



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

REGULAR MONTHLY BOARD MEETING
August 14, 2019

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

**August 14th, 2019
RUSA Board Room
4:00 p.m.**

**AGENDA
REGULAR MONTHLY BOARD MEETING**

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Giese

Kelsey Wood

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Swearing in of Elected Board Members**
 - a. **Kelsey Wood**
- 4. Consider Minutes**
 - a. July 10th, 2019 Board Meeting
- 5. Out of Scope/Additional Services Agreement**
 - a. Out of Scope/Additional Services agreement to provide the required water quality monitoring and annual performance report for the Natural Treatment Facility and the monitoring and operational update for the Anammox system.
- 6. General Managers Report**
 - a. Back Nine Sanitary Sewer Extension Phase I
 - b. Winchester Pump Station Force Main Replacement
 - c. Douglas County Landfill Leachate
- 7. New Developments**
- 8. Staff Report**
- 9. Jacobs (ch2m) Plant Operations Report**
- 10. Accounts Payable**
- 11. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

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



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:02 p.m. on July 10, 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

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner and CH2M Chief Plant Operator Randy Turner.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, June 12, 2019.

Jerry Giese moved to approve the minutes, for the Wednesday, June 12, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Rob Lieberman seconded the motion.
The motion passed unanimously.

Swearing in Elected Board Members

Board Members Jerry Giese and Kelsey Wood were reelected on May 21, 2019 to positions 3 and 4, respectively, beginning new 4 years terms on July 1, 2019. At this time Jerry Giese was sworn in by General Manager Jim Baird.

Ordinance No. 2019-01 – Second Reading

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 was presented for second reading.

David Campos moved to approve Ordinance No. 2019-01.
Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested “Roll Call” for Ordinance No. 2019-01:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	Yes
Kelsey Wood	
David Campos	Yes

Ordinance No. 2019-01 was passed with a 4/0 vote.

Intergovernmental Agreement

Roseburg Urban Renewal Agency and Roseburg Urban Sanitary Authority would like to enter into an Agreement approving 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. The Board discussed the details of the Buydown Program. David Campos moved to approve the Intergovernmental Agreement between Roseburg Urban Renewal Agency and Roseburg Urban Sanitary Authority. Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested “Roll Call” for the Intergovernmental Agreement between the Roseburg Urban Renewal Agency and Roseburg Urban Sanitary Authority:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	Yes
Kelsey Wood	
David Campos	Yes

The Agreement was approved with a 4/0 vote.

SDAO Board Assessment

Staff presented the Board with the findings from the April SDAO Board Assessment Meeting. Overall the assessment fell into the “Good” category with just a few areas for improvement found regarding documentation of day to day operational guidelines and updating and incorporating pay equity changes into descriptions of positions.

Annual Turnovers to Douglas County Assessor

The Board reviewed the annual turnover report. There was a brief discussion regarding the changes RUSA has made over the years to successfully reduce the annual turnover amount.

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 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

Josh Klein, DC Solid Waste Supervisor, was informed that the Board had directed RUSA to enter into discussions regarding RUSA accepting the leachate from the landfill. He was also made aware that we would be discussing with Jacobs, RUSA Engineer of record, what constituents the proposed pretreatment system would need to reduce or eliminate.

CH2M Report

Randy Turner CH2M Chief Plant Operator advised that the treatment facility averaged 98% CBOD removal and 95% Total Suspended Solids removal. During the month of June the NTS received a total Effluent flow of 92.12 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the July 10, 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

Chairman Dunn questioned the renovations at 1937 W Harvard. Jim Baird explained the property had been purchased by Evergreen. It is not anticipated the renovation project will contribute to additional usage after completion.

There being no further business to come before the Board, the meeting was adjourned at 4:45 p.m.

Respectfully submitted,



Christine Morris
Finance Director



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JAMES V. BAIRD, GENERAL MANAGER
SUBJECT: OUT OF SCOPE/ADDITIONAL SERVICES – MONITORING AND REPORTING

DATE: 8/9/2019

CC:

Jacobs has provided a letter of agreement, to provide additional services to meet the Oregon Department of Environmental Quality monitoring and reporting for the Natural Treatment System and the Anammox system.

Jacobs has provided this service in the past directly from the engineering division. We have negotiated to utilize the "Out of Scope/ Additional Services clause in our contract with the operations division at a substantial cost reduction.

The 2018 agreement anticipated a total cost of \$65,000. The agreement is based on a not to exceed amount billed at the time of service for only the hours required to complete the tasks outlined in the agreement. The total invoiced amount for year was \$39,104.47. The savings was due to less billable hours for the engineering team and significantly less travel required to complete the work.

The estimated work to complete the tasks in the agreement has not changed. The not to exceed amount has increase to \$69,000 to account for increase in personnel cost. As in the past RUSA will be bill only for the actual cost, plus 15%, to complete the tasks outlined in the agreement.

August 9, 2019

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 [NO₃-], nitrite [NO₂-], and ammonia [NH₄+]), total phosphorus, and dissolved

Ortho-phosphorus (PO₄-2). All 2019 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 2019. Year-end analysis of the water quality data and preparation of the Monitoring report will occur in December 2019 through February 2020. The Farm Operating Plan will be prepared in November 2019 through January 2020. 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 2020 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
OMI
Project Manager

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

Authorized by:
Operations Management
International, INC.

