



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

**REGULAR MONTHLY BOARD MEETING**  
**November 10, 2020**

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

**November 10<sup>th</sup>, 2020  
RUSA Board Room  
4:00 p.m.**

### **NOTICE**

**The November 10<sup>th</sup> Board meeting will be held at RUSA's Administrative office. The date of the meeting has been moved to accommodate the celebration of Veterans Day. The Board Meeting will also be broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, [rusa-or.org](http://rusa-or.org)**

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

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#### **Board of Directors**

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Griesse

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- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
  - a. October 14<sup>th</sup>, 2020 Board Meeting
- 4. Convene the Roseburg Urban Sanitary Authority Local Contract Review Board**
  - a. Review of bids for the Installation of the Biosolids Conveyor System project.
  - b. Review of Out of Scope contract with Jacobs
    - i. N.T.S. Farm Operations Plan and Data Monitoring Report
- 5. Reconvene the Roseburg Urban Sanitary Authority Board meeting**
- 6. General Managers Report**
  - a. Winchester Pump Station Force Main Replacement
  - b. Hooker Road Rehabilitation Project
  - c. Douglas Avenue Project, City of Roseburg
  - d. Biosolids Building Expansion, Conveyor Installation
  - e. U.S. Department of Labor recognition of RUSA as a 2020 Hire Vets Medallion Awardee
- 7. New Development**
- 8. Staff Report**
- 9. Jacobs Plant Operations Report**
- 10. Accounts Payable**
- 11. Other Business**

#### **AMERICANS WITH DISABILITIES ACT NOTICE**

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



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:03 p.m. on October 14, 2020 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

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

**Consideration of the September 9, 2020 Regular Monthly Board Meeting Minutes.**

Jerry Griesse moved to approve the minutes for the September 9, 2020 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.  
Rob Lieberman seconded the motion.  
The motion passed unanimously.

**General Managers Report**

**Winchester Pump Station Force Main Replacement Project**

Douglas County has completed the final payment and closeout for the project. RUSA requested a final invoice to close-out the project with the County.

**Hooker Road Rehabilitation Project**

The final changes have been submitted to the Engineer for the contract documents general conditions and technical specifications.

**Douglas Avenue Project**

Civil West is working on the plans and specifications for replacement of the sanitary sewer gravity system in the project. The plans, specifications and construction estimate are scheduled to be completed in November of 2020.

#### Biosolids Building Expansion, Conveyor Installation

The bid documents have been completed. RUSA is soliciting bids from contractors for the installation of the conveyor system and working with Jacobs to develop the electrical and pneumatic design to include the three new screw conveyors and increase the operational flexibility of the two existing conveyors.

#### Property Owner Assignment of Agent

Staff has produced a Property Owner Assignment of Agent form. RUSA's attorney has reviewed the document and we have included his recommended changes and additions.

The form is a method of documenting the requirements of RUSA's Ordinances and Oregon Statutes when property owners use property management companies to pay the sewer bill(s).

Staff will be working with all of the property management companies that manage properties in RUSA's service area to complete this form.

#### SDIS Best Practices Program

Staff has implemented the required best practices to be eligible for the full 10% credit on the 2020 general liability, auto liability, and property insurance.

#### **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal during September. The total Effluent flow was 82.78 million gallons all of which went to the Natural Treatment System.

#### **Accounts Payable**

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

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

The motion passed unanimously.

#### **Other Business**

The Board discussed the date for the November Board Meeting. The Board decided to hold the November Board Meeting on Tuesday November 10, 2020 due to Veterans Day falling on the second Wednesday of November.

Respectfully submitted,



Harmony Williams  
Office Assistant



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## INTEROFFICE MEMORANDUM

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**TO: ROSEBURG URBAN SANITARY CONTRACT REVIEW BOARD**  
**FROM: JAMES V. BAIRD, GENERAL MANAGER**  
**SUBJECT: INSTALLATION OF THE BIOSOLIDS CONVEYOR PROJECT**  
**DATE: 11/05/20**  
**CC:**

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Staff solicited bids from four contractor for the installation of the Biosolids Conveyor Project. Three bids were received by the deadline of 2:00 p.m. on November 4<sup>th</sup>, 2020. One of the bids did not include the required contractor's license number on the face of the envelope as required by State law. Staff was required to deem the bid as non-responsive and did not open the bid.

The remining two bids were opened and read out loud. Z Terrell & Sons was the low bidder with a bid of \$32,000 for the project. The Engineer has reviewed the bids and has recommended to the Board to proceed to award a contract to Z Terrell and Sons for the project.

Staff would recommend that the Contract Review Board issue a Notice of Intent to Award for the installation of the Biosolids Conveyor Project to Z Terrell & Sons.

# ROGERS ENGINEERING

Structural Engineering • Building Design • Code Consulting • Inspection Services

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558 S.E. Jackson St.  
Roseburg, Oregon 97470  
Ph: (541) 672-0315  
Fax: (541) 672-1787  
[rogers@rosenet.net](mailto:rogers@rosenet.net)

November 5, 2020

Roseburg Urban Sanitary Authority  
Attn: Jim Baird, Manager  
1297 Grandview Drive  
Roseburg, OR 97470

**RE: Biosolids Conveyor Installation**

Dear Jim,

Three bids were received on November 4, 2020 for the Biosolids Conveyor Installation project. One of the bids did not include the required contractor's license number. The remaining two bids are valid and include all required information.

Z Terrell & Sons. is low bidder with a bid of \$32,000. I recommend proceeding to award a contract to Z Terrell & Sons for the project.

If you have questions or need additional information, please contact me at your convenience.

Regards,



Tom Rogers, P.E.



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## INTEROFFICE MEMORANDUM

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**TO: ROSEBURG URBAN SANITARY CONTRACT REVIEW BOARD**  
**FROM: JAMES V. BAIRD, GENERAL MANAGER**  
**SUBJECT: OUT OF SCOPE CONTRACT WITH JACOBS**  
N.T.S. FARM OPERATIONS PLAN AND DATA MONITORING REPORT  
**DATE: 11/05/20**  
**CC:**

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Included in the Agreement for Wastewater Facilities Operations, Maintenance and Management Services with Jacobs, RUSA can request out of scope services be provided at Jacobs cost plus fifteen percent (15%). RUSA has utilized this agreement to provide technical and engineering services for the annual N.T.S. Farm Operations Plan and Data Monitoring Report for several years.

Jacobs has provided a proposal to provide the additional services to complete the Farm Operations Plan and Report for the 2020 N.T.S. operation. The Jacobs agreement is to provide the additional services for a not to exceed amount of \$69,000.

Staff would recommend that the Contract Review Board approve entering into an out of scope agreement with Jacobs for the N.T.S. Farm Operations Plan and Data Monitoring report in an amount not to exceed \$69,000.

