



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

REGULAR MONTHLY BOARD MEETING

June 12, 2019

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

June 12th, 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 Griesse

Kelsey Wood

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. May 1st, 2019 Budget Committee Meeting
 - b. May 8th, 2019 Board Meeting
- 4. Public Hearing**
 - a. Public hearing to discuss the Roseburg Urban Sanitary Authority Budget for the Fiscal Year 2019-2020 as approved by the Budget Committee on May 1st, 2019.
- 5. Ordinance No. 2019-01 - First 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.
- 6. Resolution No. 19-02 Rescinding Resolution 19-01**
- 7. Resolution No. 19-03 Adopting the 2019-2020 Budget and Making Appropriations**
- 8. 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. Wastewater Treatment Plant Fuel Tank Removal
 - i. Status update
 - e. FEMA application for funds due to February storm damage.
 - f. Douglas County Landfill Leachate
- 9. New Developments**
- 10. Staff Report**
- 11. Jacobs (ch2m) Plant Operations Report**
- 12. Accounts Payable**
- 13. 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

BUDGET COMMITTEE MEETING
ROSEBURG URBAN SANITARY AUTHORITY

The Budget Committee Meeting to order at 12:00 noon on May 1, 2019 at 1297 N.E. Grandview Drive.

ROLL CALL

Budget Committee Members:

Present: John Dunn, Rob Lieberman, Jerry Griese, Kelsey Wood, David Campos, Marc Chirrick, Robin VanWinkle and Ron Thames

Absent: Mike Jackson and Ryan Neeman

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch, Information Technology Systems Administrator Dave Fromdahl, Engineering Technician III Ryon Kershner and CH2M Project Manager Jade Meham.

Budget Officers are as follows:

- **Budget Officer.** Jim Baird, General Manager, Roseburg Urban Sanitary Authority.
- **Budget Committee Chairman.** Nomination was made for Marc Chirrick as the Budget Committee Chairman. Ron Thames moved to nominate Marc Chirrick as Budget Committee Chairman.
- **Budget Committee Secretary.** Nomination was made for Robin VanWinkle as the Budget Committee Secretary. Ron Thames moved to nominate Robin VanWinkle as Budget Committee Secretary.

The Budget Message for the fiscal year 2019-2020 was presented by the Budget Officer, General Manager Jim Baird. There was discussion regarding the contents of the Budget Message.

General Fund has 4 departments

- Administration and Engineering
- Treatment
- Collection
- Finance

Consisting of the following categories:

- Personnel Services
- Materials and Services
- Capital Outlay

Other Funds

- Fund #2 Diamond Lake LID Fund
- Fund #3 Collection System Expansion Fund
- Fund #4 Infrastructure Replacement Reserve Fund
- Fund #6 Treatment Plant Expansion Fund
- Fund #7 Asset Acquisition and Replacement Fund
- Fund #10 Plant Equipment Replacement Fund
- Fund #11 Administration Building Fund

No rate increase is proposed for the 2019-2020 Budget, as submitted.

Jim Baird provided the Board with an overview of "Other Funds"

- Diamond Lake LID Fund
- Collection System Expansion Fund
- Infrastructure Replacement Reserve Fund
- Treatment Plant Expansion Fund
- Asset Acquisition and Replacement Fund
- Plant Equipment Replacement Fund
- Administration Building Fund

John Dunn questioned if there would be a benefit in adopting a several year budgeting plan when purchasing new equipment such as the Combination Truck. Jim Baird explained that Fund 7 was created for that purpose and suggested creating a Budget handbook or manual that could include an equipment replacement list.

Discussion was held regarding the continuing rise in health insurance cost. Jim Baird stated staff will prepare a cost analysis to present to the Board by first quarter next year. Staff suggested this should provide the Board with time to review the findings before the Budget preparation for 2020-2021.

John Dunn and Jerry Griesse both excused themselves from the meeting at approximately 1:00 p.m.

Ron Thames made a motion to approve the 2019-2020 Budget, as presented, pending a description correction on page 13 and a numeric correction on page 10.

Rob Lieberman seconded the motion.

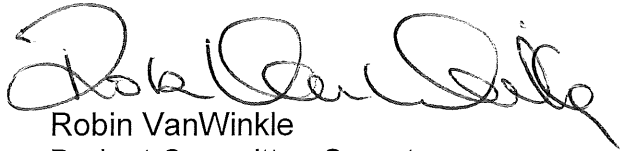
Budget Chair requested a vote by Roll Call.

| | |
|-----------------|-----|
| John Dunn | |
| Rob Lieberman | Yes |
| Jerry Griesse | |
| Kelsey Wood | Yes |
| David Campos | Yes |
| Marc Chirrick | Yes |
| Mike Jackson | |
| Ryan Neeman | |
| Robin VanWinkle | Yes |
| Ron Thames | Yes |

The 2019-2020 Budget was approved with a 6/0 vote.

There being no further business to come before the Budget Committee, the meeting was adjourned at 1:10 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Robin VanWinkle', written in a cursive style.

Robin VanWinkle
Budget Committee Secretary



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 4:05 p.m. on May 8, 2019 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

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

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, April 10, 2019.

David Campos moved to approve the minutes, for the Wednesday, April 10, 2019 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Jerry Griese seconded the motion.
The motion passed unanimously.

Wastewater Treatment Plant Operation Contract

Jade Mecham, Jacobs Project Manager II, provided Amendment No. 14 for the operations, maintenance and management services for the fiscal years 2019 – 2020 of the wastewater treatment plant, Natural Treatment System and nine pump stations. The negotiated compensation for the period July 1st, 2019 through June 30th, 2020 is \$1,486,208. This represents an increase of \$33,335 or 2.3% from the previous contract.

Staff recommended that the Board approve Amendment No. 14 for the operation of the Wastewater Treatment Plant, Natural Treatment System and nine pump stations.

David Campos made a motion to approve the contract renewal with Jacobs for \$1,486,208.
Jerry Griese seconded the motion.
The motion passed unanimously.

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

The preconstruction meeting was held April 15th with all parties. The force main installation is tentatively scheduled to begin May 13th.

Loma Vista Pump Station Study

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

Wastewater Treatment Plant Fuel Tank Removal

The final billing has been received and is included in the May accounts payable. The Oregon DEQ will provide a "No Further Action Required" letter after they receive the final payment.

CH2M Report

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal. The plant received high flow conditions at the beginning of the month with over 3.2 inches of rainfall over a 3-day period.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the May 8, 2019 Accounts Payable.

David Campos made a motion to approve the Accounts Payable and Addendum as presented.

Jerry Griesse seconded the motion.