Authorized by:
Roseburg Urban Sanitary Authority

Name: Efrain Rodriguez
Title: Manager of Projects
Date: _____

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."

GENERAL MANAGERS REPORT

Date: 8/9/19
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

Pacific Power has scheduled the installation of the transformer and service drop for August 13th.

Winchester Pump Station Force Main Replacement Project

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

Douglas County Landfill Leachate

RUSA staff along with Jade Mecham, of Jacobs, met with representatives from Douglas County and Sam Cooke, of SCS Engineers, to discuss the possibility of the County becoming a contract customer for the treatment of the landfills leachate.

The discussion centered around the design requirements for a new pretreatment facility at the county landfill. RUSA staff provided a preliminary list of constituents of concern that would need to be reduced or eliminated from the leachate.

RUSA staff informed the county that the Board would need to approve any contract for the treatment of the County landfill leachate. Staff will continue to work with the County and their engineer on the project.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

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

PRELIMINARY DESIGN:

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

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
 - Power should be installed on August 13th
- Winchester Pump Station Pressure Line Replacement- Crews are currently installing the South bridge crossing.

ROSEBURG URBAN SANITARY AUTHORITY

JULY 2019 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 27 work orders.
- Completed CCTV of 13,841 feet or 2.62 miles of mainline.
- Completed cleaning of 17,936 feet of mainline.
- Smoke tested 2,626 feet of mainline.
- Completed 80 manhole inspections.
- Repaired 2 manholes.
- Completed 1 mainline spot repair.
- Completed cleaning and drawdown tests on 4 Lift Stations.
- Relocated building sewer on force main project.

ENGINEERING DEPARTMENT:

- Completed 265 underground utility locate requests.
- Issued 14 permits and completed 12 inspections.
- Back Nine Sanitary Sewer Extension project. The lift station has been green tagged and should have power by the 13th of August.
- 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. The South bridge has been partially constructed and the bridge crossing is currently under construction.
- FOG inspections: BangKok West- Good, Java Run Harvard-Showing a Little Grease in manhole- Verbal Warning, Bob's Deli-Good, Yogurt Up-Good, Jack in the Box-Needs Pumping- Verbal Warning, Kowloons's- Needs Pumps- gave Verbal Warning.

FINANCE DEPARTMENT:

- Vacancy Credits: 8 were processed for a total of \$500.00 in July.
- Credit cards/eChecks: 807 payments totaling \$40,628.65 were collected in July. 68 payments received at the counter, 44 by voice response system, and 695 on-line.
- Automatic Payments: 2,043 customer accounts are signed up. Received \$82,073.52 or approximately 14.8% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: August 7, 2019
SUBJECT: July 2019 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal (pending final test result to come out) and 97% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for July 2019, was 251,000 KWHRS with a total Effluent flow of 89.40 million gallons all of which went to Outfall 002 (Natural Treatment System). The July 2018 electrical consumption was 235,000 KWHRS with a total Effluent flow of 85.13 million gallons all of which went to Outfall 002 (Natural Treatment System).
- The #1 primary digester was put into service while the #3 digester was pumped out and de-ragged, then the contents pumped to an empty clarifier as temporary storage while #3 receives repairs.
- Biosolids lab results for metals showed that the solids are within both Oregon and EPA limits for pollutants.
- A temporary generator has been placed at the location of the influent generator, while the influent generator receives service.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in July:

- *Dutch Brothers Harvard Ave:* This was a follow-up to a previous inspection, their discharge was still full and discharging grease, notified RUSA of the problem.
- *1 AM Market:* The discharge at the clean-out looked Ok.
- *Karen's Coffee Cup:* The discharge at the clean-out looked Ok.
- *Asia Gardens:* The discharge at the nearby manhole looked Ok.
- *Stephens Street Market:* The discharge at the nearby manhole looked Ok.

NATURAL TREATMENT SYSTEM (NTS)

- Williams Pipeline was in Sylman creek at the NTS to provide additional protection to the high-pressure natural gas line. The contractor did a pump around while working in the creek and the effect on water quality was not adversely affected.

- Two 300' irrigation lines were added in zones 1L and 2L. Each of the lines allowed for the addition of 22 sprinklers total.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 60 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.2 Million Gallons

MAINTENANCE -PLANT/NTS

- Replaced the 3-way flushing valve for the #1 Primary Digester gas mixing guns.
- Had the voltage configuration changed for the portable generator that resides at Wilbur 2 station.
- Repaired the piping for the Chlorine Injection system.
- Installed Surcharge float mechanism connected to Missions SCADA at the Highland and North Bank Lift Stations.
- Installed the air vent valve on top of the Sludge Tanker trailer.
- Had the coolant line replaced on both plant generators.

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: 135

14 CBOD's	31 pH	14 Fecal/E. Coli	4 TKN	5 Nitrate
14 TSS	31 Cl2 Res.	13 Ammonia	9 Total Phosphorus	
- Precision results:

In control: 135	Accuracy Results:
Out of control: 0	In Control: 121
	Out of Control: 0
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on 7/1/19 and pulled, downloaded, recalibrated and relaunched on 7/16/19.
- On 7/23/19, we collected lab water sample and shipped to NRC for testing.
- Sent Eureka probe from SW6 was off to be repaired on 7/17/19.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Nothing to report.

