

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

REGULAR MONTHLY BOARD MEETING July 12, 2017

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
Agenda – July 12, 2017 Board Meeting	1-2
Minutes – June 14, 2017 Board Meeting	3-9
CH2M Operations Contract Extension	10-21
General Managers Report – June, 2017	22-25
New Developments – June, 2017	26-27
Staff Report – June, 2017	28
Permits Issued – June, 2017	29-30
CH2M Operations Report – June, 2017	31-36
Annual Turnovers to Douglas County Assessor	37
Financial Reports	
• Cash Disbursement Recap	38
• Accounts Payable Detail	39-45
Executive Session	



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

AGENDA
REGULAR MONTHLY BOARD MEETING

July 12th, 2017
RUSA Board Room
4:00 p.m.

Board of Directors

John Dunn, Chairman
David Campos

Rob Lieberman, Vice Chairman
Jerry Giese

Kelsey Wood

1. Call to Order

2. Swearing In of Re-Elected Board Members

- a. John Dunn
- b. Rob Lieberman
- c. David Campos

3. Roll Call

4. Consider Minutes

- a. June 14th, 2017 Regular Board Meeting

5. CH2M Operations Contract Extension

6. General Managers Report

- a. Brown Avenue Area Improvements Project Phase 5
 - i. Project update.
- b. Back Nine Sanitary Sewer Phase 1
 - i. Project update.
- c. WWTP Roof Leak Claim
 - i. Update on negotiations to resolve the claim for losses due to the roof leak.

7. New Developments

8. Staff Report

9. Permits Issued

10. CH2M Operations Report

11. Annual Turnovers to Douglas County Assessor

- a. Annual Turnovers for unpaid sewer use charges.

12. Accounts Payable

13. Executive Session

- a. Six-month evaluation of the General Manager pursuant to ORS
192.660(2)(i)

14. Other Business



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 4:00 p.m. on June 14, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Chair John Dunn, Vice-Chair Rob Lieberman, David Campos, Kelsey Wood and Jerry Griese

Absent:

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery, CH2M OMI Plant Manager – Roseburg Operations Jade Mecham, Lee Holmes, Ron Thames, RUSA Collection Crew – CCTV Operator Dean Ronk, CH2M OMI Regional Business Manager Brian Helliwell, CH2M OMI Mechanic - Roseburg Operations Chad Snyder, CH2M OMI Operations Supervisor - Roseburg Operations Randy Turner.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, May 10, 2017.

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, May 10th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Off Agenda

The Board Chair, Mr. Dunn moved several items from the Other Business agenda item up in the meeting to accommodate the RUSA staff and CH2M Operations employees.

Umpqua Basin Operator Section of the PNCWA 2017 Awards

Steve Lusch, RUSA's Collection System Superintendent, announced the following Umpqua Basin Operators Section (UBOS) awards:

- Dean Ronk Collection Operator of the Year 2017 (RUSA)
- Randy Turner – Treatment Plant Operator of the Year – 2017 (CH2M)
- Chad Snyder – Maintenance Operator of the Year (WWTP) – 2017 (CH2M)

- Wastewater Treatment Plant Award for 2017 – RUSA WWTP operated by CH2M
- UBOS Safety Award - Safety Award for 24,500-man hours with no lost time hours
CH2M RUSA WWTP

The UBOS awardees for Collection Operator and Treatment Plant Operator of the year will be submitted to the Oregon Region of the PNCWA for consideration as the Oregon Operators of the year.

The UBOS Safety Award winner will be submitted for the George W. Burke Award to the WEF and the PNCWA for consideration as the regional award winner. If selected as the George W. Burke Awardee a WEF representative will present the award at the PNCWA Annual Conference.

All recipients were congratulated by the Board and Staff for a job well done.

Back Nine Project

Alex Palm, i.e. Engineering – Engineer for the Project, provided the Board with an update on the project.