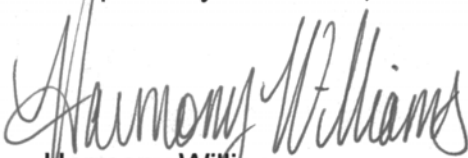
The motion passed unanimously.

Other Business

None.

There being no further business to come before the Board, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,



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

James V. Baird, General Manager

John Dunn, Board Chair

RESOLUTION 19-02

**A RESOLUTION RESCINDING RESOLUTION 19-01: A RESOLUTION MAKING
BUDGETARY TRANSFER OF APPROPRIATION AUTHORITY FOR THE FISCAL
YEAR 2018-2019**

RECITAL:

On February 13th, 2019 Roseburg Urban Sanitary Authority Board (RUSA) authorized a transfer from the 2018-2019 General Fund, General Operating Contingency, a budget adjustment of \$16,000 by Resolution 19-01. This adjustment moved the funds from the General Fund (Fund #1) Operating Contingency to the Administration & Engineering (Department #5). The funds were being transferred 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 can't be completed before June 30th, 2019 and therefore RUSA will not be expending these funds in the current fiscal year. To clearly represent the expenditure of the funds in the appropriate fiscal year we are rescinding Resolution 19-01.

**NOW, THEREFORE, BE IT RESOLVED BY THE ROSEBURG URBAN
SANITARY AUTHORITY**, that Resolution 19-01 is rescinded.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY
AUTHORITY'S BOARD OF DIRECTORS THIS 12TH DAY OF JUNE 2019.**

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

RESOLUTION 19-03

A RESOLUTION ADOPTING THE 2019-2020 BUDGET AND MAKING APPROPRIATIONS

- 1 **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** adopts the Budget approved by the Budget Committee for Fiscal Year 2019-2020 now on file in the office of the Authority's Manager.
- 2 **BE IT RESOLVED** that the amount for the Fiscal Year beginning July 1, 2019, and for the purposes shown below are hereby appropriated as follows:

| |
|------------------------|
| GENERAL FUND 01 |
|------------------------|

| | |
|-------------------------------------|-------------------|
| Administration & Engineering | 1,175,600 |
| Treatment | 2,366,408 |
| Collection | 1,768,800 |
| Finance | 473,100 |
| Contingency | 550,000 |
| Transfers To Other Funds | 400,000 |
| Unappropriated Ending Fund Balance* | 4,068,442 |
| TOTAL: | 10,802,350 |

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|-------------------------------------|
| DIAMOND LAKE LID FUND 02 |
|-------------------------------------|

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|-------------------------------------|---------------|
| Transfers to Other Funds | 0 |
| Unappropriated Ending Fund Balance* | 23,400 |
| TOTAL: | 23,400 |

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| COLLECTION SYSTEM EXPANSION FUND 03 |
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|-------------------------------------|------------------|
| Capital Outlay | 1,382,300 |
| Unappropriated Ending Fund Balance* | 116,000 |
| TOTAL: | 1,498,300 |

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| INFRASTRUCTURE REPLACEMENT RESERVE FUND 04 |
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|-------------------------------------|------------------|
| Capital Outlay | 2,235,000 |
| Unappropriated Ending Fund Balance* | 0 |
| TOTAL: | 2,235,000 |

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| TREATMENT PLANT EXPANSION FUND 06 |
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|-------------------------------------|------------------|
| Capital Outlay | 917,800 |
| Debt Service | 104,300 |
| Unappropriated Ending Fund Balance* | 0 |
| TOTAL: | 1,022,100 |

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| ASSET ACQUISITION AND REPLACEMENT FUND 07 |
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| Transfer to Other Funds | 610,000 |
| Unappropriated Ending Fund Balance* | 1,665,100 |
| TOTAL: | 2,275,100 |

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| <p align="center">PLANT EQUIPMENT REPLACEMENT FUND 10</p> |
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|-------------------------------------|---------|
| Capital Outlay | 993,000 |
| Unappropriated Ending Fund Balance* | 0 |

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|---------------|----------------|
| TOTAL: | 993,000 |
|---------------|----------------|

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| <p align="center">ADMINISTRATION BUILDING FUND FUND 11</p> |
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|-------------------------------------|--------|
| Capital Outlay | 20,000 |
| Unappropriated Ending Fund Balance* | 47,360 |

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|---------------|---------------|
| TOTAL: | 67,360 |
|---------------|---------------|

**Amounts Not Appropriated*

3 BE IT RESOLVED that the **ROSEBURG URBAN SANITARY AUTHORITY** certifies to the Douglas County Clerk this Resolution, and shall file a copy of the Budget as finally adopted.

ADOPTED and appropriated by the **ROSEBURG URBAN SANITARY AUTHORITY** at the Regular Monthly Board Meeting, June 12, 2019.

DATED: June 12, 2019

John W. Dunn
Chairman of the Board

James V. Baird
General Manager

GENERAL MANAGERS REPORT

Date: 5/28/19
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

Utility power is still pending Pacific Power installation.

Winchester Pump Station Force Main Replacement Project

Force main construction is scheduled to begin the week of May 27th. We have identified a conflict with two large storm culverts. The contractor has 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 has 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 contacted me requesting that the Board discuss accepting the landfill leachate in the future.

I told them 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.

I did inform them 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.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

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

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 (6/5/2018)

ROSEBURG URBAN SANITARY AUTHORITY

MAY 2019 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 32 work orders.
- Completed CCTV of 34,363 feet or 6.51 miles of mainline.
- Completed cleaning of 34,593 feet of mainline.
- Completed semi-annual Vermin control work order.
- Completed 115 manhole inspections and improved access for 71 manholes (Brush control).
- Completed 1 manhole and 1 mainline spot repair.
- Constructed 3 additional check dams at NTS.
- Completed training for the City of Winston on CCTV Van.

ENGINEERING DEPARTMENT:

- Completed 308 underground utility locate requests.
- Issued 12 permits and completed 12 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 home owner and working on closing out the project.
- Hwy 99 pressure main project is underway and approximately 1000 feet of dual force main have been installed 6-5-2019.
- FOG inspections: Dairy Queen was found to be in violation and a second violation notice and fine was issued. Burrito Vaquero-OK, Elmers-OK, Henrys Donuts-OK, Taco Bell-OK, KFC Garden Valley-OK, KFC Harvard-OK, Casey's-OK, Linus Oaks- OK, Walmart-OK, Kodiak Bar-OK

FINANCE DEPARTMENT:

- Vacancy Credits: 8 were processed for a total of \$919.90 in May.
- Credit cards/eChecks: 779 payments totaling \$38,366.23 were collected in May. 76 payments received at the counter, 36 by voice response system, and 667 on-line.
- Automatic Payments: 2,042 customer accounts are signed up. Received \$82,188.52 or approximately 14.8% of monthly billing.
- Tax Lien Turnovers: Final notice letters to customers for potential tax lien turnovers went out in May. Customers have until June 20th to bring their balance current or be turned over to property taxes.