UPCOMING EVENTS

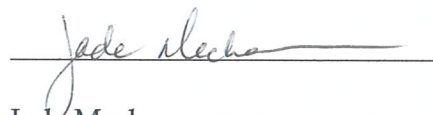
OPERATIONS/NTS:

- Order and purchase additional irrigation parts.
- Change oil and air filters in the Kawasaki Mule.
- Irrigation field maintenance.

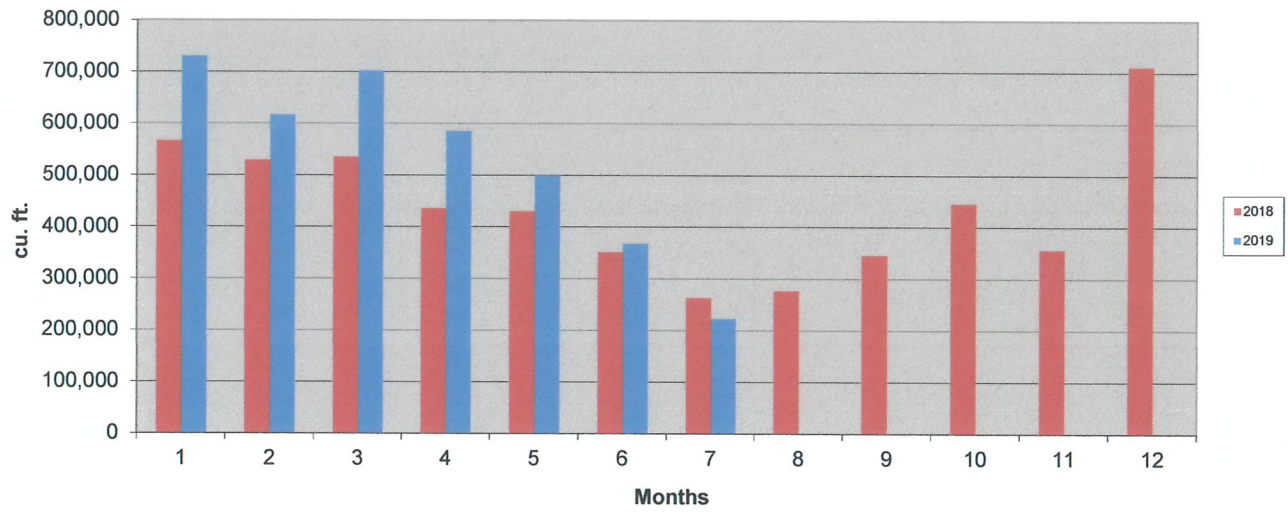
MAINTENANCE:

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

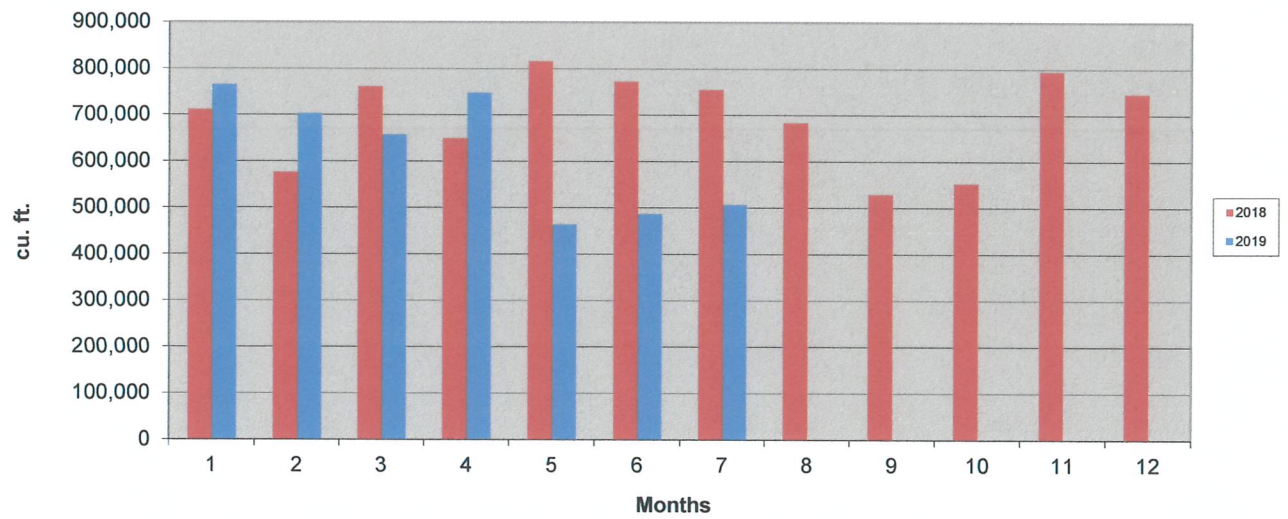
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs
 12 Month Moving Avg.
 Violation Sum-Limit Report

