSS/CBOD and Effluent Flow Graphs  
                         12 Month Moving Avg.  
                         Violation Sum-Limit Report

A handwritten signature in cursive script that reads "Jade Mecham / n2". The signature is written in dark ink and is positioned above the printed name and title.

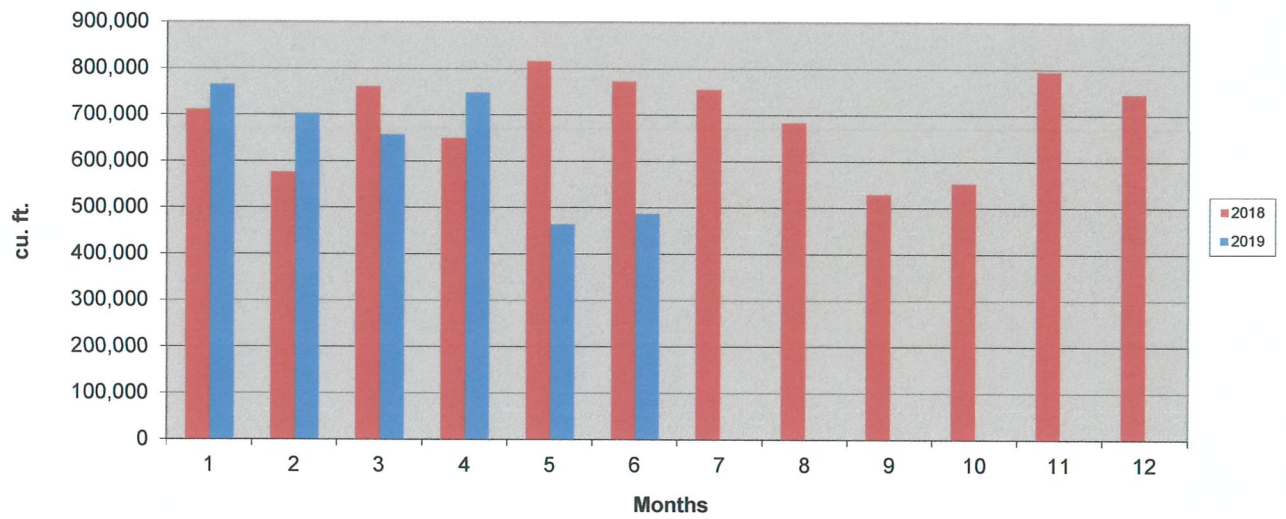
Jade Mecham  
Project Manager  
Jacobs

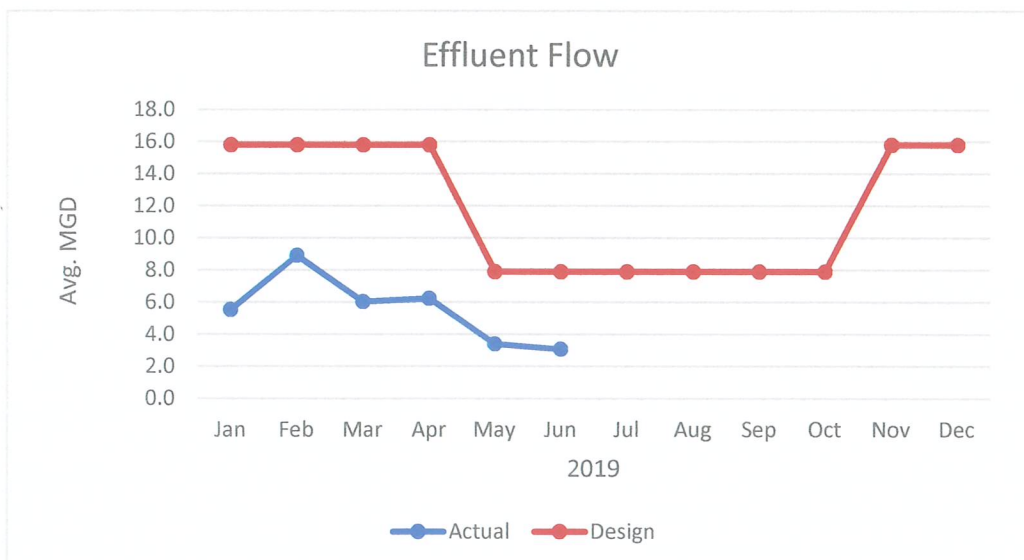
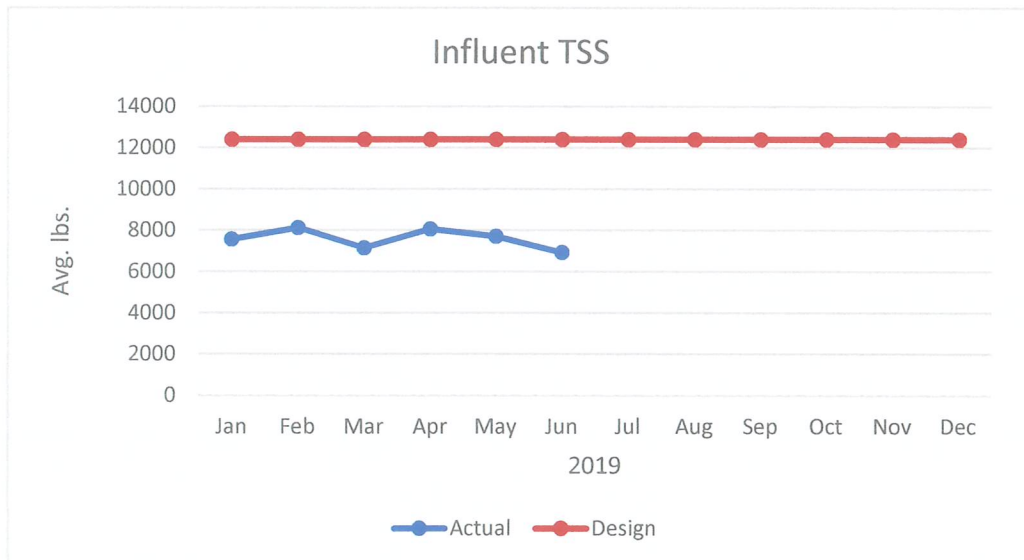