The owners and Engineer informed RUSA the funding for the construction of the project has now changed. Discussions with the Infrastructure Finance Authority (IFA) has determined the application for funding for construction of the sanitary sewer system listed the same jobs retained or created as the application for the street improvements. The total funding available for the street improvements is greater than the funding for the sanitary sewer. The owners of the property have chosen to seek the funding available for the road construction

The owners of the property have chosen to provide the financing for the sanitary sewer construction. RUSA is working with the owners to transfer all the project documentation to the Engineer, i.e. Engineering.

Alex did state there is the possibility that there may still be some funding available through the Douglas County Industrial Board.

The Douglas County Commissioners are now actively involved and working with the developer and Engineer to locate some available funds for this project.

Before the funding issue surfaced, the project costs were estimated at \$1M for the sewer improvements and \$1.5M for the road construction.

The two businesses that wish to move to the Back Nine location are Douglas County Bottling Company (Bruce Hanna) and Terra Firma Foundation (Ryan Beckley).

The pump station is going to be relocated west of its original designed location.

There will be a 12-foot graveled road installed for access to the sewer main and pump station as a temporary measure with a fully improved paved access to be constructed in the future.

Return To Agenda

Open Public Hearing

The Board Chair Mr. Dunn opened the Public Hearing

The public hearing is to discuss the Roseburg Urban Sanitary Authority Budget for the Fiscal Year 2017-2018, approved by the Budget Committee on April 28, 2017.

There were no comment(s) from the public.

Close Public Hearing

The Board Chair, Mr. Dunn closed the public hearing

Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations

Staff recommended the Board approve Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations.

Jerry Griese moved to approve Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations.

Rob Lieberman seconded the motion.

The Board Chair Mr. Dunn asked for a Roll Call vote for Resolution No. 17-02.

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

Resolution No. 17-02 – A Resolution Adopting the 2017-2018 Budget and Making Appropriations was adopted by a 5/0 approval vote.

CH2M Operations Presentation

Jade Mecham, CH2M OMI – Roseburg Operations Manager, provided the Board and Staff with an overview of what CH2M OMI has provided for plant operations for RUSA. Jade provided a Power Point presentation on all aspects of services provided by CH2M OMI.

Jade stated to the Board that the Roseburg Operation staff consists of tenured employees – Randy Turner, 34 years; Kevin Bruton, 30 years; the Lab Tech, 28 years; and 8 other employees with many years at the Roseburg Operations. Additionally, there are 3 certified Level IV Treatment Plant employees at the Roseburg Operation.

Mr. Mecham requested that the Board authorize RUSA's General Manager to enter into negotiations for a five (5) year contract extension.

Board member, Jerry Griese recommended that the Board table the request to provide the Board time to review the request. A consensus was reached by the Board to table the request until the July Board Meeting.

CH2M Operations Contract Amendment No. 12

Amendment No. 12 to the Agreement with Operations Management International (CH2M), dated July 1st, 2005 for Wastewater Facilities Operations, Maintenance and Management for Roseburg Urban Sanitary Authority's wastewater treatment plant was provided for the Board's consideration.

The Amendment calls for a repairs budget of \$76,200, a Direct Cost (including repairs) for providing services of \$1,185,263 and a total Base Fee of \$1,445,443. The total Base Fee reflects a \$1,125 reduction from the previous year's Amendment No. 11.

Staff recommended the Board approve Amendment No. 12 to the Agreement for Wastewater Facilities Operations, Maintenance and Management for Roseburg Urban Sanitary Authority.

Jerry Griesse moved to approve Amendment No. 12.

Rob Lieberman seconded the motion.

Board Chair Mr. Dunn asked for Roll Call for Amendment No. 12.

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

Amendment No. 12 was unanimously approved by a 5/0 vote.

Resolution No. 17-03 – A Resolution Declaring Surplus Property

There are two pieces of equipment to be surplused:
2009 Oce printer and a KIP large format scanner/printer.

Staff recommended the Board approve Resolution No. 17-03 – A Resolution Declaring Surplus Property

Rob Lieberman moved to approve Resolution No. 17-03 – A Resolution Declaring Surplus Property

Kelsey Wood seconded the motion.

Board Chair Mr. Dunn asked for Roll Call for Resolution No 17-03.