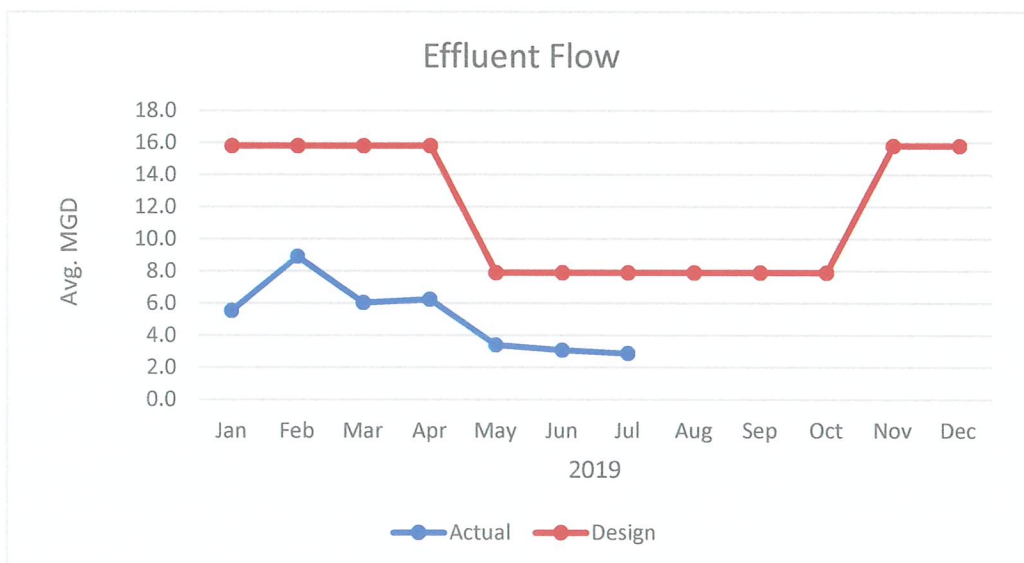
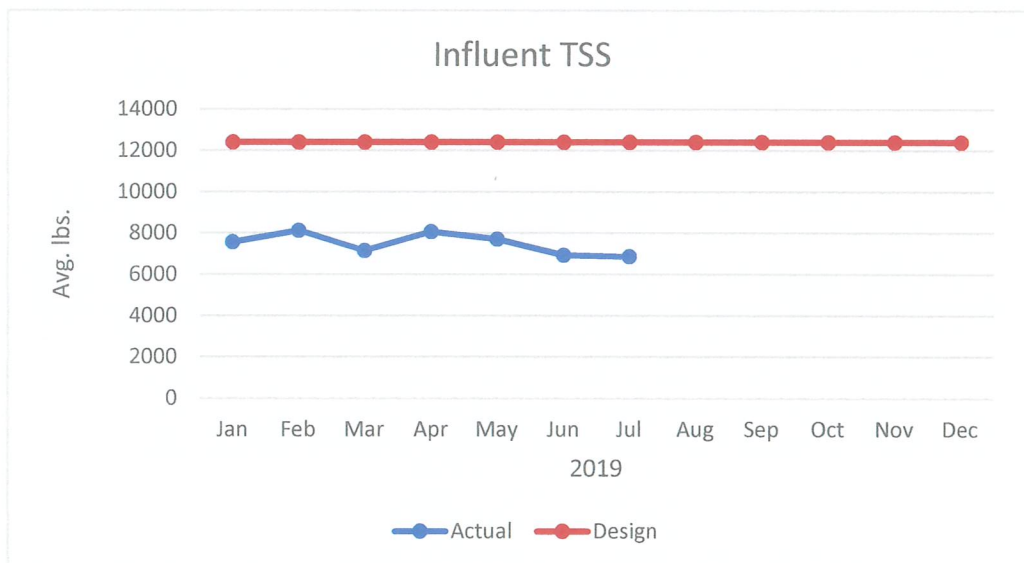
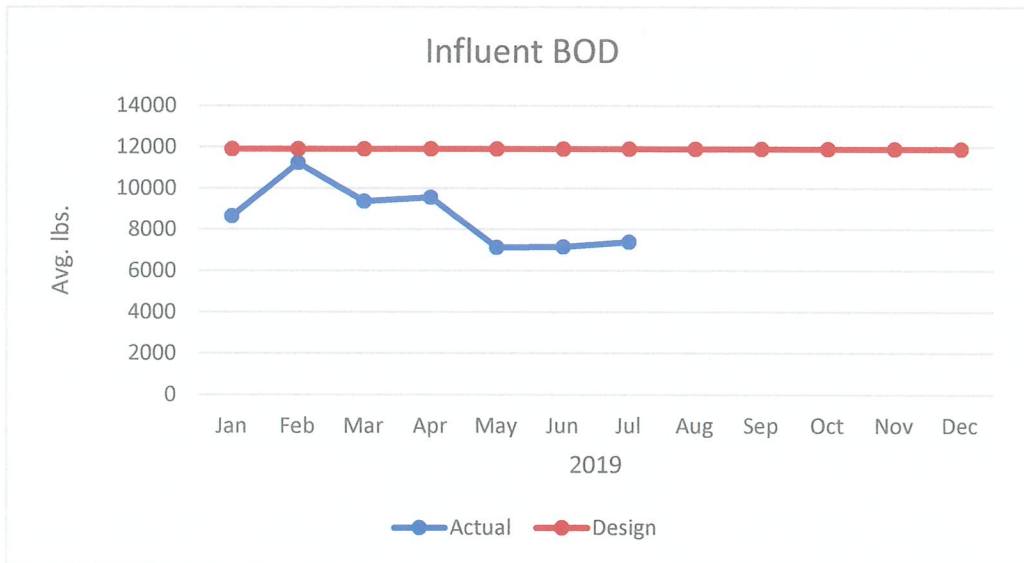