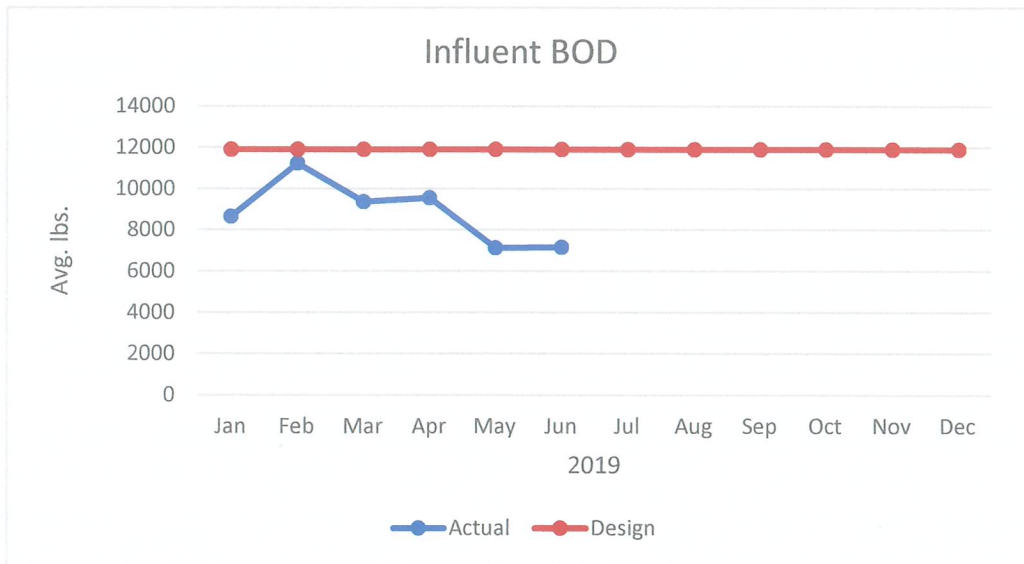


**BOILER GAS USAGE**



**FLARE GAS USAGE**





## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD/BOD</b>	Plnt Inf Average lbs/day TSS
Jul-18	2.76	6345	6937
Aug-18	2.76	6849	6849
Sep-18	2.65	7770	8030
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

SUM	52.05	98043	87605
AVE	4.34	8170	7300
MAX	8.92	11233	8133
MIN	2.65	6345	6288



Limit Summary: ( \*\* designates values exceeding limit )  
3 values exceeding limit.