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

Resolution No., 17-03 was unanimously approved by a 5/0 vote.

General Managers Report

Brown Avenue Area Improvement – Phase V

The Pre-Construction Meeting for this project is scheduled for Thursday, June 29th, 2017. Construction is scheduled to commence on Monday, July 10th, 2017.

This project is scheduled to be completed on or before Thursday, October 12th, 2017.

Administrative Office Lighting Upgrade

Central Electric has completed nearly 95% of the work, including the lighting upgrade. The contractor will have the lighting project completed in its entirety no later than Friday, June 30th, 2017.

Industrial Pretreatment Compliance Audit

The General Manager reported that the Oregon DEQ performed an audit of RUSA's pretreatment program in September of 2016. RUSA received the audit findings in February of 2017.

The audit listed several required corrections that staff and the plant personnel felt constituted a modification of the current, administratively extended, NPDES Permit.

After conferring with colleges in the industry RUSA contacted Thorp, Purdy, Jewett, Urness and Wilkinson a highly recommended Attorney firm in Eugene Oregon to provide a legal opinion.

The firm's opinion was that several of the required corrections should not be done now and were only allowed to be done as part of the pending permit renewal. RUSA staff, plant personnel and the firm's attorney collaborated on a written response to the DEQ addressing all the corrective measures included in the audit. RUSA's response was submitted within the deadline of Monday, May 15, 2017.

WWTP Roof Leak Insurance Claim

Staff has been working with CNA and RUSA's claim consultant, Mike Hackbart, SDAO, to resolve this insurance claim and close the project.

RUSA received an e-mail from Mike Hackbart approximately an hour before the Board Meeting. Mr. Hackbart provided the following settlement figures, as proposed by the contractor's adjustor:

\$177,876.78	Total loss per RUSA
<u>(\$144,592.58)</u>	Offer from CNA
\$ 33,284.20	Difference
<u>(\$ 30,000.00)</u>	Paid by SDIS (SDAO)
\$ 3,284.20	Amount unreimbursed to RUSA

After discussion by the Board, the Board felt that SDAO should be responsible for any amount not covered by the CNA settlement offer.

Jim Baird will be discussing this with Mike Hackbart, SDAO, and advise the Board of his findings at the July 12th, 2017 Board Meeting.

CH2M Report

Jade Mecham, CH2M OMI Plant Manager, Roseburg Operations, reported to the Board the plant ran well during the month of May 2017.

As of May 1st, 2017, all WWTP effluent was pumped to the NTS as detailed in the current Farm Operation Plan.

Dewatered biosolids are being applied on an approved Tenmile site.

Pretreatment:

Staff worked on the response to the DEQ Pretreatment audit and submitted to DEQ. Sherms, Costco, Subway near Costco, Human Bean on Stewart Parkway were in good condition.

Red Robin was losing grease; called manager & he is to get it pumped. Will re-inspect in June.

Del Taco was acceptable.

Accounts Payable

The Board reviewed the Accounts Payable and Addendum for the June 14th, 2017 Accounts Payable.

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

Kelsey Wood seconded the motion.

The motion passed unanimously.

Off Agenda

Fact Sheet on Sewer User Fees

The Board was given a fact sheet "Who is responsible for the sanitary sewer fee charges?" This information was provided to the Board which explains sewer charges, who is responsible for payment of these charges and what a lien is about delinquent sewer payments.

Swearing In of Re-Elected Board Members

This will be done at the July 12th, 2017 Board Meeting. Those Board Members to be sworn in are John Dunn, Rob Lieberman and David Campos.

6 Month Evaluation for the General Manager

Jim Baird's 6-month evaluation will be done at the July 12, 2017 Board Meeting. An Evaluation Committee was appointed to meet before the July Board Meeting. The Evaluation Committee is Kelsey Wood and David Campos.