Jade Mechem
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
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
Jul-19	2.90	7405	6865

SUM	52.19	99104	87532
AVE	4.35	8259	7294
MAX	8.92	11233	8133
MIN	2.65	6406	6288

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

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	4.93
Max Weekly Avg (Wed Rule) , 7/28/2019	MG/L	15.00	8.50
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 , 7/14/2019	S.U.	6.30	6.68
Maximum , 7/6/2019	S.U.	8.50	7.23
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	8.43
Max Weekly Avg (Wed Rule) , 7/28/2019	MG/L	15.00	12.50
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	97
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	9
Maximum , 7/2/2019	MG/L	na	12
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	20
Maximum , 7/29/2019	MPN	406	85
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 AUGUST 14, 2019

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	123,530.81
Total of Regular Checks & ACH Transactions	<u>258,312.86</u>

Total Expenditures (not including Payroll)	<u><u>381,843.67</u></u>
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Payroll:

Net Payroll - July 2019	64,549.30
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All Checks & ACH Transactions since the Board Meeting of July 10, 2019	<u><u>446,392.97</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/9/2019 11:51 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	07/12/2019	
	JUNE 19 PR	PR Batch 00001.06.2019 PERS W/Held	PR Batch 00001.06.2019 PER	4,504.44
	JUNE 19 PR	PR Batch 00001.06.2019 PERS - Not W/Held	PR Batch 00001.06.2019 PER	6,823.84
	JUNE 19 PR	PR Batch 00001.06.2019 PERS Pick-Up	PR Batch 00001.06.2019 PER	711.12
	JUNE 19 PR	PR Batch 00001.06.2019 OPSRP-Not W/Held	PR Batch 00001.06.2019 OPS	5,330.45
	PERS Rounding	Rounding-June Contribution		0.01
Total for this ACH Check for Vendor 02669:				17,369.86
Total for 7/12/2019:				17,369.86
ACH	OR-REV	Oregon Dept. of Revenue	07/30/2019	
	2nd Qtr STT	2nd Qtr State Transit Tax Balance Due		2.73
	2nd Qtr SUTA	2nd Qtr State Unemployment		1,936.36
	2nd Qtr WC	2nd Qtr State Workers Comp		173.64
Total for this ACH Check for Vendor OR-REV:				2,112.73
Total for 7/30/2019:				2,112.73
ACH	ASIFLEX	ASIFlex	07/31/2019	
	JULY 19 PR	PR Batch 00001.07.2019 Flexible Spending Acc	PR Batch 00001.07.2019 Flex	1,479.13
	JULY 19 PR	PR Batch 00001.07.2019 Dependent Care FSA	PR Batch 00001.07.2019 Dep	83.33
Total for this ACH Check for Vendor ASIFLEX:				1,562.46
ACH	DNB	Internal Revenue Service	07/31/2019	
	JULY 19 PR	PR Batch 00001.07.2019 Medicare - Employee	PR Batch 00001.07.2019 Med	1,362.90
	JULY 19 PR	PR Batch 00001.07.2019 Medicare - Employer	PR Batch 00001.07.2019 Med	1,362.90
	JULY 19 PR	PR Batch 00001.07.2019 Federal Income Tax	PR Batch 00001.07.2019 Fed	6,753.85
	JULY 19 PR	PR Batch 00001.07.2019 FICA - Employee	PR Batch 00001.07.2019 FIC.	5,827.62
	JULY 19 PR	PR Batch 00001.07.2019 FICA - Employer	PR Batch 00001.07.2019 FIC.	5,827.62
Total for this ACH Check for Vendor DNB:				21,134.89
ACH	OR-Rev	Oregon Dept. of Revenue	07/31/2019	
	JULY 19 PR	PR Batch 00001.07.2019 Oregon W/Held	PR Batch 00001.07.2019 Ore	5,530.53
Total for this ACH Check for Vendor OR-Rev:				5,530.53
49105	UB*00038	MICHAEL BARKHUFF	07/31/2019	
		Refund Check		30.00
Total for Check Number 49105:				30.00
49106	CIS INS	CIS Trust	07/31/2019	
	JULY 19 PR	PR Batch 00001.07.2019 Voluntary Life Insuran	PR Batch 00001.07.2019 Vol	249.50
	JULY 19 PR	PR Batch 00001.07.2019 CCIS Insurance Long-	PR Batch 00001.07.2019 CCI	239.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	JULY 19 PR	PR Batch 00001.07.2019 Voluntary Dependent I	PR Batch 00001.07.2019 Volt	31.92
	JULY 19 PR	PR Batch 00001.07.2019 Life Insurance - Spous	PR Batch 00001.07.2019 Life	138.77
	JULY 19 PR	PR Batch 00001.07.2019 Short-Term Disability	PR Batch 00001.07.2019 Shoi	124.51
	JULY 19 PR	PR Batch 00001.07.2019 Medical Ins w/RX	PR Batch 00001.07.2019 Med	28,591.10
	JULY 19 PR	PR Batch 00001.07.2019 CCIS Insurance AD&I	PR Batch 00001.07.2019 CCI	22.53
	JULY 19 PR	PR Batch 00001.07.2019 Dental & Vision	PR Batch 00001.07.2019 Den	3,341.00
	JULY 19 PR	PR Batch 00001.07.2019 Life Insurance - er	PR Batch 00001.07.2019 Life	106.82
Total for Check Number 49106:				32,845.86
49107	PEBSCO JULY 19 PR	Nationwide Retirement Solutions PR Batch 00001.07.2019 Nationwide-Deferred C	07/31/2019 PR Batch 00001.07.2019 Nati	4,550.00
Total for Check Number 49107:				4,550.00
49108	CENTURY JULY19 125B JULY19 854B	CenturyLink Analog phone line-Gate/NTS system Analog phone line-fax & fire systems-Admin	07/31/2019	51.63 116.86
Total for Check Number 49108:				168.49
49109	C ROSE #SR-19-224	City of Roseburg Land Use Compatibility Statement-Biosolids Blc	07/31/2019	61.00
Total for Check Number 49109:				61.00
49110	DEQ WQT20-0007	Dept of Environmental Quality Water Quality Tech Fees-Bio Solids Bldg Expan:	07/31/2019	1,052.00
Total for Check Number 49110:				1,052.00
49111	PPL NTS #894853490	Pacific Power Bourbon Street Power (to be Reimb by Back Nir	07/31/2019	12,838.00
Total for Check Number 49111:				12,838.00
49112	SHRED-IT 8127720470	Shred-It USA Shred services	07/31/2019	91.77
Total for Check Number 49112:				91.77
49113	USPS JULY 2019	US Postal Service Postage for mailing UB Bills-August	07/31/2019	2,446.08
Total for Check Number 49113:				2,446.08
49114	VERIZON 9834100372 9834100380	Verizon Wireless Cell phone usage Wireless service-TV Van	07/31/2019	650.99 39.02
Total for Check Number 49114:				690.01
Total for 7/31/2019:				83,001.09
ACH	ASIFLEX A00032589707Exk	ASIFlex FSA Admin fees	08/10/2019	52.50
Total for this ACH Check for Vendor ASIFLEX:				52.50
Total for 8/10/2019:				52.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	08/12/2019	
	JULY 19 PR	PR Batch 00001.07.2019 PERS - Not W/Held	PR Batch 00001.07.2019 PER	8,020.27
	JULY 19 PR	PR Batch 00001.07.2019 PERS Pick-Up	PR Batch 00001.07.2019 PER	736.38
	JULY 19 PR	PR Batch 00001.07.2019 OPSRP-Not W/Held	PR Batch 00001.07.2019 OPS	7,549.65
	JULY 19 PR	PR Batch 00001.07.2019 PERS W/Held	PR Batch 00001.07.2019 PER	4,688.28
	July Rounding	Rounding Adjustment-July contributions		0.05
Total for this ACH Check for Vendor 02669:				20,994.63
Total for 8/12/2019:				20,994.63
Report Total (17 checks):				123,530.81