RUSA SAFETY COMMITTEE:

- Conducted a safety audit with Oregon OSHA.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: June 5, 2019
SUBJECT: May 2019 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal (pending final test result to come out) and 96% 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 May 2019, was 263,000 KWHRS with a total Effluent flow of 105.42 million gallons, of which, 104.57 went to Outfall 002 (Natural Treatment System) and the remaining .85 went to Outfall 001 (South Umpqua River). The May 2018 electrical consumption was 239,000 KWHRS with a total Effluent flow of 97.44 million gallons, of which, 96.40 went to Outfall 002 (Natural Treatment System) and the remaining 1.04 went to Outfall 001 (South Umpqua River). The plant effluent flow was directed to the NTS on May 1st.
- Field application of dewatered biosolids started in May.
- The #1 primary digester was emptied of the remained solids and photos were taken of the internal condition in preparation for an outside contractor to do the digester cleaning.
- Winston/Green hauled 4 truck loads of activated sludge from the RUSA plant to the Winston/Green plant to help increase their microbe activity.
- The DEQ Stormwater Department did an inspection of the facilities on 5-23-19.
- The High-Pressure Irrigation pump at the NTS is out of commission with a VFD problem, as of 5-23-19.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in May:

- *Safeway*: The sample box has some FOG build up, the manager said that the tank is pumped quarterly.
- *North Forty Brewing*: Some FOG buildup in their discharge line. The business is equipped with a small inside grease interceptor that is cleaned weekly.
- *Schumart on Garden Villy Blvd*: The cleanout showed their line was in Ok condition.
- *Java Run Harvard Blvd*: Their discharge was in good condition.
- *Good to Go*: The camera in the clean out showed the line to be in satisfactory condition.

NATURAL TREATMENT SYSTEM (NTS)

- The break in the butt weld joint for the HDPE pipe at the NTS pump station has been repaired and that zone is back in service as of 5-26-19.
- Sprinkler repairs were done in multiple zones throughout the month of May.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 77.4 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.76 Million Gallons

MAINTENANCE -PLANT/NTS

- Replaced the bad section of HDPE pipe on the discharge header of zone 3L1 at the NTS.
- Replaced the plants irrigation controller with a new one.
- Replaced the tow hitch and jack on the Gorman Rupp Irrigation pump.
- Replaced the water strainer housing fort the #2 influent pump.
- Installed a UPS power supply for the Ultrasonic level controllers at all the Lift Stations.
- Replaced the lower bearing and shaft for the Grit Classifier unit.
- Repaired the #1 WAS pump.
- Replaced the PVC valve and piping for the back-yard irrigation system at the plant.
- Replaced the digester sludge valve S40.
- Installed a Surge float system connected to Missions for the Fairgrounds Lift Station.
- Had the Influent generator repaired for a water leak on the engine.

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 and are pulled/ downloaded/ recalibrated/ relaunched twice per month. Batteries are changed monthly.
 - 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: 142
- | | | | | |
|-----------|-------------|------------------|---------------------|-----------|
| 14 CBOD's | 31 pH | 15 Fecal/E. Coli | 5 TKN | 5 Nitrate |
| 14 TSS | 31 Cl2 Res. | 14 Ammonia | 13 Total Phosphorus | |
- Precision results:
In control: 142
Out of control: 0
 - Accuracy Results:
In Control: 125
Out of Control: 4

- Eureka probes were calibrated and deployed at SW1, SW6, and SW5 at the beginning of the month and pulled, downloaded, recalibrated and relaunched on 5/16/19.
- On 5/13/19, we collected a lab water sample and shipped to NRC for testing.
- On 5/20/19, Quality Control Services cleaned and calibrated all balances and spectrophotometers.
- Ran DMR-QA Study 38 samples this month and submitted data for grading.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin Bruton was in Crescent City for two days and Sweet Home for three days.
- Jade Mecham was in Brookings for four days.

UPCOMING EVENTS

OPERATIONS/NTS:

- Two new irrigation lines will be installed in zones 3L1 and 2L, one is 300' and the one in 2L will be 600' in length.

MAINTENANCE:

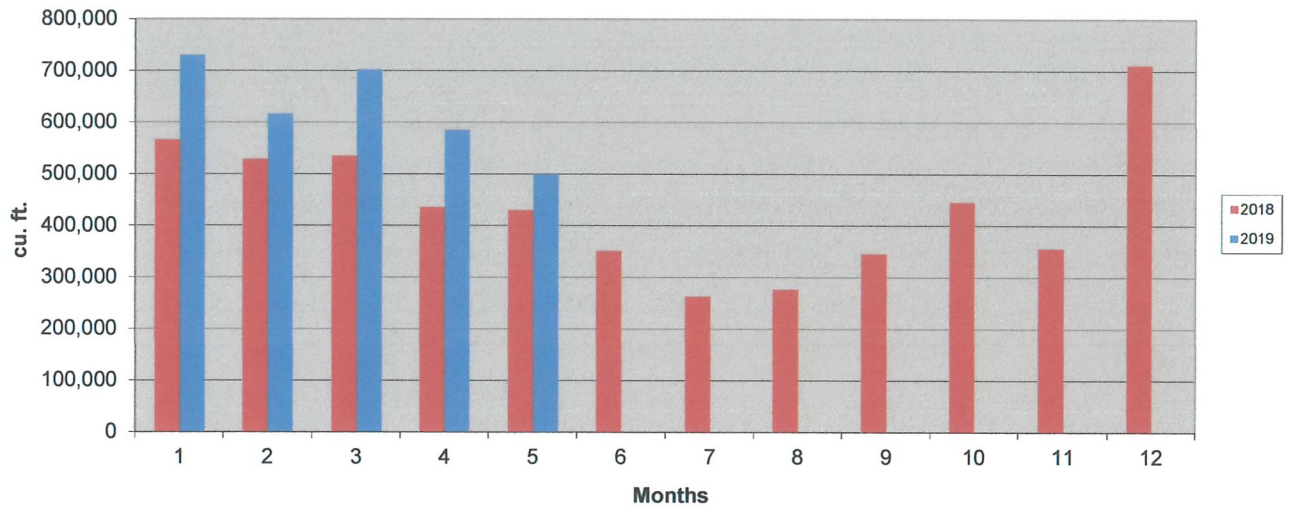
- Repair the VFD for the High-Pressure Pump at the NTS.
- Rebuild Odorous Air Fan.
- Finish installing Surge floats at the remaining Lift stations.

Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs (hand deliver to Board Meeting)
 12 Month Moving Avg. (hand deliver to Board Meeting)
 Violation Sum-Limit Report (hand deliver to Board Meeting)

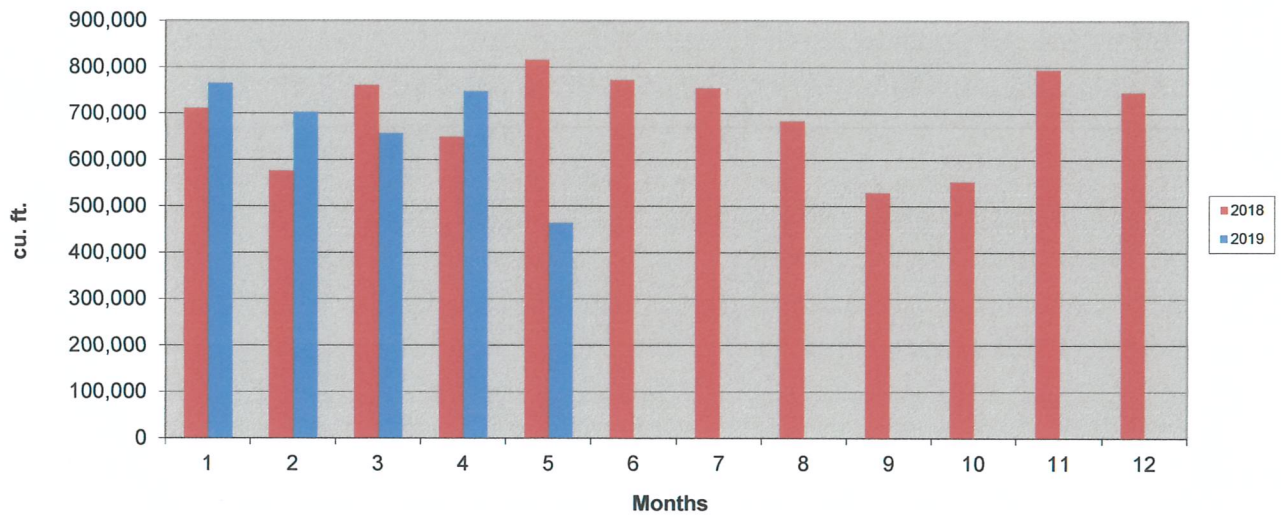


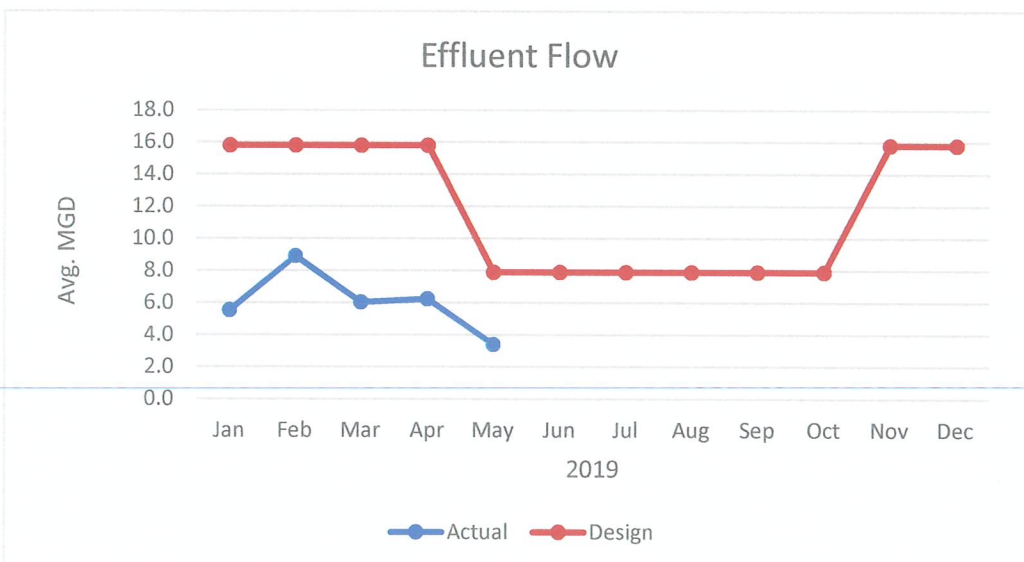
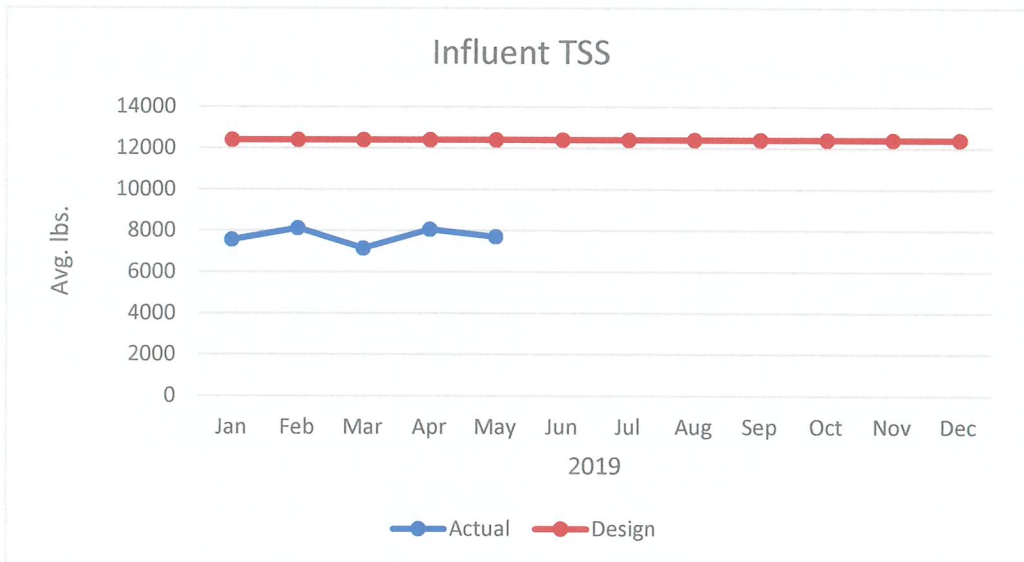
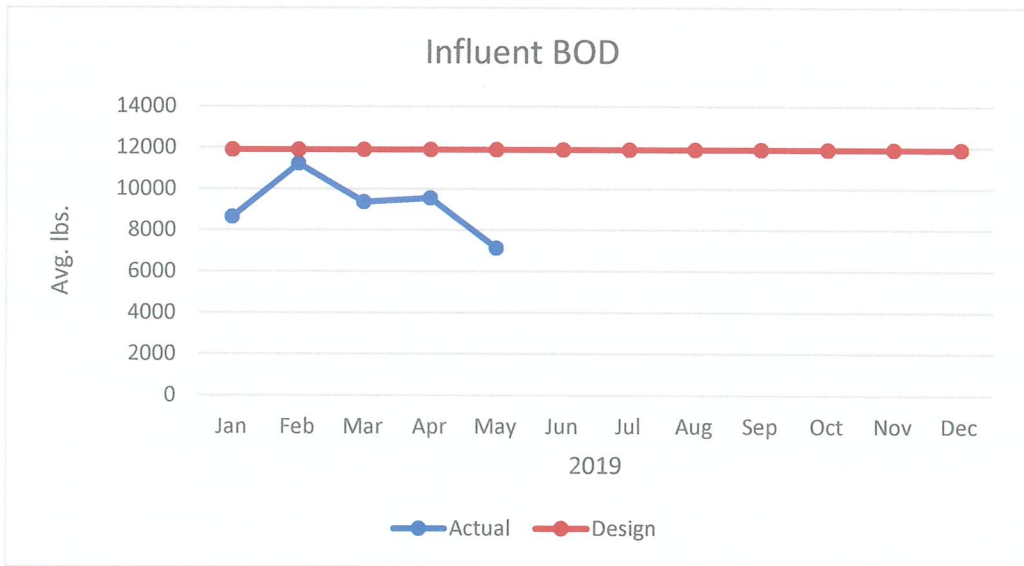
 Jade Mecham
 Project Manager
 Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