October 28, 2020

Mr. James Baird  
Roseburg Urban Sanitary Authority  
P.O. Box 1185  
Roseburg, OR 97470

**Subject: Out of Scope/Additional Services Letter for support services relating to monitoring and reporting.**

Dear Mr. Baird:

As requested, Operations Management International, Inc. (“OMI”) is pleased to present this additional services letter agreement for the Roseburg Urban Sanitary Authority (RUSA) (Letter Agreement).

### **Introduction and Scope**

The Natural Treatment System (NTS) on a 340-acre farm near the Roseburg Water Resources Reclamation Facility (WRRF) requires water quality monitoring and annual performance reporting. The facility includes a pump station, conveyance pipeline to the NTS Farm, treatment wetlands, storage pond, irrigation pump station, natural wetlands, irrigation system for land application, and hyporheic discharge. Performance of the recently installed Anammox system at the WRRF is also included in this report with monitoring data and operations updates.

This scope of work focuses on the monitoring and reporting needs of RUSA, as specified in the *Stipulated Order & Memorandum of Agreement between the Roseburg Urban Sanitary Authority and the State of Oregon Department of Environmental Quality Regarding NPDES permits for the Roseburg Sewage Treatment Plant and the Total Maximum Daily Loads for Nutrients and Temperature for the South Umpqua River* (MOA) and reporting for the Anammox system. The tasks associated with these monitoring and reporting requirements are described below.

### **Approach**

OMI provides water quality sampling, and data review to guide farm and Anammox operations. OMI proposes to prepare the Farm Operating Plan, and the Annual Monitoring and Performance Evaluation Report per MOA requirements, and to report data and evaluation of performance for the Anammox System.

### **Task 1—Water Quality Monitoring Data Review and Analysis, and preparation of the Annual Monitoring and Performance Evaluation Report**

#### **1.1 Monitoring Data Review**

As described in the MOA, surface water quality parameters of interest include temperature, daily maximum pH, daily minimum dissolved oxygen, total dissolved inorganic nitrogen (sum of nitrate [NO<sub>3</sub>-], nitrite [NO<sub>2</sub>-], and ammonia [NH<sub>4</sub>+]), total phosphorus, and dissolved Ortho-phosphorus (PO<sub>4</sub>-2). All 2020 data will be reviewed and checked for outliers and errors and compared to previous years to provide confidence that data to be used in the reports are valid.



## **1.2 Year-End Data Analysis**

OMI will analyze the surface water and groundwater quality data to determine performance and to identify operations that enhanced performance. Performance trends will be analyzed to determine what operations or events such as large rainfall events or operational changes may have impacted performance at the farm and in the Anammox system at the WRRF.

Discrete data consist of temperature measurements and grab samples of nitrogen and phosphorus collected at sites specified in the *MOA*. For these data, OMI will plot, tabulate, and calculate monthly means, medians, standard deviations, minimums, and maximums to establish central tendencies and variations during the TMDL compliance period (May 1 through October 31). OMI will compare means and medians from each month to assess temporal trends, and comparison of central tendency indicators at the sampling locations to reveal spatial trends.

Continuous pH, temperature, and dissolved oxygen data collected with data logging sensors at river monitoring sites, will also be evaluated to capture diurnal pH, DO, and temperature fluctuations. OMI will plot and review continuous data. Erratic data resulting from equipment malfunctions or debris-sensor blockages will be removed from the dataset and documented. OMI will plot discrete sample data with the continuous data to ensure that the continuous sensors are calibrated and in agreement with discrete data. OMI will plot and tabulate the data to identify daily maximum pH, daily minimum dissolved oxygen, and the relationship between pH, dissolved oxygen, and temperature.

OMI will prepare the Annual Monitoring and Performance Evaluation Report for submittal to DEQ and produce five bound hardcopies for RUSA signature and certification to the DEQ. PDF versions of the report files will also be delivered.

## **Task 2 -- Farm Operating Plan**

Per the *MOA*, a Farm Operating Plan must be submitted to DEQ annually to document planned operations and modifications to the NTS before and during the following operation season. OMI will prepare the Farm Operating Plan, which will describe various annual operating regimes to be followed on the farm. The Farm Operating Plan will also describe best management practices for the operating regimes and strategies for adaptive management of such operating regimes. The plan will include information on operating the pumps, water application rate assessment and adjustment, extent of modifications to the irrigation system and wetlands, drainages, and detention/control structures.

## **Schedule**

Review of the monitoring data will occur primarily in November and December 2020. Year-end analysis of the water quality data and preparation of the Monitoring report will occur in December 2020 through February 2021. The Farm Operating Plan will be prepared in November 2020 through January 2021. Input from operations staff will be provided but not charged against this Letter Agreement since the operations staff labor is funded separately by the facility operations and maintenance project. The Annual Monitoring Report and the Farm Operating Plan will be submitted for DEQ review in February of 2021 after RUSA review and approval.

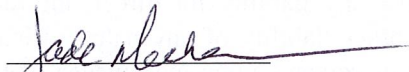
**Budget**

RUSA shall pay to OMI as compensation for services performed under this additional services Agreement a not to exceed fee of Sixty-Nine Thousand Dollars (\$69,000). This fee allocates \$27,000 for monthly review and necessary travel for Mark Madison and David Austin and \$42,000 for the Farm Operating Plan and the Monitoring Report. OMI proposes to complete this work under Section 2.18 of the terms of the Agreement for Wastewater Facilities Operations, Maintenance and Management Services between RUSA and OMI, Inc., dated June 10, 2005. Such services will be invoiced to RUSA at OMI's cost plus fifteen percent (15%).

With respect to services provided under this out of scope/additional services request terms and conditions of the Agreement and the supplemental terms attached to this letter shall apply. In the event of any conflicting term between the Agreement and the supplemental terms, the supplemental terms shall govern. If these terms are agreeable to you, please sign and return both copies of this letter. We will return one fully executed original for your files.

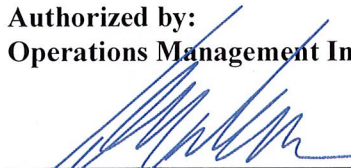
OMI appreciates the opportunity to provide these additional services to RUSA.

Sincerely,

  
Jade Mecham  
Project Manager, OMI

All parties indicate their approval of the above described services by their signature below.