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/9/2019 11:49 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	08/14/2019	
	2315385891	2 chairs & misc office supplies		353.06
	2315408441	Kitchen supplies		13.58
	2317172851	Kitchen supplies		4.48
	2318038231	Envelopes		26.78
	2321451911	Office supplies		21.98
	62562	Flash drive for backup server		12.99
Total for this ACH Check for Vendor STAPLES:				432.87
49115	AIRGASUS 9090902568	Airgas USA, LLC Pipe Safety Labels	08/14/2019	49.94
Total for Check Number 49115:				49.94
49116	APEX 334618	Apex/Ace Home Center Material to build skids for flushers	08/14/2019	9.98
Total for Check Number 49116:				9.98
49117	WP July 2019	Avista Utilities Gas Usage-Admin Bldg	08/14/2019	28.54
Total for Check Number 49117:				28.54
49118	BANNERMC	BANNER BANK	08/14/2019	
	AA 071819	Pitney Bowes-Quarterly postage machine lease p		81.00
	CM 070119	Board of Acct-CPA License Renewal (Christine)		255.00
	CM 072219	AICPA-Dues (Christine)		285.00
	DF 070119	Cleverbridge.net-WinRAR (unpacking files prog		29.00
	DF 071619	Adobe-Acrobat Pro DC for Dave		179.88
	DF 071719a	Adobe-Acrobat Pro DC for Angie		179.88
	DF 071719b	Adobe-Acrobat Pro DC for Jim		179.88
	DF 071919a	Adobe-error, will be refunded		14.99
	DF 071919b	Network Solutions-Renewal of Domain RUSA-C		81.96
	DF 072419	Network Solutions-email acct for domain verific		11.39
	DF 072919	Acronis-Backup software for Christine PC		69.99
	HW 071919	Do Co-Recording fee for Ord 19-01		120.94
	JB 062819	Delta Airlines-Lucity Conf flight (to)		127.00
	JB 062819b	Alaskan Airlines-Lucity Conf flight (return)		178.30
	JV 070819	Bostons Pub-Dinner, locator training (John)		15.05
	JV 070919	Juan Colorado-Dinner, locator training (John)		21.00
	JV 071019	Guesthouse-Lodging for locator training (John)		191.76
	JV 071019b	Guesthouse(disc)-Lodging for locator training (J		-7.67
	JV 071719	City of Rsbg-Planning fees for Biosolids Bldg		32.00
	JVB 071919	Sherms-Staff meeting supplies		16.44
	JVB 072319	Rivanna Natural Design-Awards (PNCWA will F		476.50
	JVB 072419	Apple Peddler-Dinner (Jim)(PNCWA will Reimt		28.74
	JVB 072619	Apple Peddler-Dinner (Jim)(PNCWA will Reimt		36.12
	KB 071619	Abby's Pizza-UBOS lunch-Crew, John, Ryon, H:		83.90