There being no further business to come before the Board, the meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Ellen J. Montgomery
Administrative Assistant



Date: June 27, 2017

To: Jim Baird, General Manager, Roseburg Urban Sanitary Authority

From: Paul Eisenhardt, Managing Principal

Re: Contract Operations – Alternative Pathways

Jim,

This memo responds to our telephone discussion and your request to provide timelines, output summaries, \$ cost estimates, and usefulness for two alternative pathways forward for continued contract operation services. The two pathways we discussed are:

- #1 – Competitive RFP procurement for contract operation of Roseburg facilities
- #2 – Assessment of current operations & maintenance and service agreement contract for structuring and usage for a sole source contract negotiation with the current operator (United Water)

Similar to the preparation for the Competitive RFP, the Assessment alternative uses an on-site team of experienced wastewater utility managers and consultants to identify strengths, improvement areas, and improvement approaches that provide inputs for modifications to be negotiated with the current contract operations firm. Should the negotiations not be successful, the # 1 alternative (Competitive RFP) remains available.

Comparison of the Two Pathways

Topic	Competitive RFP	Assessment & Negotiation
1) Recent successful usage with EGI	Yes – Vancouver, WA Gresham, OR Gallup, NM	Yes – Rio Rancho, NM
2) Timeline to Develop and Implement	<div> <div>- Develop:</div> <div>3 mos.</div> </div> <div> <div>- Implement: issue RFP, receive proposals, evaluation, selection:</div> <div>4 mos</div> </div> <div> <div>-Contract negotiation:</div> <div>1 mo.</div> </div> <div> <div>-Transition:</div> <div>2 mos.</div> </div> <div> <div>Total timeline</div> <div>10 mos</div> </div>	<div> <div>-Reviews & prep.</div> <div>1 mos</div> </div> <div> <div>-On-site assessment:</div> <div>2-3 wks</div> </div> <div> <div>-Assessment Report:</div> <div>2 wks</div> </div> <div> <div>-Negotiations:</div> <div>2 mos</div> </div> <div> <div>Total timeline</div> <div>4+ mos</div> </div>

3) Output Summaries for Each Pathway	<ul style="list-style-type: none"> -Assessment / RFP Objectives -RFP document (workslope, performance guarantees & risk transfers, costs) -Agreement Term Sheet (non-legal) -Evaluation Matrix -Negotiation Assistance 	<ul style="list-style-type: none"> -Strengths - Areas for improvement and suggested actions -Contract review with +/- summary (non-legal) -Assessment Report -Negotiation Assistance
4) \$ Estimate	\$ 200 – 225,000	\$ 75 – 100,000
5) Usefulness	Documents provided as deliverable: <ul style="list-style-type: none"> -RFP – basis for procurement -Eval Matrix – evaluation Draft Service Agrmt. - contract 	<ul style="list-style-type: none"> -Strong performance & improvement areas identified -Negotiations proceed to gain the identified mods -If not successful, proceed to competitive RFP
6) Utility Staff Time	Significant throughout	Limited through assessment Significant for assessment results & negotiations

The costs listed in the Comparison Table are consistent with legal expertise being provided by the Authority and the ready availability Authority staff, performance information and regulatory reporting information.

Attached to this memo are examples of the Evaluation Matrix for an RFP and Assessment Criteria for the Assessment / Negotiation option. Both examples are project / site specific and are not customized to the Roseburg specifics we discussed during our telephone discussion.

I hope this summary information is helpful. I will be most pleased to continue our discussion as you proceed to develop the pathway forward. Eisenhardt Group Inc. (EGI) has staff well suited for assistance under either option.



Paul Eisenhardt

Attachments (2): Evaluation Matrix
Assessment Criteria

ATTACHMENT I - Example RFP EVALUATION

EVALUATION PROCESS AND AWARD OF CONTRACT - page 1

This document is not to be copied or used without the written consent of Eisenhardt Group, Inc.