**Authorized by:**  
**Operations Management International, Inc.**

  
Name: Efrain Rodriguez  
Title: Manager of Projects  
Date: 10/28/2020

**Authorized by:**  
**Roseburg Urban Sanitary Authority**

\_\_\_\_\_  
Name: James V. Baird  
Title: General Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: John Dunn  
Title: Board Chairman  
Date: \_\_\_\_\_

**SUPPLEMENTAL TERMS AND CONDITIONS**  
**To**  
**Out of Scope/Addition Services for Monitoring and Reporting**

1. CH2M Hill Engineers, Inc., an affiliate of OMI, will perform the tasks set forth herein
2. CH2M Hill Engineers, Inc shall maintain the insurance coverages set forth in Appendix H of the Agreement along with Professional Liability Insurance in the amount of \$1,000,000.00.
3. Reports (as defined below) shall be prepared by OMI in accordance with the supplemental terms set forth below:

The Farm Operating Plan, Annual Monitoring and Performance Evaluation Reports are prepared for the Oregon DEQ on RUSA's behalf. These reports may not be distributed to, disclosed in any form to, used by, or relied upon by, any third party except those identified and set forth herein without prior written consent of OMI, which consent may be withheld in its sole discretion. Further RUSA agrees to defend and indemnify OMI and its affiliates, officers, employees and subcontractors from and against any liability for direct, indirect, incidental, consequential or special loss or damage or other liability of any nature arising from any unauthorized third party's use of the Reports or reliance upon any misuse of the contents of the Reports."

Date: 11/05/20

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

**Winchester Pump Station Force Main Replacement Project**

Douglas County has completed the final payment and closeout for the project. RUSA is in negotiations with Douglas County on the final cost accounting.

**Hooker Road Rehabilitation Project**

The final changes have been submitted to the Engineer for the contract documents general conditions and technical specifications.

**Douglas Avenue Project**

Civil West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Civil West is working on 100% plans. The plans, specifications and construction estimate are scheduled to be completed in November.

**Biosolids Building Expansion, Conveyor Installation**

Jacobs has completed the electrical and pneumatic design to include the three new screw conveyors and increase the operational flexibility of the two existing conveyors. Staff will be soliciting bids for the electrical and pneumatic work for the project.

Staff would request that the Contract Review Board convene a virtual meeting on November 30<sup>th</sup> to review the bids for this project.

**U.S. Department of Labor 2020 Hire Vets Medallion Award**

RUSA is being recognized by the U.S. Department of Labor for our efforts to recruit, employ and retain veterans. The awards ceremony is being livestreamed Tuesday, November 10<sup>th</sup>, at 1:00 p.m. EST.

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Harvard West Phase II – short mainline extension to serve a new commercial building – Installed waiting on testing and easements.

#### **PRELIMINARY DESIGN:**

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

#### **PROJECTS:**

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Testing not complete.
- Thyme Subdivision – Sewer Mainline almost complete. Waiting paving for final construction

# ROSEBURG URBAN SANITARY AUTHORITY

## OCTOBER 2020 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 37 work orders.
- Completed CCTV and cleaning of 29,104 feet or 5.5 miles of mainline.
- Completed beginning warranty CCTV for Hanna Heritage Plaza (Five Guys).
- Completed 41 manhole inspections.
- Completed 6 mainline spot repairs.
- Completed monthly trouble spot inspections.
- Cleaned Pine Street and Elk Island bunkers and syphons.
- Repaired 4 manholes.
- Raised one manhole.
- Completed biannual vector control.

### ENGINEERING DEPARTMENT:

- Completed 250 underground utility locate requests.
- Issued 10 permits and completed 10 inspections.
- Hwy 99 pressure main project is completed, currently the Contractor is working on the punch list items.
- Hanna Heritage Plaza Mostly Complete
- Oak Spring Apartment waiting on testing and easement
- Mountain Mike Pizza – Main line installed waiting on testing and easements.

### FINANCE DEPARTMENT:

- Vacancy Credits: 3 were processed for a total of \$275.00 in October.
- Credit cards/eChecks: 946 payments totaling \$42,862.79 were collected in October. 73 payments were received by voice response system, 2 payment received at the counter and 871 on-line.
- Automatic Payments: 2,088 customer accounts are signed up. Received \$92,927.85 or approximately 16.9% of monthly billing.

### SAFETY COMMITTEE:

- Completed the annual review of the PPE Program.
- Conducted monthly staff training on the RUSA Emergency Action Plan and Fire Prevention program.



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager-Jacobs  
DATE: November 4, 2020  
SUBJECT: October 2020 Monthly Report

### OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 99% CBOD removal was 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 October 2020, was 227,000 KWHRS with a total Effluent flow of 82.77 million gallons all of which went to the Natural Treatment System (Outfall 002). The October 2019 electrical consumption was 233,000 with a total Effluent flow of 87.36 million gallons all of which went to the Natural Treatment System (Outfall 002).
- This was the last month to operate the NTS, flow changes throughout the system were adjusted according to weather and flows to remove nutrient from the water.
- Biosolids were hauled to 4 different sites, both liquid and dewatered.
- The quarterly biosolids for metals and nutrients were analyzed and found to be within the limits established.

### PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in October:

- *Umpqua Dairy*: This was the semi-annual inspection. We went over the calibration of the pH meter and grab sample holding times.
- *Callahan Village Assisted Living*: The interceptor for the eastern side building was inspected along with the sample box and found to be in good condition.
- *Bridgewater Assisted Living*: At the manhole directly below the building, their service line had a small amount of FOG buildup.
- *Bluebird Pizza*: The push camera was put down the cleanout and a small amount of FOG was found on the sidewalls of the discharge.
- *Lil Pantry Convenience Store*: Their outside interceptor had no buildup in the sample box downstream of the interceptor.

## **NATURAL TREATMENT SYSTEM (NTS)**

- The NTS operated Ok with normal repairs and adjustments. We added a few new sprinklers near the top of 3H in dry area's where we had enough water pressure.
- Samples were collected and analyzed weekly from the river and NTS for phosphorus loading.

## **MAINTENANCE ACTIVITIES**

### **LIFT STATIONS**

- Total Flow from all Lift Stations for the month - 72 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.8 Million Gallons

### **MAINTENANCE**

- Repaired the Waste Gas Flare by clearing the blockage for the Fire Eye.
- Replaced the batteries for the generators at North Bank Station and Wilbur #1 Station.
- With RUSA's help, cleaned out the bottom of the wet well for the South Bank Station.
- Replaced the ventilation fan for the Wilbur #2 Station.
- Replaced the jack on the North Bank Station Generator.
- Completed the Pretreatment Odorous Air fan installation, less the discharge piping.
- Installed electrical outlets for sump pumps in each pipe vault at the Winchester Station.

## **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: 117
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on October 2nd and October 16th. Probes were pulled, downloaded and recalibrated and redeployed.
- On October 21st lab water was sampled and sent out to the lab.

## **BIOSOLIDS**

- Hauled 25.56 dry tons of Dewatered and Liquid Biosolids for the month.

## **PERSONNEL/COMMUNITY SERVICE ACTIVITIES**

- Vanessa Jordan joined our team as a Lead Operator.