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	5.58
Max Weekly Avg (Wed Rule) , 6/9/2019	MG/L	15.00	7.00
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 , 6/2/2019	S.U.	6.30	6.60
Maximum , 6/29/2019	S.U.	8.50	7.18
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
**    Average	MG/L	10.00	13.58
Max Weekly Avg (Wed Rule) , 6/9/2019	MG/L	15.00	18.67
**        6/2/2019			17.33
**        6/9/2019			18.67
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	98
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	95
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	8
Maximum , 6/19/2019	MG/L	na	14
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	17
Maximum , 6/19/2019	MPN	406	51
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 JULY 10, 2019**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	87,280.38
Total of Regular Checks & ACH Transactions	<u>206,950.90</u>

Total Expenditures (not including Payroll)	<u>294,231.28</u>
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Payroll:

Net Payroll - June 2019	59,565.14
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All Checks & ACH Transactions since the Board Meeting of June 12, 2019	<u>353,796.42</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX	ASIFlex	06/28/2019	
	JUNE 19 PR	PR Batch 00001.06.2019 Flexible Spending Acc	PR Batch 00001.06.2019 Flex	1,479.13
	JUNE 19 PR	PR Batch 00001.06.2019 Dependent Care FSA	PR Batch 00001.06.2019 Dep	83.33
Total for this ACH Check for Vendor ASIFLEX:				1,562.46
ACH	DNB	Internal Revenue Service	06/28/2019	
	JUNE 19 PR	PR Batch 00001.06.2019 Federal Income Tax	PR Batch 00001.06.2019 Fed	5,845.41
	JUNE 19 PR	PR Batch 00001.06.2019 FICA - Employee	PR Batch 00001.06.2019 FIC	5,371.18
	JUNE 19 PR	PR Batch 00001.06.2019 FICA - Employer	PR Batch 00001.06.2019 FIC	5,371.18
	JUNE 19 PR	PR Batch 00001.06.2019 Medicare - Employee	PR Batch 00001.06.2019 Med	1,256.15
	JUNE 19 PR	PR Batch 00001.06.2019 Medicare - Employer	PR Batch 00001.06.2019 Med	1,256.15
Total for this ACH Check for Vendor DNB:				19,100.07
ACH	OR-Rev	Oregon Dept. of Revenue	06/28/2019	
	JUNE 19 PR	PR Batch 00001.06.2019 Oregon W/Held	PR Batch 00001.06.2019 Ore	4,946.84
Total for this ACH Check for Vendor OR-Rev:				4,946.84
49054	CIS INS	CIS Trust	06/28/2019	
	JUNE 19 PR	PR Batch 00001.06.2019 CCIS Insurance AD&I	PR Batch 00001.06.2019 CCI	22.09
	JUNE 19 PR	PR Batch 00001.06.2019 Dental & Vision	PR Batch 00001.06.2019 Den	3,341.00
	JUNE 19 PR	PR Batch 00001.06.2019 Voluntary Dependent L	PR Batch 00001.06.2019 Vol	31.92
	JUNE 19 PR	PR Batch 00001.06.2019 Voluntary Life Insuran	PR Batch 00001.06.2019 Vol	249.50
	JUNE 19 PR	PR Batch 00001.06.2019 Life Insurance - er	PR Batch 00001.06.2019 Life	106.08
	JUNE 19 PR	PR Batch 00001.06.2019 Life Insurance - Spous	PR Batch 00001.06.2019 Life	138.77
	JUNE 19 PR	PR Batch 00001.06.2019 CCIS Insurance Long-	PR Batch 00001.06.2019 CCI	224.71
	JUNE 19 PR	PR Batch 00001.06.2019 Medical Ins w/RX	PR Batch 00001.06.2019 Med	28,591.10
	JUNE 19 PR	PR Batch 00001.06.2019 Short-Term Disability	PR Batch 00001.06.2019 Sho	124.51
Total for Check Number 49054:				32,829.68
49055	PEBSCO	Nationwide Retirement Solutions	06/28/2019	
	JUNE 19 PR	PR Batch 00001.06.2019 Nationwide-Deferred C	PR Batch 00001.06.2019 Nati	4,425.00
Total for Check Number 49055:				4,425.00
49056	CENTURY	CenturyLink	06/28/2019	
	JUNE19 125B	Analog phone line-Gate/NTS system		50.97
	JUNE19 854B	Analog phone lines for fax & fire system-Admin		114.73
Total for Check Number 49056:				165.70
49057	CORRECT	Correct Equipment, Inc.	06/28/2019	
	39121	1 MyDro M850 Series RTU's and Service Packa		3,953.40
Total for Check Number 49057:				3,953.40
49058	TYCO	Johnson Controls Security Solutions	06/28/2019	
	32696800	Security system 7/1/19-6/30/20		1,356.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49058:				1,356.00
49059	PETTY	Petty Cash c/o Harmony Williams	06/28/2019	
	June 3 2019	DMV-License renewal-CDL portion		21.00
	June 4 2019	Amazon-Cleaner & supplies for scanner		72.95
	June 5 2019	Benicia-Martinez toll bridge fees (picking up ger		21.00
	May 13 2019	Phil's Boot Repair-Rebuild work boots (Ryon)		85.00
	May 30 2019	Costco-Kitchen supplies		55.46
Total for Check Number 49059:				255.41
49060	SHRED-IT 8127510498	Shred-It USA Shred services	06/28/2019	
				86.14
Total for Check Number 49060:				86.14
49061	TEKMAN	TEKMANAGEMENT, INC.	06/28/2019	
	58766	MS Office & Antivirus-July Subscription		79.00
	58862a	Two Dell Computers-Finance		5,991.78
	58862b	Three Dell Computers-Engineering		9,395.85
Total for Check Number 49061:				15,466.63
49062	USPS	US Postal Service	06/28/2019	
	June 2019	Postage for mailing UB Bills-July		2,445.24
Total for Check Number 49062:				2,445.24
49063	VERIZON	Verizon Wireless	06/28/2019	
	9832125198	Cell phone usage		648.79
	9832125206	Wireless for TV Van		39.02
Total for Check Number 49063:				687.81
Total for 6/28/2019:				87,280.38
Report Total (13 checks):				87,280.38