The most responsive Proposal will: 1) be evaluated as such by the Evaluation Committee based upon responsiveness to this RFP; 2) contain the most cost-effective operating cost estimates based on the objective measurable criteria detailed in this RFP; and 3) be deemed most favorable to the City. Although costs are a significant factor in this evaluation, cost will not be the sole determining factor when identifying the most responsive Proposal. It is the intention of the Evaluation Committee to evaluate proposals and determine the "most responsive Proposal" utilizing the following relative consideration for the Evaluation Criteria specified below:

I. Organization Criteria	-----	10 %
II. Proposal Specific Criteria	-----	90 %
a) Technical	-----	25% of the 90%
b) Environmental	-----	15% of the 90%
c) Transition Plan	-----	10% of the 90 %
d) Financial	-----	25% of the 90%
e) Guarantees, liability protections, and risk assumption requested by the City	-----	25% of the 90%

The Evaluation Committee will provide its evaluation and recommendation to the City Council for review by the City Council. The decision of the City shall be final.

Evaluation Criteria
SUBMISSION REQUIREMENTS

SATISFIES RFP SUBMISSION REQUIREMENTS	Proposal 1
Proposal submittal bond	
Performance bonds	
Timeliness of submittal	
Amount of bid specified	
Completeness - all required forms & information	

ORGANIZATION CRITERIA

I. STAFF INFORMATION AND ORGANIZATIONAL STRUCTURE	Proposal 1
1 - Project manager's experience	
2 - Full time, on site manager's experience	
3 - Demonstrated experience, certs & quals of additional key staff	
4 - Oregon certs on reciprocity	
5 - Off-site support, resource availability and capabilities	
6 - Single source entity; clear delineation of responsibility and authority	

II. DEMONSTRATED TECHNICAL & OPERATIONS QUALIFICATIONS	Proposal 1
1 - Implementation, reliability & viability	
• Meet performance requirements	
• Approach for O, M & M	
• Maintenance comprehensiveness	
• CMMS development, implementation, and usage	
• Asset management	
2 - Experience	
• Wastewater Operations and Management	
- Computerized MMS and Asset Management	
- SCADA systems (Install & usage)	
- Additional management software	
- Biosolids dewatering and dryer experiences and capabilities	
- Biosolids land application	
- WWTP with 2+ years of above experiences	
- Minimum 3 years of demonstrated comprehensive experience for WW sys. O&M	
• Current Operations and Management Service Delivery	
- Two or more secondary treatment WWTP greater than 2 MGD	
- SCADA experience as contract operator	
- Unattended operations	
- Regulatory compliance	
- Plant performance	
- O&M of two (2) or more wastewater collection sys. and pump stations with, at a minimum, similar miles of system and pump station size to La Center	
- Staff safety record	
• Labor Relations	
- Experience with collective bargaining and labor relations in context of wastewater treatment facility	
- Experience interacting with unions	
- Minimum of two (2) locations and union representation where transitioning employee concerns were successfully address	
- Experience and success with hiring existing operators	
- Demonstrated experience at a minimum of two (2) locations in transitioning employees to employment with Proposer	
• Permit Compliance Support	
- 3 years of experience in data collection, records maintenance	
- Preparation of all required reports for compliance with discharge permits and regulatory reporting	

III. ENVIRONMENTAL	Proposal 1
1) Guarantees provided as outlined	
2) Compliance with all Federal and State regulatory and permit requirements	
3) Experience with biosolids processing and land application	
4) Efficient long term usage of resources, chemicals and utilities	
5) Environmental leaderships, awards, recognitions	

IV. TRANSITION PLAN	Proposal 1
1) Comprehensiveness of Plan	
2) Establishment of well planned, reliable, and timely set of transitions	
3) Minimum disruptions for City	
4) Regulatory compliance assurances during transition	
5) Maintenance and system assurances	
6) Achievable and desirable timelines	

V. DEMONSTRATED FINANCIAL & LEGAL QUALIFICATIONS	Proposal 1
1 - Financial analysis & strength of requested ratios and profitability	
2 - Credit ratings	
3 - Financial information (10K, 10Q or audited financials)	
4 - Impact of any contingent liability exposures	

5 - Impact of any adverse outstanding litigation	
6 - suitability and strength of Project Guarantor for all financial obligations	
7 - Demonstration of capability and legal commitment of Guarantor to meet requirements	
8 - Good legal standing (no fraud; no illegal activities; no bankruptcy in 10 yrs.)	
9 - Demonstration of ability to provide Performance Bond	
10 - Demonstration of ability to provide requested insurance coverages	
11 - Ability and willingness to provide requested performance guarantees and liability coverages	
12 - Acknowledgement of RFP Form C for contact and communications protocol	