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	LM 070319	Amazon-2 hand mics for handheld radio		91.25
	MC 072419	Home Depot-Paint & shop supplies		227.53
	RC 070919	Burger King-Meal for travel to look at potential i		5.00
	RK 062919	Amazon-Metal Cut off saw for shop		391.06
	RK 070219	PNCWA-Conf registration (Ryon K)		600.00
	RK 070219	DCUCC-Ten Down Bowling-DCUCC (Ryon, Jii		40.15
	RK 071019	Otterbox-Shipping for replacement belt holster fi		6.99
	RK 071019b	Safeway-Board mtg food		13.00
	RK 071619	Fred Meyers-Table Tennis balls for flow testing		4.79
	RK 071719	Elmers-Do Co Safety Assoc Mtg-Ryon K		18.18
	RK 072319	Harborfreight-Lug Wrench for '10 locating truck		10.99
	RK 072619	Mod Pizza-Lunch-travel to inspect manholes (Ry		13.82
	SL 070119	PNCWA-Conference Reg (Steve)		580.00
	SL 072219	Newegg-30 Flash drives		99.90
	SL 072719	Best Western-Lodging for PNCWA (Steve)-to be		149.21
	SL 072719	Best Western-Lodging for PNCWA (Jim)-to be r		149.21
Total for Check Number 49118:				5,089.13
49119	BHEC	Bassett-Hyland Energy Company	08/14/2019	
	CL83320	Fuel Usage 7/1-7/15		863.37
	CL83668	Fuel Usage 7/16-7/31		1,008.40
Total for Check Number 49119:				1,871.77
49120	OMI	CH2MHill OMI	08/14/2019	
	351289-018	Out of Scope-Mitigated Wetlands (PO 10698)		2,166.98
	351289-019	Services per Agreement-August		123,850.66
Total for Check Number 49120:				126,017.64
49121	WATER	City of Roseburg	08/14/2019	
	July Admin	Water Usage-Admin Bldg		235.66
	July Bulk	Bulk Water Usage-July		125.72
Total for Check Number 49121:				361.38
49122	DRAUTO	D & R Auto & Truck Supply Corp	08/14/2019	
	856526	Hose & Toggle boot seal for B6		19.37
	857910	DEF Fluid		19.78
	858130	Air chuck for Ryons truck		67.93
	859396	Auto wash soap		11.49
Total for Check Number 49122:				118.57
49123	OR-CBS	Dept of Consumer & Business Services	08/14/2019	
	730003010653	Permit #21407 Water Tube WWTP		44.80
	730003010653	Permit #4838 Fire Box Boiler Rm		44.80
	730003010653	Permit #50375 Air Tank WWTP		44.80
	730003010653	Permit #50377 Air Tank WWTP		44.80
Total for Check Number 49123:				179.20
49124	DEQ	Dept of Environmental Quality	08/14/2019	
	Andy Grade 1	DEQ Cert-Grade 1 Collection		240.00
	Rick Grade IV	DEQ Cert-Grade IV Collection		340.00
Total for Check Number 49124:				580.00
49125	DLT SOLU	DLT Solutions, LLC	08/14/2019	
	4771027A	AutoDesk Civil 3D Subscription, 8-9-19 through		2,131.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49125:				2,131.02
49126	DCPW 515471 518758	Douglas County Solid Waste Grit pit disposal Grit pit cleaning	08/14/2019	221.92 481.80
Total for Check Number 49126:				703.72
49127	DFN Aug 2019 Admin Aug 2019 High Aug 2019 Host Aug 2019 Keady Aug 2019 NBank Aug 2019 NTS Aug 2019 Phones Aug 2019 Wilb Aug 2019 Wilb2 Aug 2019 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	08/14/2019 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
Total for Check Number 49127:				821.60
49128	EARTH 426570 553728	EARTH20 Bottled water Bottled water	08/14/2019	34.29 34.29
Total for Check Number 49128:				68.58
49129	FASTENAL ORROS202989 ORROS202990	Fastenal Company Safety supplies Replaced items in first aid kits	08/14/2019	384.53 56.80
Total for Check Number 49129:				441.33
49130	FLURY E1422	Flury Supply Company Belt for safety lift	08/14/2019	19.30
Total for Check Number 49130:				19.30
49131	GENEQ 69331 69953 70202	General Equipment Company Warranty credit for Aquatech B6 tank Nozzle Tank Repair Kit	08/14/2019	-360.00 737.50 52.37
Total for Check Number 49131:				429.87
49132	GRAPHDIM 2120 2161	Graphic Dimensions, Inc. UB Bill card stock Cut UB Bills for August	08/14/2019	2,356.80 37.60
Total for Check Number 49132:				2,394.40
49133	PUGH June 19	Jeffrey L. Pugh, Attorney at Law Legal Services - June	08/14/2019	60.00
Total for Check Number 49133:				60.00
49134	LTM 523996 526501 526570	Knife River Materials Crushed Rock-Timberlake project Crushed Rock-Grandview Project Crushed Rock-Grandview Project	08/14/2019	82.19 72.36 360.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49134:				514.94