## UPCOMING EVENTS

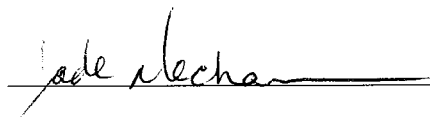
### **OPERATIONS/NTS:**

- Chlorination of all the irrigation lines plus flushing of drip lines will be done in November prior to drain down.
- Pull/download/clean and store all Eureka Probes for the season.
- Remove the weir from Silman Creek at the NTS.

### **MAINTENANCE:**

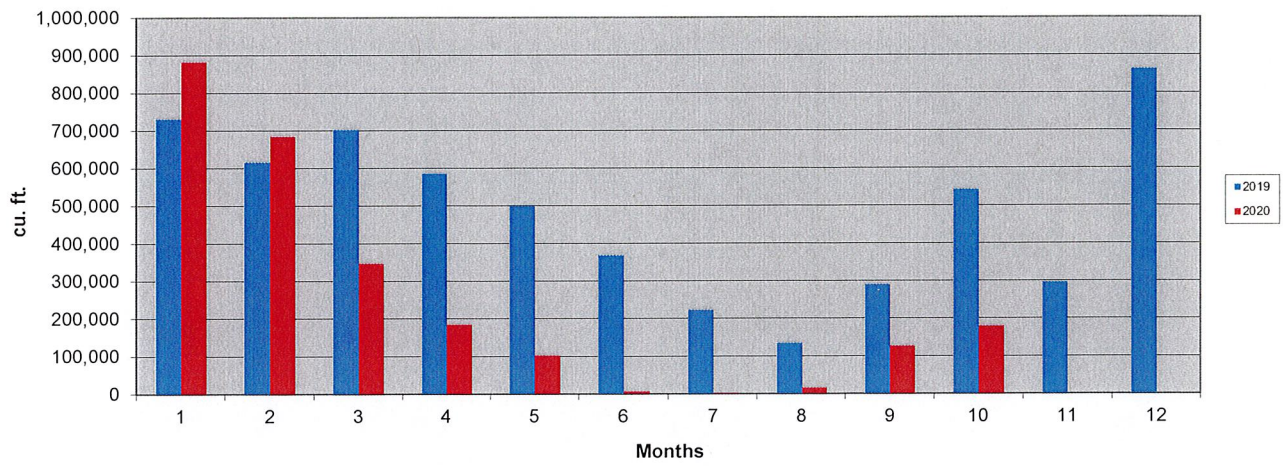
- Rebuild the #1 Pump at Winchester Station
- Rebuild Highland Pump #2
- Install pressure main drain system for the Winchester Station