| Month/Year | Plnt Inf Q Average MGD | Plnt Inf Average lbs/day CBOD /BOD | Plnt Inf Average lbs/day TSS |
|------------|---------------------------|--|---------------------------------|
| | | | |
| Jun-18 | 2.87 | 7027 | 6826 |
| 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 |
| SUM | 51.84 | 97903 | 87500 |
| AVE | 4.32 | 8159 | 7292 |
| MAX | 8.92 | 11233 | 8133 |
| MIN | 2.65 | 6345 | 6288 |

Limit Summary: (** designates values exceeding limit)
1 value 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 | 6.14 |
| Max Weekly Avg (Wed Rule) , 5/5/2019 | MG/L | 15.00 | 10.33 |
| Average Loading | lb/day | 660.00 | 28.26 |
| Max WeeklyAvg (Wed Rule) Loading, Beginning: 4/28/2019 | lb/day | 990.00 | 28.26 |
| Plnt Ef - Effluent | | | |
| BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day | | | |
| Maximum Loading, 5/1/2019 | lb/day | 1300 | 28 |
| Plnt Ef - C BOD | | | |
| pH Lab - pH Lab Standard Units | | | |
| Minimum , 5/5/2019 | S.U. | 6.30 | 6.75 |
| Maximum , 5/7/2019 | S.U. | 8.50 | 7.25 |
| Plnt Ef - C BOD | | | |
| Solids TSS - Total Suspended Solids TSS | | | |
| ** Average | MG/L | 10.00 | 10.21 |
| Max Weekly Avg (Wed Rule) , 5/5/2019 | MG/L | 15.00 | 13.67 |
| Average Loading | lb/day | 660.00 | 49.45 |
| Max WeeklyAvg (Wed Rule) Loading, Beginning: 4/28/2019 | lb/day | 990.00 | 142.48 |
| Plnt Ef - Effluent | | | |
| Solids TSS - Total Suspended Solids TSS | | | |
| Maximum Loading, 5/1/2019 | lb/day | 1300 | 49 |
| 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 | 96 |
| Plnt Ef - Effluent | | | |
| Nh3 N Ammonia - Nitrogen Ammonia Total As N | | | |
| Average | MG/L | NA | 12 |
| Maximum , 5/8/2019 | MG/L | na | 15 |
| Plnt Ef - Effluent | | | |
| E Coli - E Coli | | | |
| Average | MPN | 126 | 7 |
| Maximum , 5/20/2019 | MPN | 406 | 34 |
| Plnt Ef - Effluent | | | |
| XS Therms - Excess Thermal Load | | | |
| Maximum , 5/1/2019 | MKCal | na | -4 |

We are in summer mode of operations with the flow being sent to Outfall 002 (Natural Treatment System).

CASH DISBURSEMENT RECAP BOARD MEETING JUNE 12, 2019

Cash Disbursements Since the Last Board Meeting

All Funds:

| | |
|--|-------------------|
| Total of Prepaid Checks & ACH Transactions | 83,498.46 |
| Total of Regular Checks & ACH Transactions | <u>102,876.48</u> |

| | |
|--|-------------------|
| Total Expenditures (not including Payroll) | <u>186,374.94</u> |
|--|-------------------|

Payroll:

| | |
|------------------------|-----------|
| Net Payroll - May 2019 | 58,741.37 |
|------------------------|-----------|

| | |
|--|-------------------|
| All Checks & ACH Transactions since the Board Meeting of May 8, 2019 | <u>245,116.31</u> |
|--|-------------------|