49135	LOWES	Lowes	08/14/2019	
	901056	50 lb asphalt-Terrace Project		170.64
	901117	Mounting bracket for light		2.78
	901304	Mock awning supplies		51.48
	905580	Sakrete 80 lb-Timberlake project		12.64
Total for Check Number 49135:				237.54
49136	MSTRCR	MasterCare Cleaning Co Inc	08/14/2019	
	24181-J	Janitorial Services-July		390.00
Total for Check Number 49136:				390.00
49137	NEWS-REV	The News-Review	08/14/2019	
	38193	Invitation to Bid-Biosolids Building		164.43
Total for Check Number 49137:				164.43
49138	NEWS-REV	The News-Review	08/14/2019	
	19-20 Sub	19-20 Subscription		151.50
Total for Check Number 49138:				151.50
49139	NEXNET	Nexcom, LLC	08/14/2019	
	8773	Digital phone service-Admin & Security		332.80
Total for Check Number 49139:				332.80
49140	OR-LIN	Oregon Linen, Inc.	08/14/2019	
	37115	Laundry & mat service		35.30
	376826	Laundry & mat service		51.62
Total for Check Number 49140:				86.92
49141	PPL	Pacific Power	08/14/2019	
	July 19 140Gate	Power Usage-140 LM-NTS Gate		20.47
	July 19 411S	Usage-411 LM-Storage Bldg		29.52
	July 19 425LM	Power Usage-425 Long Meadow		10.48
	July 19 Admin	Power Usage-Admin Bldg		587.56
	July 19 High	Power Usage-Highland PS		975.19
	July 19 Keady	Contract Min&Usage-Keady Ct PS		190.46
	July 19 LV	Power Usage-Loma Vista PS		125.62
	July 19 NBank	Power Usage-North Bank PS		113.36
	July 19 NTS	Contract/Power Usage-NTS PS		13,051.63
	July 19 SBank	Power Usage-South Bank PS		1,296.34
	July 19 Wilb1	Power Usage-Wilbur 1 PS		89.04
	July 19 Wilb2	Power Usage-Wilbur 2 PS		114.65
	July 19 WWTP1	Power Usage-WWTP 1		20,616.59
	July 19 WWTP2	Power Usage-WWTP 2		28.10
Total for Check Number 49141:				37,249.01
49142	PKGDEPOT	Package Depot	08/14/2019	
	50412	Mailing of easements-Albertsons		48.65
Total for Check Number 49142:				48.65
49143	PAPEKEN	Pape Kenworth	08/14/2019	
	577356	Repair B6		6,093.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49143:	6,093.85
49144	PLATT2 V651033	Platt Electric Supply Network patch cords	08/14/2019	26.54
			Total for Check Number 49144:	26.54
49145	Premium 22496	Premium Landscape, Inc. Landscaping services-July	08/14/2019	180.25
			Total for Check Number 49145:	180.25
49146	PRINTS 30749	Prints Charming Safety Shirts for crew	08/14/2019	564.00
			Total for Check Number 49146:	564.00
49147	ROCKYS 11262	Rocky's Auto Repair Oil Change-5 yard truck	08/14/2019	186.67
			Total for Check Number 49147:	186.67
49148	RSBG-DIS July 2019	Roseburg Disposal Company Garbage Service-July	08/14/2019	56.50
			Total for Check Number 49148:	56.50
49149	RGlass 153751	Roseburg Glass Company Window for backhoe	08/14/2019	549.00
			Total for Check Number 49149:	549.00
49150	SOUTHSA 28099	South Stephens Appliance Commercial Washer & Dryer	08/14/2019	2,049.90
			Total for Check Number 49150:	2,049.90
49151	TIM ALLE 1-546647	Tim Allen Equipment Rental of electric sprayer for painting warehouse	08/14/2019	70.56
			Total for Check Number 49151:	70.56
49152	UBWA July 2019 411LM July 2019 606LM July 2019 B	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	08/14/2019	20.00 20.00 20.00
			Total for Check Number 49152:	60.00
49153	UMPQUARF 30393 30823 30858	Umpqua Quarries, LLC Crushed rock-Timberlake project Crushed rock-Grandview project Crushed rock-Grandview project	08/14/2019	73.63 63.00 26.03
			Total for Check Number 49153:	162.66
49154	UMP-SAND 66868 68071	Umpqua Sand & Gravel Top soil & SK Clsm Mix-Timberlake project Top Soil-Watson Project	08/14/2019	347.32 43.08
			Total for Check Number 49154:	390.40

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49155	UNITED 171220611-001	UNITED RENTALS (NORTH AMERICA) Mini Excavator rental-Timberlake Project	08/14/2019	829.58
Total for Check Number 49155:				829.58
49156	WSM 1012-19	WASTEWATER SOLIDS MANAGEMEN Digester Cleaning	08/14/2019	65,960.00
Total for Check Number 49156:				65,960.00
49157	WILLGRAY 18885088	Willamette Graystone, LLC Speedcrete Red Line-50 Lb-Poplar Project	08/14/2019	148.32
Total for Check Number 49157:				148.32
Total for 8/14/2019:				258,312.86
Report Total (44 checks):				258,312.86