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

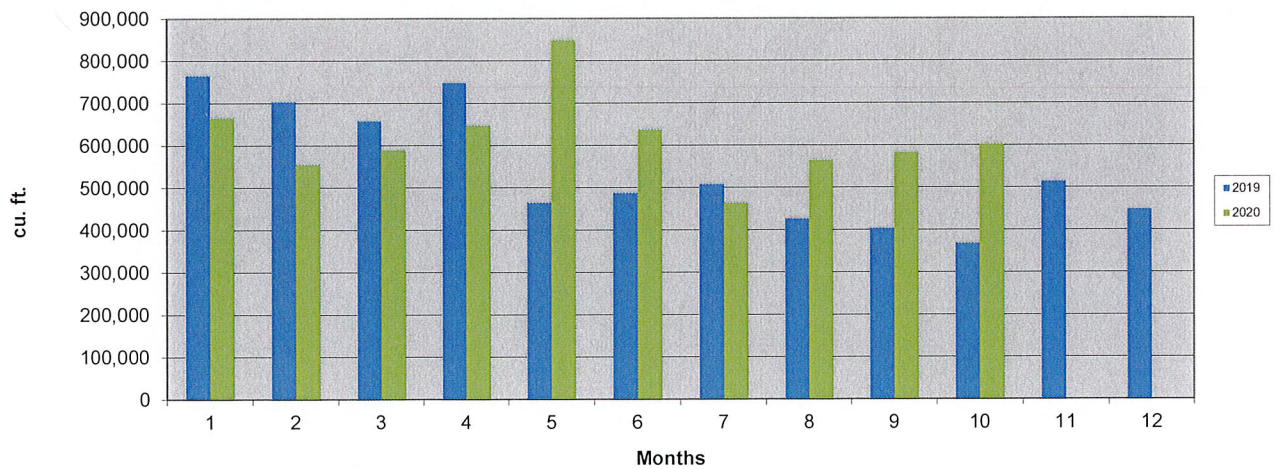


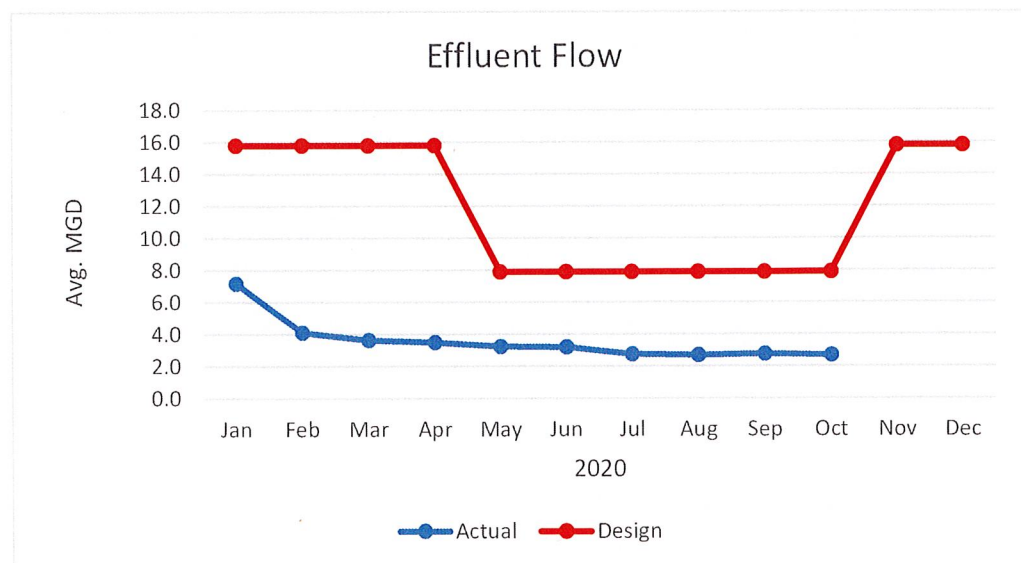
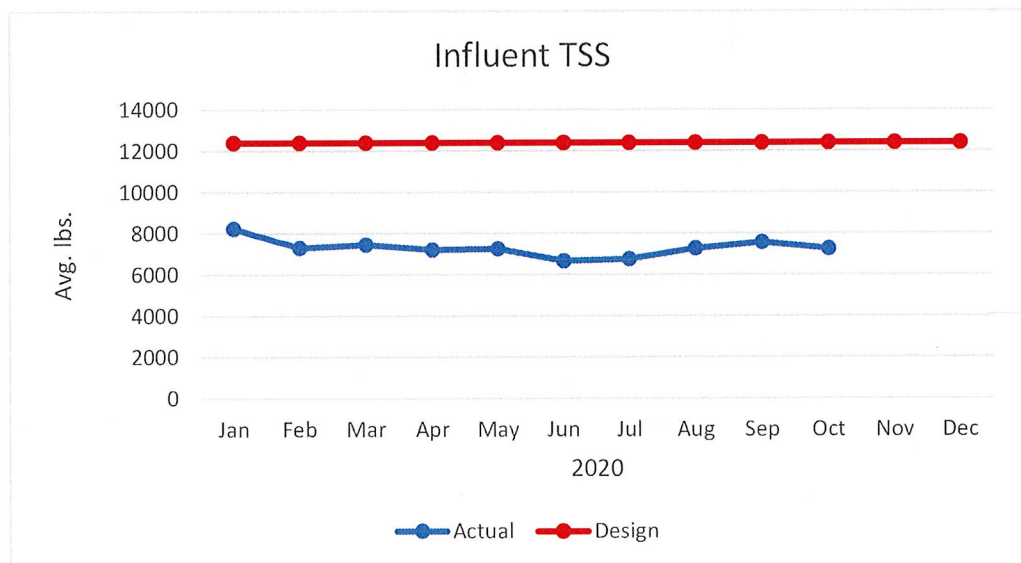
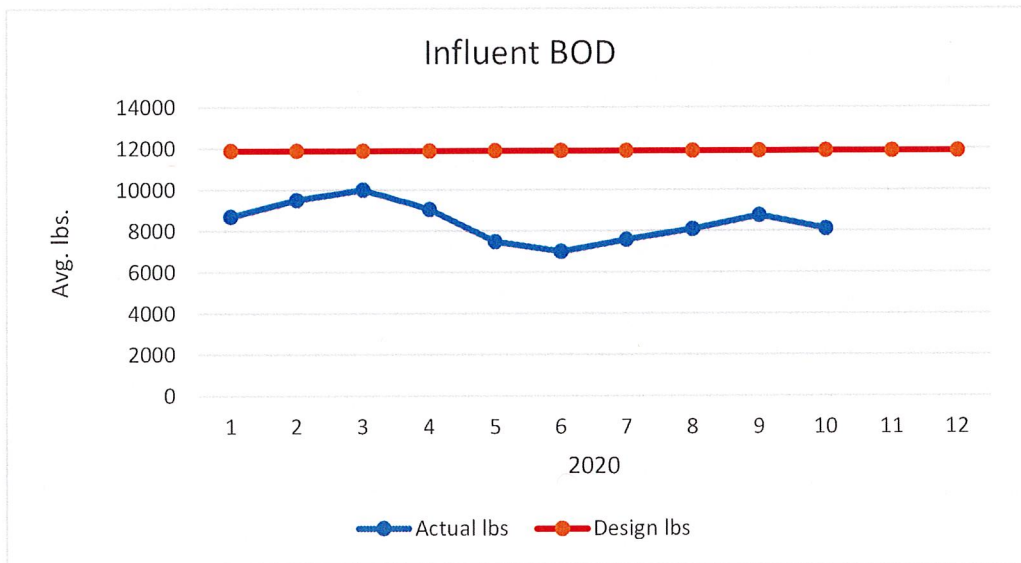
Jade Mecham  
Project Manager  
Jacobs

### BOILER GAS USAGE



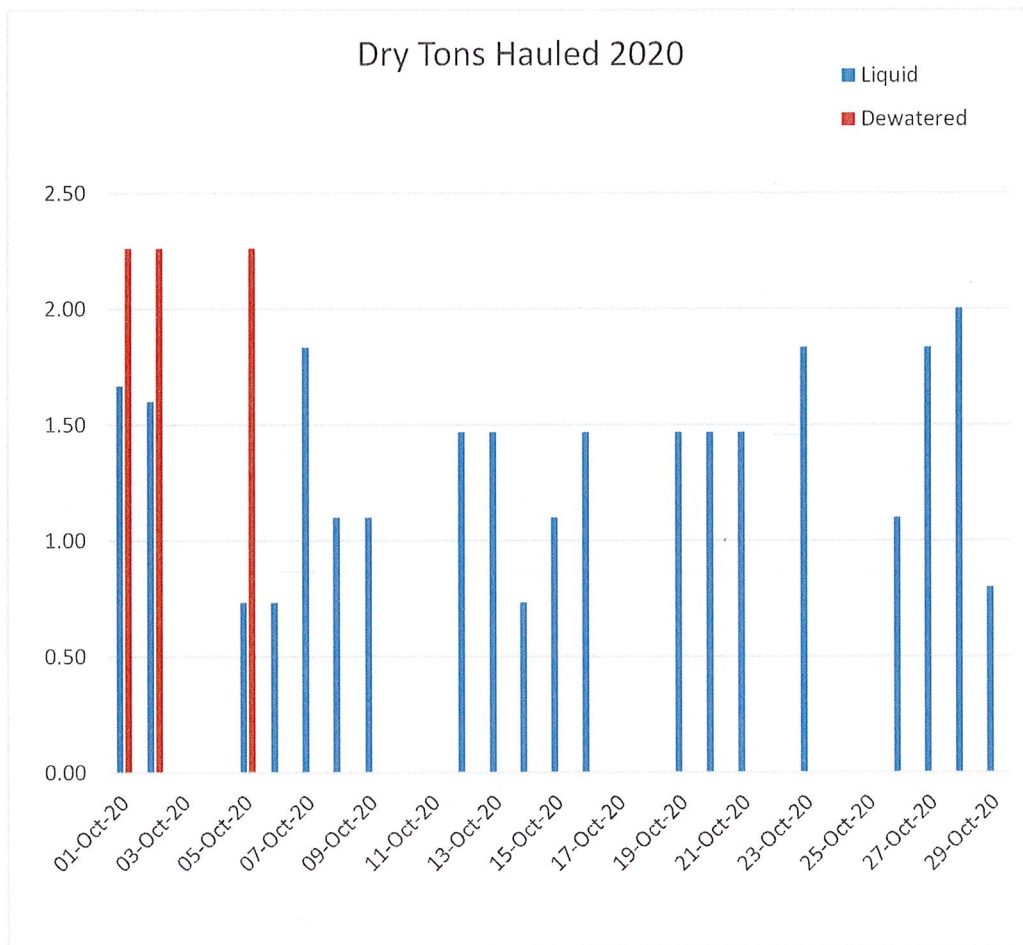
### FLARE GAS USAGE





## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD</b> /BOD	Plnt Inf Average lbs/day TSS
Nov-19	2.79	10346	9195
Dec-19	4.11	9114	7470
Jan-20	7.16	8698	8222
Feb-20	4.14	9506	7296
Mar-20	3.63	9995	7443
Apr-20	3.51	9051	7202
May-20	3.22	7471	7250
Jun-20	3.19	6995	6651
Jul-20	2.75	7571	6750
Aug-20	2.70	8086	7255
Sep-20	2.77	8760	7557
Oct-20	2.68	8105	7249
SUM	42.65	103698	89541
AVE	3.55	8641	7462
MAX	7.16	10346	9195
MIN	2.68	6995	6651