Proposal 1

VI. PROJECT EXPERIENCE

1 - Number and quality of results for projects similar in scope of services	
2 - Experience for the two projects greater than 2 MGD	
3 - Applicability of projects to La Center project	
4 - Treatment flow sheet and similarity to La Center	
5 - Operational record	
6 - Regulatory compliance record	
7 - Safety record	
8 - Cost/budget compliance	
9 - Provision of list of all projects of similar size complexity and scope and assessment of overall capabilities for La Center	
10 - Contracts/agreements terminated for convenience or default	

Proposal 1

VII. CLIENT REFERENCES AND PARTNERING THAT DEMONSTRATE

1 - Excellence of reference checks	
2 - Regulatory compliance	
3 - Pro-active project management for program improvements	
4 - Track record of cost effective operations	
5 - Cooperative working relationship	

+ / ✓ / -

Subtotals for Scores

- + = Clearly exceeds requirements and/or provides exemplary expertise, experience, or capability
- ✓ = Satisfactorily meets the criteria, will provide acceptable, but not exceptional demonstrated performance, capability, or experience
- = Does not meet the requirement or performance expectation, limited or deficient experience, performance, or capabilities

TECHNICAL

I. IMPLEMENTABILITY/RELIABILITY/VIABILITY

	Firm Name	COMMENTS
Ability to efficiently/effectively meet performance requirements and regulatory requirements of the Schedules and Agreement		
Acceptance of site condition, responsibility for the facility & cost guarantees		
Approach to Facility operations, maintenance and management (including frequency and completeness of maintenance activities)		
Completeness of maintenance activities and asset management systems		
Reasonableness of O&M plan for the Facility		
Approach to permit compliance		
Approach to customer service request response with emphasis on collection system		
Approach to emergency situations with emphasis on collection system		
Approach to coordination of Facility ops w/other La Center functions and contracted services		
Flexibility to handle variations in influent characteristics and quantities received		
Envisioned measures for energy and chemical management		
Proposed approach and cost for laboratory		
Proposer's ability to meet all permitting requirements		
Measures for energy and chemical management throughout the Facility		
Quality and comprehensiveness of Proposer's review of Facility's ability to meet nitrification requirements		

II. EXPERIENCE

	Firm Name	COMMENTS
Number of similar projects operated, maintained and managed		
Assessment of experience with NBR plants as contract operator		
History/current performance status of similar projects		
Operational involvement with design, construction and operation of the proposed systems		
Demonstrated experience in successfully transitioning operations		
Demonstrated experience incorporating existing personnel into Proposer's operations and assigning key personnel		
Demonstrated experience assigning key personnel		
Quality of reference checks and site visits		

III. STAFFING

	Firm Name	COMMENTS
Qualifications of key project staff (Project manager; on-site working supervisor; additional on-site staff (full time))		
Qualifications of key off-site staff for on-site augmentation		
Qualifications of off-site technical support (safety & training, process control, maintenance, computerized systems)		
Demonstrated approach to personnel management and technical resources		
Project manager's qualifications and experience with similar wastewater projects		
On-site working supervisor's qualifications and operations experience with similar wastewater treatment plants		
Union bargaining experiences demonstrating		
Experience in the successful transition of WW ops to contract operations & maintenance		
Certifications, experience, and qualifications of proposed staff		

Total of Scores for + / ✓ / -

+ = Clearly exceeds requirements and/or provides exemplary expertise, experience, or capability

✓ = Satisfactorily meets the criteria, will provide acceptable, but not exceptional demonstrated performance, capability, or experience

- = Does not meet the requirement or performance expectation, limited or deficient experience, performance, or capabilities

Evaluation Criteria

ENVIRONMENTAL

I. REGULATORY COMPLIANCE

Firm Name

Methods for assuring full compliance with all Federal and State regulatory and permit requirements