Accounts Payable

Checks by Date - Detail by Check Date

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| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|--|--|--|--|
| ACH | ASIFLEX April 2019 | ASIFlex Cafeteria plan fees | 05/10/2019 | 52.50 |
| Total for this ACH Check for Vendor ASIFLEX: | | | | 52.50 |
| ACH | 02669 April 19 PR April 19 PR April 19 PR April 19 PR April 2019 | PERS Deposit PR Batch 00001.04.2019 OPSRP-Not W/Held PR Batch 00001.04.2019 PERS Pick-Up PR Batch 00001.04.2019 PERS - Not W/Held PR Batch 00001.04.2019 PERS W/Held PERS Rounding Adjustment-April | 05/10/2019 PR Batch 00001.04.2019 OPS PR Batch 00001.04.2019 PER PR Batch 00001.04.2019 PER PR Batch 00001.04.2019 PER | 5,313.07 711.12 6,764.30 4,475.22 -0.02 |
| Total for this ACH Check for Vendor 02669: | | | | 17,263.69 |
| Total for 5/10/2019: | | | | 17,316.19 |
| ACH | ASIFLEX May 19 PR May 19 PR | ASIFlex PR Batch 00001.05.2019 Flexible Spending Acco PR Batch 00001.05.2019 Dependent Care FSA | 05/31/2019 PR Batch 00001.05.2019 Flex PR Batch 00001.05.2019 Dep | 1,479.13 83.33 |
| Total for this ACH Check for Vendor ASIFLEX: | | | | 1,562.46 |
| ACH | DNB May 19 PR May 19 PR May 19 PR May 19 PR May 19 PR | Internal Revenue Service PR Batch 00001.05.2019 Medicare - Employer PR Batch 00001.05.2019 Federal Income Tax PR Batch 00001.05.2019 FICA - Employer PR Batch 00001.05.2019 Medicare - Employee PR Batch 00001.05.2019 FICA - Employee | 05/31/2019 PR Batch 00001.05.2019 Med PR Batch 00001.05.2019 Fed PR Batch 00001.05.2019 FIC. PR Batch 00001.05.2019 Med PR Batch 00001.05.2019 FIC. | 1,237.86 5,812.05 5,292.93 1,237.86 5,292.93 |
| Total for this ACH Check for Vendor DNB: | | | | 18,873.63 |
| ACH | OR-Rev May 19 PR | Oregon Dept. of Revenue PR Batch 00001.05.2019 Oregon W/Held | 05/31/2019 PR Batch 00001.05.2019 Ore | 4,868.07 |
| Total for this ACH Check for Vendor OR-Rev: | | | | 4,868.07 |
| ACH | PBPP 25843578 | Pitney Bowes Purchase Power Refill postage meter | 05/31/2019 | 301.50 |
| Total for this ACH Check for Vendor PBPP: | | | | 301.50 |
| 49003 | CIS INS May 19 PR May 19 PR May 19 PR May 19 PR May 19 PR May 19 PR May 19 PR | CIS Trust PR Batch 00001.05.2019 CCIS Insurance AD&I PR Batch 00001.05.2019 Dental & Vision PR Batch 00001.05.2019 Voluntary Dependent L PR Batch 00001.05.2019 Voluntary Life Insuran PR Batch 00001.05.2019 Life Insurance - er PR Batch 00001.05.2019 Life Insurance - Spous PR Batch 00001.05.2019 CCIS Insurance Long- | 05/31/2019 PR Batch 00001.05.2019 CCI PR Batch 00001.05.2019 Den PR Batch 00001.05.2019 Vol PR Batch 00001.05.2019 Vol PR Batch 00001.05.2019 Life PR Batch 00001.05.2019 Life PR Batch 00001.05.2019 CCI | 22.09 3,341.00 31.92 249.50 106.08 138.77 224.71 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--|---|---|-----------------|
| | May 19 PR | PR Batch 00001.05.2019 Medical Ins w/RX | PR Batch 00001.05.2019 Med | 28,591.10 |
| | May 19 PR | PR Batch 00001.05.2019 Short-Term Disability | PR Batch 00001.05.2019 Sho | 124.51 |
| Total for Check Number 49003: | | | | 32,829.68 |
| 49004 | PEBS CO May 19 PR | Nationwide Retirement Solutions PR Batch 00001.05.2019 Nationwide-Deferred C | 05/31/2019 PR Batch 00001.05.2019 Nati | 4,225.00 |
| Total for Check Number 49004: | | | | 4,225.00 |
| 49005 | CENTURY MAY 2019 ADMIN MAY 2019 Gate | CenturyLink Analog phone lines for fax and fire alarm, install Analog phone line for gate at NTS, installation fi | 05/31/2019 | 178.27 92.19 |
| Total for Check Number 49005: | | | | 270.46 |
| 49006 | OUNC JB.LOCATE CLASS | Oregon Utility Notification Center 2-Day locate class - John | 05/31/2019 | 50.00 |
| Total for Check Number 49006: | | | | 50.00 |
| 49007 | SHRED-IT 8127289427 | Shred-It USA Document shredding service | 05/31/2019 | 85.77 |
| Total for Check Number 49007: | | | | 85.77 |
| 49008 | USPS May 2019 | US Postal Service Postage for mailing utility bills | 05/31/2019 | 2,443.28 |
| Total for Check Number 49008: | | | | 2,443.28 |
| 49009 | VERIZON 9830149083 9830149091 | Verizon Wireless Monthly wireless services Wireless services for TV Van | 05/31/2019 | 633.40 39.02 |
| Total for Check Number 49009: | | | | 672.42 |
| Total for 5/31/2019: | | | | 66,182.27 |
| Report Total (13 checks): | | | | 83,498.46 |