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

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	5.15
Max Weekly Avg (Wed Rule) , 10/25/2020	MG/L	15.00	6.00
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 , 10/19/2020	S.U.	6.30	6.75
Maximum , 10/31/2020	S.U.	8.50	7.22
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	9.69
Max Weekly Avg (Wed Rule) , 10/11/2020	MG/L	15.00	11.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	99
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	97
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	8
Maximum , 10/29/2020	MG/L	na	15
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	4
Maximum , 10/19/2020	MPN	406	13
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 NOVEMBER 10, 2020**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	71,036.46
Total of Regular Checks & ACH Transactions	<u>340,651.12</u>

Total Expenditures (not including Payroll)	<u>411,687.58</u>
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Payroll:

Net Payroll - October 30, 2020 & November 5, 2020	64,268.32
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All Checks & ACH Transactions since the Board Meeting of October 14, 2020	<u>475,955.90</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 11/6/2020 11:38 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	OR-REV	Oregon Dept. of Revenue	10/29/2020	
	3rd Qtr SST	3rd Qtr OQ State Transit Tax Liability		258.98
	3rd Qtr SUTA	3rd Qtr OQ Unemployment Liability		757.30
	3rd Qtr WC	3rd Qtr OQ Workers Comp Liability		155.58
Total for this ACH Check for Vendor OR-REV:				1,171.86
Total for 10/29/2020:				1,171.86
ACH	ASIFLEX	ASIFlex	10/30/2020	
	OCT 20 PR	PR Batch 00001.10.2020 Flexible Spending Acc	PR Batch 00001.10.2020 Flex	1,339.18
Total for this ACH Check for Vendor ASIFLEX:				1,339.18
ACH	DNB	Internal Revenue Service	10/30/2020	
	OCT 20 PR	PR Batch 00001.10.2020 Medicare - Employer	PR Batch 00001.10.2020 Med	1,365.04
	OCT 20 PR	PR Batch 00001.10.2020 Federal Income Tax	PR Batch 00001.10.2020 Fed	6,872.01
	OCT 20 PR	PR Batch 00001.10.2020 Medicare - Employee	PR Batch 00001.10.2020 Med	1,365.04
	OCT 20 PR	PR Batch 00001.10.2020 FICA - Employer	PR Batch 00001.10.2020 FIC	5,836.80
	OCT 20 PR	PR Batch 00001.10.2020 FICA - Employee	PR Batch 00001.10.2020 FIC	5,836.80
Total for this ACH Check for Vendor DNB:				21,275.69
ACH	OR-Rev	Oregon Dept. of Revenue	10/30/2020	
	OCT 20 PR	PR Batch 00001.10.2020 Oregon W/Held	PR Batch 00001.10.2020 Ore	5,315.74
Total for this ACH Check for Vendor OR-Rev:				5,315.74
49914	CIS INS	CIS Trust	10/30/2020	
	OCT 20 PR	PR Batch 00001.10.2020 Voluntary Dependent L	PR Batch 00001.10.2020 Vol	34.58
	OCT 20 PR	PR Batch 00001.10.2020 Life Insurance - Spous	PR Batch 00001.10.2020 Life	176.13
	OCT 20 PR	PR Batch 00001.10.2020 CCIS Insurance Long-	PR Batch 00001.10.2020 CCI	242.31
	OCT 20 PR	PR Batch 00001.10.2020 Voluntary Life Insuran	PR Batch 00001.10.2020 Vol	339.79
	OCT 20 PR	PR Batch 00001.10.2020 Life Insurance - er	PR Batch 00001.10.2020 Life	117.58
	OCT 20 PR	PR Batch 00001.10.2020 Dental & Vision	PR Batch 00001.10.2020 Den	3,214.20
	OCT 20 PR	PR Batch 00001.10.2020 Medical Ins w/RX	PR Batch 00001.10.2020 Med	28,955.91
	OCT 20 PR	PR Batch 00001.10.2020 Short-Term Disability	PR Batch 00001.10.2020 Sho	124.51
	OCT 20 PR	PR Batch 00001.10.2020 CCIS Insurance AD&I	PR Batch 00001.10.2020 CCI	22.65
Total for Check Number 49914:				33,227.66
49915	PEBSO	Nationwide Retirement Solutions	10/30/2020	
	OCT 20 PR	PR Batch 00001.10.2020 Nationwide-Deferred C	PR Batch 00001.10.2020 Nati	5,180.00
Total for Check Number 49915:				5,180.00
49916	CENTURY	CenturyLink	10/30/2020	
	Oct 20 Admin	Analog phone line for fax machine, fire alarm		128.70
	Oct 20 NTS	Analog phone line for NTS Gate		56.18



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49916:	184.88
49917	SHRED-IT 8180676452	Shred-It USA Shred Services	10/30/2020	71.50
			Total for Check Number 49917:	71.50
49918	USPS Oct 2020	US Postal Service Postage to mail Nov utility bills	10/30/2020	2,486.05
			Total for Check Number 49918:	2,486.05
49919	VERIZON 9864924625 9864924633	Verizon Wireless Wireless telephone service Wireless telephone service	10/30/2020	648.68 39.02
			Total for Check Number 49919:	687.70
			Total for 10/30/2020:	69,768.40
ACH	DNB Nov 5 2020 Nov 5 2020 Nov 5 2020 Nov 5 2020	Internal Revenue Service PR Batch 00001.11.2020 FICA - Employee PR Batch 00001.11.2020 FICA - Employer PR Batch 00001.11.2020 Medicare - Employee PR Batch 00001.11.2020 Medicare - Employer	11/05/2020 PR Batch 00001.11.2020 FICA - PR Batch 00001.11.2020 FICA - PR Batch 00001.11.2020 Med PR Batch 00001.11.2020 Med	36.67 36.67 8.58 8.58
			Total for this ACH Check for Vendor DNB:	90.50
ACH	OR-Rev Nov 5 2020	Oregon Dept. of Revenue PR Batch 00001.11.2020 Oregon W/Held	11/05/2020 PR Batch 00001.11.2020 Ore	5.70
			Total for this ACH Check for Vendor OR-Rev:	5.70
			Total for 11/5/2020:	96.20
			Report Total (12 checks):	71,036.46