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 7/3/2019 4:54 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	07/10/2019	
	2301241591	Keyboard for Angie		51.79
	2302455321	USB Hub for Angie		32.79
Total for this ACH Check for Vendor STAPLES:				84.58
49064	ACCELA INV-ACC46001	Accela Inc #774375 Springbrook Annual Maintenance	07/10/2019	19,094.00
Total for Check Number 49064:				19,094.00
49065	APEX 334030	Apex/Ace Home Center Fittings & valves for B6 repair	07/10/2019	26.74
Total for Check Number 49065:				26.74
49066	BANNERMC	BANNER BANK	07/10/2019	
	CM 061119	OSCPA-Registration for CPE classes		317.00
	DF 060419	Malwarebytes-5 device licenses Antimalware		54.95
	DF 060519	Acronis-Update backup software on "remit-2016		39.99
	DF 060719	Amazon-Lock-out-tag-out steering wheel cover i		26.41
	DF 061619	Amazon-HDD/SSD docking station for Dave(req		34.99
	DF 061919	Adobe-Adobe Acrobat Pro DC Annual Subscript		179.88
	DF 062419	Walmart-Mouse for new shared workstations for		22.88
	DF 062619	Network Solutions-email acct domain verificatio		11.39
	HW 061219	Safeway-Board mtg snacks		14.99
	HW 061819	Tachos-CIS Wellness Conference Dinner		17.25
	JJB 06042019	Ten Down Bowling-DCUCC Lunch mtg-John B		9.00
	JJB 062819	Expedia-Booking fee for flight (Lucy conf)		2.49
	JJB 062819b	Lucy ACT 2019-Conf Registration & Crystal w		1,250.00
	RC 053119	Coastal-Receiver lock/phone charger		24.65
	RC 060219	McDonalds-Meal for trip to pick up generator		11.29
	RC 060319	Autozone-Adapter for generator		46.96
	RC 062619	Champion Car Wash-Ford Edge		10.00
	RK 060419	Ten Down Bowling-Lunch DCUCC-Ryon K		14.65
	RK 060519	OSBEELS-Renew Surveyors License-Ryon K		190.00
	RK 061919	Elmers-Do Co Safety Assoc Mtg Lunc-Ryon K		14.99
	RK 062119	Do Co Clerk-Record Easement for Hwy 99 Proje		86.00
	RK 062119b	GovTell-Credit Card Fee to Record Easement foi		2.14
	RK 062919	Amazon-Saw blade for metal cutting (per OSHA		102.44
	SL 060219	Nancy's Airport Cafe-Lunch Steve to get generat		12.85
	SL 06022019	Outback-Dinner Rick&Steve to pickup generato		56.59
	SL 060319a	La Quinta-Lodging-Steve (to pick up generator)		153.36
	SL 060319b	La Quinta-Lodging-Rick (to pick up generator)		153.36
	SL 060319c	Granzela Restaurant-Dinner Rick & Steve (to pic		43.50
	SL 060619	Do Co Fairgrounds-Booth fee at fair		437.75
	SL 06062019	Outback-Easy savings credit		-2.26
	SL 061219	Sherms-Staff mtg supplies		22.25
	SL 062519	WorkWear and More-Work pants for Ryon,Greg,		337.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49066:				3,699.09
49067	BHEC CL82626 CL82976	Bassett-Hyland Energy Company Fuel Usage 6/1-6/15/19 Fuel Usage 6/16-6/30/19	07/10/2019	1,453.95 761.86
Total for Check Number 49067:				2,215.81
49068	BATT PLU P16022403	Batteries Plus #208 UPS (battery backup) for PC	07/10/2019	107.95
Total for Check Number 49068:				107.95
49069	CH2M 107769CH003	CH2M Inc. Plan Reviews	07/10/2019	661.03
Total for Check Number 49069:				661.03
49070	OMI 351289-016	CH2MHill OMI Contracted services-per agreement	07/10/2019	123,850.66
Total for Check Number 49070:				123,850.66
49071	Chytka 130731	Chytka Pest Control LLC Pest Control	07/10/2019	40.00
Total for Check Number 49071:				40.00