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 6/7/2019 10:37 AM



| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|--|-------------------------|---|----------------------------|--------------|
| ACH | STAPLES | Staples Credit Plan | 06/12/2019 | |
| | 2285465231 | Toner cartridges - crew printer, pencils | | 953.48 |
| | 2288497181 | Window envelopes with logos | | 294.68 |
| | 2295957601 | Laminating sheets, drop box envelopes | | 68.14 |
| | 2295997851 | Kitchen supplies | | 27.21 |
| Total for this ACH Check for Vendor STAPLES: | | | | 1,343.51 |
| ACH | 02669 | PERS Deposit | 06/12/2019 | |
| | May 19 PR | PR Batch 00001.05.2019 OPSRP-Not W/Held | PR Batch 00001.05.2019 OPS | 5,274.19 |
| | May 19 PR | PR Batch 00001.05.2019 PERS Pick-Up | PR Batch 00001.05.2019 PER | 711.12 |
| | May 19 PR | PR Batch 00001.05.2019 PERS - Not W/Held | PR Batch 00001.05.2019 PER | 6,823.84 |
| | May 19 PR | PR Batch 00001.05.2019 PERS W/Held | PR Batch 00001.05.2019 PER | 4,472.98 |
| | May PERS Roundi | PERS Rounding-May | | -0.03 |
| Total for this ACH Check for Vendor 02669: | | | | 17,282.10 |
| 49010 | APEX | Apex/Ace Home Center | 06/12/2019 | |
| | 333545 | Return drip system parts | | 19.98 |
| | 333546 | Return drip system part | | -9.99 |
| Total for Check Number 49010: | | | | 9.99 |
| 49011 | WP | Avista Utilities | 06/12/2019 | |
| | May 2019 | Natural gas service | | 39.18 |
| Total for Check Number 49011: | | | | 39.18 |
| 49012 | BANNERMC | BANNER BANK | 06/12/2019 | |
| | AA 050119 | Abby's Pizza - Lunch for Budget meeting | | 159.30 |
| | CM 051319 | OSCPA - Gov Accounting & Auditing Conf | | 430.00 |
| | CM 051619 | OSCPA - OR Ethics | | 189.00 |
| | DF 050119 | Network Solutions - Email acct for domain for L | | 11.39 |
| | DF 052019 | eFileCabinet Subscription | | 1,850.00 |
| | DF 052619 | Amazon - Fujitsu fi-7260 Flatbed Business Docu | | 1,259.99 |
| | DF 052919 | Network Solutions - Email acct for domain for L | | 11.39 |
| | GO 050719 | Ten Down - DCUCC lunch meeting - GO | | 11.00 |
| | HW 050119 | Safeway - Budget meeting snacks | | 10.00 |
| | HW 050819a | Safeway - Board meeting snacks | | 11.00 |
| | HW 050819b | Staples - machine folding for May turnover letter | | 20.00 |
| | HW 052219 | USPS - Certified mailing - DQ Notice of violatic | | 6.85 |
| | JB 052019a | Gov Deals - Used portable generator | | 4,229.10 |
| | JB 052019b | Gov Deals - Used portable generator | | 3,718.50 |
| | JJB 050719 | Ten Down - DCUCC lunch - JJB | | 13.50 |
| | JJB 051019 | Harbor Freight - flashlight | | 14.99 |
| | JJB 051519a | Douglas County - Relinquish easement | | 96.00 |
| | JJB 051519b | GovTeller (Do County)-Relinquish easement-cre | | 2.39 |
| | JJB 052119 | Abbys Pizza - UBOS lunch - KB, RC, JB, SL, H | | 73.50 |
| | JJB 052219 | Prints Charming - RUSA work shirts - JJB | | 87.00 |
| | KB 051019 | Rocky's Auto - Oil change for CCTV van | | 218.95 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------------|--|-------------------------|--------------------|
| | KV 052119 | Abbys Pizza - UBOS lunch - KV, AB, LM | | 21.00 |
| | LM 050819 | Coastal - Rat bait | | 43.99 |
| | LM 051519 | Amazon - replacement part for radio | | 77.32 |
| | MC 050919 | Bagel Tree - Staff meeting snacks | | 28.00 |
| | MC 052119 | Medic First Aid Int'l - CPR Instructor renewal fe | | 20.00 |
| | MC 052919 | DC Co-op - Stakes for pond liner at NTS | | 9.99 |
| | RK 050319 | Home Depot - Sillcock key for hose spigot | | 8.47 |
| | RK 050719 | Ten Down - DCUCC lunch - RK | | 13.75 |
| | RK 051319 | Clemons Boots - Boot grease | | 14.56 |
| | RK 051519a | Elmers-Do Co Safety Assoc lunch mtg-Ryon K. | | 16.88 |
| | RK 051519b | Douglas County - Record deed | | 96.00 |
| | RK 051519c | GovTeller (Do Co)-Record deed-credit card fee | | 2.39 |
| | RK 051619a | Douglas County - Record deed | | 91.00 |
| | RK 051619b | GovTeller (Do Co)-Record deed-credit card fee | | 2.27 |
| | RK 052419 | Professional Land Surveyors - PLSO membershi | | 239.00 |
| | SL 043019 | WEF - Annual membership renewal - SL, MC, K | | 300.00 |
| | SL 043019 | WEF - Annual membership renewal - JB, RK | | 320.00 |
| | SL 050819 | North Shore Door Parts - Gate remotes | | 218.82 |
| | SL 051019 | BTL Sales - Pond Liner for check dams at NTS | | 1,711.00 |
| | SL 052919 | Workwear & more - work jeans for SL, MC | | 179.92 |
| Total for Check Number 49012: | | | | 15,838.21 |
| 49013 | BASCO 22819 | Basco Logging Inc Generator re-fueling during the snowstorm | 06/12/2019 | 5,081.36 |
| Total for Check Number 49013: | | | | 5,081.36 |
| 49014 | BHEC CL81940 CL82280-IN | Bassett-Hyland Energy Company Fuel use 5/1/19 - 5/15/19 Fuel use 5/16/19 - 5/31/19 | 06/12/2019 | 939.83 1,000.51 |
| Total for Check Number 49014: | | | | 1,940.34 |
| 49015 | BENTLEYW 59025 | Bentley Welding Repair tanks on hydraulic tap machine | 06/12/2019 | 322.88 |
| Total for Check Number 49015: | | | | 322.88 |
| 49016 | Chytka 130214 130502 | Chytka Pest Control LLC Monthly pest control service Monthly pest control service | 06/12/2019 | 40.00 40.00 |
| Total for Check Number 49016: | | | | 80.00 |
| 49017 | WATER May 2019 Admin | City of Roseburg Water service for Admin | 06/12/2019 | 210.70 |
| Total for Check Number 49017: | | | | 210.70 |
| 49018 | DRAUTO 848662 | D & R Auto & Truck Supply Corp Hydraulic hose and fittings to repair backhoe | 06/12/2019 | 123.95 |
| Total for Check Number 49018: | | | | 123.95 |
| 49019 | SHAUN 00002-23898 | DC Precision Lube & Tune Oil change - sign truck | 06/12/2019 | 35.09 |
| Total for Check Number 49019: | | | | 35.09 |
| 49020 | DCCO-OP 894297 | Douglas County Farmers' Co-op Pruners, fertilizer for plants/trees | 06/12/2019 | 58.97 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|-------------------------|-------------------------------------|-------------------------|--------------|
| Total for Check Number 49020: | | | | 58.97 |
| 49021 | DFN | Douglas Fast Net | 06/12/2019 | |
| | June 2019 | Admin Hosting | | 10.28 |
| | June 2019 | Internet Services-Highland PS | Service: 105797 | 74.91 |
| | June 2019 Admin | Internet Services-Admin | Service: 14806 | 213.49 |
| | June 2019 Keady | Internet Services-Keady Ct | Service: 106289 | 74.91 |
| | June 2019 NBank | Internet Services-No. Bank PS | Service: 105793 | 71.91 |
| | June 2019 NTS | Internet Services-NTS | Service: 23920 | 46.09 |