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 11/6/2020 11:35 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032580A0A9NW	ASIFlex FSA Admin fees-October	11/10/2020	48.75
Total for this ACH Check for Vendor ASIFLEX:				48.75
ACH	STAPLES 2674986781 2676032531	Staples Credit Plan Bank deposit bags Ledger size paper, masks, sanitizing spray`	11/10/2020	34.58 133.87
Total for this ACH Check for Vendor STAPLES:				168.45
49922	WP Oct 2020	Avista Utilities Natural gas service	11/10/2020	30.06
Total for Check Number 49922:				30.06
49923	BANNERMC AA 093020 AA 100620 AB 100120 CM 102220 DF 101320 DF 101420a DF 101420b DF 101620 DF 102020 DF 102820 HW 101420 HW 101620 JB 092920 JB 100220 LM 093020 RC 100920 RC 101520 RC 101620 RC 101920 RC 102020 RK 100720 SL 100620 SL 102220a SL 102220b	BANNER BANK Staples - Laminate door sign Pitney Bowes - Postage machine quarterly lease Young's Garden Center - Plants for Winchester P Amazon - Hand sanitizer no-touch dispensers/ref Ntwrk Solutions - Reg of domain rusa-or.com + Acronis - PC backup software for REMIT-2020 Ntwrk Solutions - Email for admin of rusa-or.inf Keymetric Software - Database backup for REM Zoom.us - Elec meeting software for board mtgs Acronis - Backup software for Christine's PC Safeway - Board meeting snacks USPS - Certified letter to Umpqua Dairy PNCWA - Conf - Summit series registration BNP Media Subscription Coastal Farm - Boot laces eReplacement Parts - Parts to repair walk behind Home Depot - Materials for manhole resurface p Whit-log Trailers - Econoline trailer parts Coastal Farm - Handles for 2020 Service truck BMI - Backflow recertification class Apex - Pipe material for tap Lowes - Moisture tester SA Company - Face shields All Seasons Uniform - Pants for crewmembers	11/10/2020	3.68 124.50 247.29 149.97 81.96 209.00 11.39 69.00 54.99 69.99 14.04 6.95 340.00 108.00 5.59 68.01 69.85 50.76 11.98 165.00 16.97 33.98 81.97 294.88
Total for Check Number 49923:				2,289.75
49924	BHEC CL93371-IN CL93716-IN	Bassett-Hyland Energy Company Vehicle fuel 10/1 - 10/15/20 Vehicle fuel 10/16 - 10/31/20	11/10/2020	700.35 797.97
Total for Check Number 49924:				1,498.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49925	BATT PLU P32494820	Batteries Plus #208 Batteries for Ryon's battery back up	11/10/2020	53.98
Total for Check Number 49925:				53.98
49926	OMI 351289.036	CH2MHill OMI Contract Service-per agreement	11/10/2020	126,710.64
Total for Check Number 49926:				126,710.64
49927	Chytka 136144	Chytka Pest Control LLC Monthly pest control service	11/10/2020	40.00
Total for Check Number 49927:				40.00
49928	C ROSE 1375 Keasey	City of Roseburg Right of Way Permit 115-20 for 1375 Keasey ma	11/10/2020	30.00
Total for Check Number 49928:				30.00
49929	DRAUTO 928174 928599 928635 928799 929217 929291	D & R Auto & Truck Supply Corp Snap rings, DEF fluid, Simple Green Cotter pins for asphalt cutter Parts to repair asphalt cutter Oil & Dex Cool for B6 Oil for trailer axle Parts to repair trailer	11/10/2020	38.39 0.30 46.39 42.56 13.98 9.98
Total for Check Number 49929:				151.60
49930	SHAUN 00002-52181 46267	DC Precision Lube & Tune Oil change for 2019 Ford F-450 Oil change for 2019 Ford F-150	11/10/2020	38.69 54.89
Total for Check Number 49930:				93.58
49931	DCPW 571891 571983	Douglas County Solid Waste Excavated material disposal Excavated material disposal	11/10/2020	144.54 56.94
Total for Check Number 49931:				201.48
49932	DCTax R18529 R18545 R18553 R18593 R19041	Douglas County Tax Collector Property taxes for R18529 Property taxes for R18545 Property taxes for R18553 Property taxes for R18593 Property taxes for R19041	11/10/2020	146.67 114.08 106.66 18.19 21.93
Total for Check Number 49932:				407.53
49933	DFN Nov 2020 Admin Nov 2020 High Nov 2020 Host Nov 2020 Keady Nov 2020 NBank Nov 2020 NTS Nov 2020 Ph/Cam Nov 2020 Wilb1 Nov 2020 Wilb2 Nov 2020 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	11/10/2020 Service: 14806 Service: 105797  Service: 106289 Service: 105793 Service: 23920 Service: 141784 Service: 105796 Service: 105794 Service: 105795	213.49 74.91 10.28 74.91 71.91 56.36 98.01 74.91 71.91 74.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49933:	821.60
49934	DUKE 18181	Duke's Root Control Inc Root Treatment	11/10/2020	8,613.59
			Total for Check Number 49934:	8,613.59
49935	EARTH 674836	EARTH20 Bottled water delivery	11/10/2020	70.99
			Total for Check Number 49935:	70.99
49936	FASTENAL ORROS214178	Fastenal Company KN95 Masks	11/10/2020	70.00
			Total for Check Number 49936:	70.00
49937	Feena E03380	Feenaughty Machinery Co. Excavator	11/10/2020	122,128.84
			Total for Check Number 49937:	122,128.84
49938	FLURY E7383	Flury Supply Company Parts for Fill hose for flusher	11/10/2020	267.45
			Total for Check Number 49938:	267.45
49939	UB*00044	SHEILA FRASNELLY Refund Check Refund Check	11/10/2020	18.35 183.75
			Total for Check Number 49939:	202.10
49940	GENEQ 74606	General Equipment Company Hose menders	11/10/2020	247.12
			Total for Check Number 49940:	247.12
49941	GRAPHDIM 2947 2973	Graphic Dimensions, Inc. Utility billing cardstock Cut utility bills to mailing size	11/10/2020	2,492.50 37.60
			Total for Check Number 49941:	2,530.10
49942	HANDY 113613	Handyman Hardware Rivets	11/10/2020	15.98
			Total for Check Number 49942:	15.98
49943	ICONIX U2016050727 U2016055539	ICONIX WATERWORKS INC Parts for Witherspoon repair Adaptors for stock	11/10/2020	205.53 363.22