49072	DRAUTO 851135	D & R Auto & Truck Supply Corp DEF for B6 & TV van	07/10/2019	26.74
Total for Check Number 49072:				26.74
49073	SHAUN 00002-55742 19060700082374 19062600055737	DC Precision Lube & Tune Oil Change-'18 Ford Edge Oil Change-'10 Chevrolet Oil Change-'11 Ford F-550	07/10/2019	30.14 31.04 35.99
Total for Check Number 49073:				97.17
49074	DCCLERK May 19 election	Douglas County Clerk Prorated Election Costs	07/10/2019	3,213.13
Total for Check Number 49074:				3,213.13
49075	DCPW 508975 509032 509085 509136 509213 509247 510237	Douglas County Solid Waste Debris Removal at NTS Debris Removal at NTS Debris Removal at NTS Debris Removal at NTS Debris Removal at NTS Debris Removal at NTS Disposal of Debris from Grit pit	07/10/2019	10.44 8.46 16.92 18.00 27.90 25.92 516.84
Total for Check Number 49075:				624.48
49076	DFN July 2019 Admin July 2019 High July 2019 Host July 2019 Keady	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct	07/10/2019 Service: 14806 Service: 105797 Service: 106289	213.49 74.91 10.28 74.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	July 2019 NBank	Internet Services-No. Bank PS	Service: 105793	71.91
	July 2019 NTS	Internet Services-NTS	Service: 23920	56.36
	July 2019 Phone	Phones/Security Cameras		98.01
	July 2019 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	July 2019 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	July 2019 Winch	Internet Services-Winchester P	Service: 105795	74.91
				<hr/>
Total for Check Number 49076:				821.60
49077	EARTH 204325 328104	EARTH20 Bottled Water supplies Bottled Water supplies	07/10/2019	
				34.29
				66.09
				<hr/>
Total for Check Number 49077:				100.38
49078	FLURY E1009 E1072	Flury Supply Company Water fill hose Safety straps	07/10/2019	
				42.10
				209.60
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Total for Check Number 49078:				251.70
49079	GRAPHDIM 2090	Graphic Dimensions, Inc. Cut July UB Bills	07/10/2019	
				37.60
				<hr/>
Total for Check Number 49079:				37.60
49080	PUGH May 2019	Jeffrey L. Pugh, Attorney at Law Legal services	07/10/2019	
				810.00
				<hr/>
Total for Check Number 49080:				810.00
49081	Kelley IN547889	Kelley Imaging Systems, Inc. Maintenance service for Samsung copier/printer	07/10/2019	
				205.72
				<hr/>
Total for Check Number 49081:				205.72
49082	LOWES 901567 901570 901654	Lowe's Propane tank for manhole Repair Roller for manhole Repair Air hose fittings for inspector truck	07/10/2019	
				18.57
				8.82
				53.15
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Total for Check Number 49082:				80.54
49083	MSTRCR 25863-J	MasterCare Cleaning Co Inc Janitorial Services-June	07/10/2019	
				390.00
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Total for Check Number 49083:				390.00
49084	OLDCASTL 020194767	Oldcastle Precast, Inc. Manhole Materials	07/10/2019	
				2,909.00
				<hr/>
Total for Check Number 49084:				2,909.00
49085	OR-LIN 359640 365344	Oregon Linen, Inc. Laundry service Laundry service & mats	07/10/2019	
				35.30
				51.62
				<hr/>
Total for Check Number 49085:				86.92
49086	OR-TOOL 788770	Oregon Tool & Supply Safety straps	07/10/2019	
				75.80