| | June 2019 Ph/Ca | Digital phones and security cameras | | 98.01 |
| | June 2019 Wilb1 | Internet Services-Wilbur 1 PS | Service: 105796 | 74.91 |
| | June 2019 Wilb2 | Internet Services-Wilbur 2 PS | Service: 105794 | 71.91 |
| | June 2019 Winch | Internet Services-Winchester P | Service: 105795 | 74.91 |
| Total for Check Number 49021: | | | | 811.33 |
| 49022 | EARTH | EARTH20 | 06/12/2019 | |
| | 055113 | Bottled water delivery | | 18.39 |
| | 991964 | Bottled water delivery | | 66.09 |
| Total for Check Number 49022: | | | | 84.48 |
| 49023 | EJIW | EJ USA Inc. | 06/12/2019 | |
| | 110190034412 | Manhole Frames & Covers | | 2,584.20 |
| | 110190034412 ft | Manhole Frames & Covers | | 270.00 |
| Total for Check Number 49023: | | | | 2,854.20 |
| 49024 | GRAPHDIM | Graphic Dimensions, Inc. | 06/12/2019 | |
| | 2045 | Cut bills to mailing size | | 31.90 |
| Total for Check Number 49024: | | | | 31.90 |
| 49025 | ICONIX | ICONIX WATERWORKS INC | 06/12/2019 | |
| | 17913010876 | Malheur repair | | 163.20 |
| | 17913011065 | Malheur repair | | 118.92 |
| | 17913011208 | Drip system repair parts | | 28.50 |
| Total for Check Number 49025: | | | | 310.62 |
| 49026 | PUGH | Jeffrey L. Pugh, Attorney at Law | 06/12/2019 | |
| | April 2019 | Legal services - IGA, Ordinance | | 1,184.00 |
| Total for Check Number 49026: | | | | 1,184.00 |
| 49027 | COASTAL | John Deere Financial f.s.b. | 06/12/2019 | |
| | 11699 | Boots - Jim - correct size | | 143.99 |
| | 11699cr | Return - Boots - Jim | | -143.99 |
| | J51022 | Boots - Jim | | 143.99 |
| Total for Check Number 49027: | | | | 143.99 |
| 49028 | LOWES | Lowes | 06/12/2019 | |
| | 01586 | Stakes | | 7.78 |
| | 01982 | Receptacle cover | | 1.76 |
| Total for Check Number 49028: | | | | 9.54 |
| 49029 | MSTRCR | MasterCare Cleaning Co Inc | 06/12/2019 | |
| | 23777-15 | Monthly janitorial services | | 390.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|--|--|-------------------------|--|
| Total for Check Number 49029: | | | | 390.00 |
| 49030 | CMM April 19 | Christine Morris Mileage Reimb-OR Dept of Rev Employer Train | 06/12/2019 | 119.48 |
| Total for Check Number 49030: | | | | 119.48 |
| 49031 | NEWS-REV 05193594157 | The News-Review Budget hearing notice publication | 06/12/2019 | 445.88 |
| Total for Check Number 49031: | | | | 445.88 |
| 49032 | NEXNET 8344 | Nexcom, LLC Digital phone service - Admin & Security | 06/12/2019 | 332.80 |
| Total for Check Number 49032: | | | | 332.80 |
| 49033 | Occu 1088 | OccuHealth Vaccination - RK | 06/12/2019 | 80.00 |
| Total for Check Number 49033: | | | | 80.00 |
| 49034 | OR-LIN 342308 348104 353860 | Oregon Linen, Inc. Laundry service Laundry service Laundry service | 06/12/2019 | 51.62 35.30 51.62 |
| Total for Check Number 49034: | | | | 138.54 |
| 49035 | ORTRACT 00059438 | Oregon Tractor & Equipment Co Inc Excavator rental for site work at NTS | 06/12/2019 | 382.50 |
| Total for Check Number 49035: | | | | 382.50 |
| 49036 | OR-RSBG July-Aug 2019 | Oregonian-Roseburg Distributor Newspaper delivery | 06/12/2019 | 67.00 |
| Total for Check Number 49036: | | | | 67.00 |
| 49037 | PPL May 2019 411LM May 2019 425LM May 2019 Admin May 2019 Gate May 2019 HighPS May 2019 Keady May 2019 LVPS May 2019 NBank May 2019 NTS May 2019 SBank May 2019 Wilb1 May 2019 Wilb2 May 2019 WWTP1 May 2019 WWTP2 | Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power usage - NTS Pump Station Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2 | 06/12/2019 | 34.11 10.48 522.01 20.16 1,054.89 196.77 140.62 103.42 6,512.67 1,481.30 90.54 115.18 19,867.03 28.10 |
| Total for Check Number 49037: | | | | 30,177.28 |
| 49038 | Premium 22341 | Premium Landscape, Inc. Monthly landscape services | 06/12/2019 | 180.25 |
| Total for Check Number 49038: | | | | 180.25 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|-------------------------------|---|---|-------------------------|--|
| 49039 | ROCKYS 10608 | Rocky's Auto Repair Coolant system flush - Camel | 06/12/2019 | 251.40 |
| Total for Check Number 49039: | | | | 251.40 |
| 49040 | Stratton 2018-287 2018-290 2018-292 | Stratton Brothers, Inc. Delivery of rock to NTS for check dams Patching for manhole repairs Delivery of rock to NTS for check dams | 06/12/2019 | 990.00 1,805.00 787.50 |
| Total for Check Number 49040: | | | | 3,582.50 |
| 49041 | TIM ALLE 1-544968 | Tim Allen Equipment Skid steer for site work at NTS check dams | 06/12/2019 | 418.50 |
| Total for Check Number 49041: | | | | 418.50 |
| 49042 | TRUE NOR 01 E00042 | True North Equipment, Inc. Envirosight supervision repairs on 2010 CCTV \ | 06/12/2019 | 10,000.00 |
| Total for Check Number 49042: | | | | 10,000.00 |
| 49043 | UBWA May 2019 411LM May 2019 606LM May 2019 Back9 | Umpqua Basin Water Association Water service to 411 Long Meadows Water service to 606 Long Meadows Water service to Back 9 Lift Station | 06/12/2019 | 20.10 20.00 20.00 |
| Total for Check Number 49043: | | | | 60.10 |
| 49044 | UMPQUARF 29280 29462 29499 29499 29584 29644 29676 29703 29730 | Umpqua Quarries, LLC Rip rap and gabion for NTS check dams Rip rap for NTS check dams Rip rap for NTS check dams Rip rap for NTS check dams Rip rap for NTS check dams Rip rap for NTS check dams Rip rap for NTS check dams Gabion for NTS check dams Gabion for NTS check dams | 06/12/2019 | 594.80 175.88 569.11 189.00 399.53 952.71 666.75 190.30 135.63 |
| Total for Check Number 49044: | | | | 3,873.71 |
| 49045 | UMP-SAND 64355 64468 64520 64804 64805 | Umpqua Sand & Gravel Neill St repair Malheur St repair Mosher St repair Ridge St repair Ridge St repair | 06/12/2019 | 2,100.00 525.00 345.00 345.00 95.58 |
| Total for Check Number 49045: | | | | 3,410.58 |
| 49046 | UNITED 168795778-001 | UNITED RENTALS (NORTH AMERICA) Mini excavator w/bucket rental for spot repairs | 06/12/2019 | 965.62 |
| Total for Check Number 49046: | | | | 965.62 |
| 49047 | US POBOX BOX #1185 | US Postal Service Post Office Box yearly renewal | 06/12/2019 | 204.00 |
| Total for Check Number 49047: | | | | 204.00 |

| Check No | Vendor No Invoice No | Vendor Name Description | Check Date Reference | Check Amount |
|---------------------------|-------------------------|----------------------------|-------------------------|--------------|
| Total for 6/12/2019: | | | | 102,876.48 |
| Report Total (40 checks): | | | | 102,876.48 |