			Total for Check Number 49943:	568.75
49944	COASTAL C15460 C15992	John Deere Financial f.s.b. Underbed tool box Rat bait	11/10/2020	299.99 49.99
			Total for Check Number 49944:	349.98
49945	LTM	Knife River Materials	11/10/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	577113	Crushed rock for Eddy project		39.50
	577696	Crushed rock for Vine St repair		71.04
Total for Check Number 49945:				110.54
49946	LYOUNG 76600107479	Lauren Young Tire B6 Tires	11/10/2020	2,939.46
Total for Check Number 49946:				2,939.46
49947	LEAGUE O 2020-216555	League of Oregon Cities LOC Associate Membership Dues 7/2020 - 6/2021	11/10/2020	500.00
Total for Check Number 49947:				500.00
49948	MSTRCR 27240-J	MasterCare Cleaning Co Inc Monthly janitorial services	11/10/2020	390.00
Total for Check Number 49948:				390.00
49949	NBS IN80051 IN80235	National Business Solutions Workgroup Print/Copy/Scan Machine - Konica/Minolta Base rate quarterly maintenance agreement	11/10/2020	11,073.00 114.00
Total for Check Number 49949:				11,187.00
49950	PEBSCO Nov 5 2020	Nationwide Retirement Solutions PR Batch 00001.11.2020 Nationwide-Deferred Compensation	11/10/2020 PR Batch 00001.11.2020 Nati	50.00
Total for Check Number 49950:				50.00
49951	NEXNET 12347	Nexcom, LLC Digital Phone Service-November	11/10/2020	332.80
Total for Check Number 49951:				332.80
49952	OR-LIN 555250 561480 567168	Oregon Linen, Inc. Laundry services Laundry & mat services Laundry services	11/10/2020	37.08 54.20 37.08
Total for Check Number 49952:				128.36
49953	OR-TOOL 439335 806060	Oregon Tool & Supply Misc files/tools for service trucks Concrete blade for walk behind saw	11/10/2020	91.45 489.75
Total for Check Number 49953:				581.20
49954	ORTRACT 00063773	Oregon Tractor & Equipment Co Inc Excavator rental	11/10/2020	306.00
Total for Check Number 49954:				306.00
49955	PAC AIR 12154	Pacific Air Comfort, Inc. Filter change on HVAC system	11/10/2020	138.72
Total for Check Number 49955:				138.72
49956	PPL Nov 20 140LM Nov 20 310C Nov 20 310U	Pacific Power Power Usage-140 LM-NTS Gate Power Usage-Bourbon St Contract Power Usage-Bourbon St Usage	11/10/2020	20.11 69.61 56.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Nov 20 411LM	Usage-411 LM-Storage Bldg		27.23
	Nov 20 411PS	Contract/Power Usage-NTS PS		11,124.34
	Nov 20 425LM	Power Usage-425 Long Meadow		10.52
	Nov 20 Admin	Power Usage-Admin Bldg		472.69
	Nov 20 High	Power Usage-Highland PS		877.73
	Nov 20 Keady	Contract Min&Usage-Keady Ct PS		51.35
	Nov 20 LV	Power Usage-Loma Vista PS		145.96
	Nov 20 NBank	Power Usage-North Bank PS		123.49
	Nov 20 SBank	Power Usage-South Bank PS		1,806.05
	Nov 20 Wilb1	Power Usage-Wilbur 1 PS		115.87
	Nov 20 Wilb2	Power Usage-Wilbur 2 PS		114.08
	Nov 20 WWTP	Power Usage-WWTP 1		16,914.54
	Nov 20 WWTP2	Power Usage-WWTP 2		28.22
Total for Check Number 49956:				31,958.69
49957	Peterson PC510291222	Peterson Backhoe repair parts	11/10/2020	107.71
Total for Check Number 49957:				107.71
49958	Premium 23539	Premium Landscape, Inc. Monthly landscape maintenance	11/10/2020	180.25
Total for Check Number 49958:				180.25
49959	ROCKYS 15438	Rocky's Auto Repair B6 repair	11/10/2020	86.25
Total for Check Number 49959:				86.25
49960	RVP 853	Rogue Valley Precast, LLC Concrete Products	11/10/2020	3,334.00
Total for Check Number 49960:				3,334.00
49961	SAFEDIR 9905	Safety Directions, LLC Asbestos recertification class for Matt & Steve	11/10/2020	528.50
Total for Check Number 49961:				528.50
49962	SDAODUES Dues 2021	Special Districts Association of Oregon SDAO Membership Dues	11/10/2020	4,461.76
Total for Check Number 49962:				4,461.76
49963	Stratton 2020-236	Stratton Brothers, Inc. Manhole surface restoration - varied locations	11/10/2020	2,350.80
Total for Check Number 49963:				2,350.80
49964	TECHUNL 347065	Technology Unlimited, Inc Upgrade of Aqurit (check scanning) software	11/10/2020	4,200.00
Total for Check Number 49964:				4,200.00
49965	TRUE NOR A06223	True North Equipment, Inc. CCTV Remote CCTV Wheels	11/10/2020	1,703.15 3,300.00
Total for Check Number 49965:				5,003.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49966	UBWA	Umpqua Basin Water Association	11/10/2020	
	Oct 2020	Water - 606 Long Meadows Ln		20.00
	Oct 2020 411LM	Water - 411 Long Meadows Ln		20.00
	Oct 2020Bourbon	Water - 310 Bourbon St		20.00
Total for Check Number 49966:				60.00
49967	UMPQUARF	Umpqua Quarries, LLC	11/10/2020	
	39982	Rock for Sheridan project		48.45
	40113	Rock for Witherspoon repair		130.25
Total for Check Number 49967:				178.70
49968	UMP-SAND	Umpqua Sand & Gravel	11/10/2020	
	80198	Materials for Eddy St project		55.00
	80199	Slurry for Sheridan St		260.00
	80285	Excavated material from manhole repair project		10.38
	80646	Excavated material from plant		106.29
	80695	Excavated material from plant		31.89
	80922	Super Blocks		1,800.00
	80976	Super Blocks		450.00
	81078	Super Blocks		440.00
Total for Check Number 49968:				3,153.56
49969	USPS	US Postal Service	11/10/2020	
	Permit 52	First Class Presort Permit #52		240.00
Total for Check Number 49969:				240.00
49970	WILLGRAY	Willamette Graystone, LLC	11/10/2020	
	21538354	Speedcrete for manhole repair project		146.07
	21573254	Mortar for manhole repair project		386.96
Total for Check Number 49970:				533.03
Total for 11/10/2020:				340,651.12
Report Total (51 checks):				340,651.12