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49086:				75.80
49087	ORTRACT 00059791	Oregon Tractor & Equipment Co Inc Excavator rental for NTS work	07/10/2019	1,757.00
Total for Check Number 49087:				1,757.00
49088	PAC AIR 78890	Pacific Air Comfort, Inc. Semi annual HVAC maintenance	07/10/2019	450.00
Total for Check Number 49088:				450.00
49089	PPL	Pacific Power	07/10/2019	
	June 2019 140LM	Power Usage-140 LM-NTS Gate		20.05
	June 2019 411LM	Contract-411 LM-Storage Bldg		29.52
	June 2019 425LM	Power Usage-425 Long Meadow		10.48
	June 2019 Admin	Power Usage-Admin Bldg		557.89
	June 2019 High	Power Usage-Highland PS		1,140.92
	June 2019 Keady	Contract Min&Usage-Keady Ct PS		190.11
	June 2019 LV	Power Usage-Loma Vista PS		124.17
	June 2019 NBank	Power Usage-North Bank PS		114.50
	June 2019 NTS	Contract/Power Usage-NTS PS		8,292.14
	June 2019 SBank	Power Usage-South Bank PS		1,371.58
	June 2019 Wilb1	Power Usage-Wilbur 1 PS		88.53
	June 2019 Wilb2	Power Usage-Wilbur 2 PS		97.74
	June 2019 WWTP1	Power Usage-WWTP 1		20,009.51
	June 2019 WWTP2	Power Usage-WWTP 2		28.10
Total for Check Number 49089:				32,075.24
49090	Peterson SW570055094	Peterson Backhoe maintenance	07/10/2019	752.22
Total for Check Number 49090:				752.22
49091	Premium 22421	Premium Landscape, Inc. Landscaping services-June	07/10/2019	180.25
Total for Check Number 49091:				180.25
49092	SDAO 34W58366-596	Special Districts Insurance Services Workers Comp FYE 2020	07/10/2019	12,116.47
Total for Check Number 49092:				12,116.47
49093	UBWA	Umpqua Basin Water Association	07/10/2019	
	June 19 411LM	Base Rate Water-411 Long Meadows		20.15
	June 19 606LM	Base Rate Water-606 Long Meadows		20.00
	June 19 Bourbon	Base Rate Water-310 Bourbon St		20.00
Total for Check Number 49093:				60.15
49094	UMP-SAND	Umpqua Sand & Gravel	07/10/2019	
	65905	Excavated material-NTS		8.67
	66023	Excavated material-NTS		21.84
	66024	Excavated material-NTS		18.42
Total for Check Number 49094:				48.93
Total for 7/10/2019:				206,950.90



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
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Report Total (32 checks):

206,950.90