-- Approach for meeting regulatory and NPDES requirements	
-- Approach for sludge disposal requirements	
-- Understanding of relevant regulatory agency review and permitting process	

II. LA CENTER REQUIREMENTS COMPLIANCE

Firm Name

Laboratory certification	
Approach for collection system and pump station programs and effectiveness	
Approach for effluent wastewater quality	
Approach for noise, odor, and other nuisance abatement	
Approach for being a "good neighbor"	
Measures or features that encourage and enhance long term efficient use of resources and optimize use of chemicals and utilities during water processing / treatment	
Approach for bio-solids and FOG programs	
Approach for site housekeeping and condition	

III. LONG-TERM ENVIRONMENTAL PROTECTION

Firm Name

Features for enhancement of efficiency of long-term resource usage	
Measures for optimal chemical and utility use during wastewater processing/treatment	
Environmental leadership positions, awards, peer reviews, etc.	

IV. GUARANTEES

Firm Name

Regulatory compliance	
Staff compliance	
Maintenance of facility	

TRANSITION PLANS

TRANSITION PLAN

Firm Name

Comprehensiveness of plan	
Establishment of well planned, reliable and timely set of transitions	
Minimum disruptions for City	
Regulatory compliance assurances	
Maintenance and systems assurances	
Achievable and desirable timelines	

Total of Scores for + / ✓ / -

- + = Clearly exceeds requirements and/or provides exemplary expertise, experience, or capability
- ✓ = Satisfactorily meets the criteria, will provide acceptable, but not exceptional demonstrated performance, capability, or experience
- = Does not meet the requirement or performance expectation, limited or deficient experience, performance, or capabilities

Evaluation Criteria
FINANCIAL , INSURANCE, BONDS

I. COST EFFECTIVENESS		Firm Name	COMMENTS
Net present value (NPV) of operations, management & maintenance costs over 7 yr. contract			
NPV for O, M & M over 10 yr. contract term			
Annual costs (service fee & pass thru costs) over 7 yr. contract			
R&R coverage limits and usage			
1st year Proposal costs			
Formulas and costs for change in flow or loadings			
Termination payments			
II. FINANCIAL QUALIFICATIONS - INSURANCE & BONDS		Firm Name	COMMENTS
Provision of acceptable performance and payment bonds or LOC's			
Demonstrated ability to furnish liability and property damage insurance			
Ability to provide other guarantees in accordance with RFP and Agreement			
Positive net worth of adequate level for organization and the contract responsibilities of Company			
Levels of capitalization			
Historic profitability			
Financial strength of project Guarantor			
III. LEGAL STANDING		Firm Name	COMMENTS
Material lawsuits or litigation on other projects			
Significant permit violations/exceedances in other projects			
Material contract disputes and/or terminations/cancellations			
Convictions for fraud or other illegal activities			
Legal qualifications to do business/good legal standing in Oregon			
Legal standing with Secretary of State in state of incorporation			
Good standing with "Taxation Department"			
No bankruptcy judgment within last 10 years			

Total of Scores for + / ✓ / -

- + = Clearly exceeds requirements and/or provides exemplary expertise, experience, or capability
- ✓ = Satisfactorily meets the criteria, will provide acceptable, but not exceptional demonstrated performance, capability, or experience
- = Does not meet the requirement or performance expectation, limited or deficient experience, performance, or capabilities

Evaluation Criteria, Factors for La Granga WWTP Contract Ops - page 6



CONFIDENTIAL

Evaluation Criteria

GUARANTEES, LIABILITY PROTECTIONS AND RISK ASSUMPTIONS

I. AGREEMENT WITH CITY REQUESTED PROVISIONS

	Firm Name	COMMENTS
Guaranteed costs		
Regulating compliance guarantee		
Development and implementation of computerized maintenance management sys (CMMS)		
Maintenance management		
Asset management program		
Usage of the R&R fund account		
Certified staffing		
Cost adjustment methodologies for annual service fee adjustment		
Cost adjustment methodologies for flow and/or loadings changes (12 mos. avg.)		

II. EXCEPTIONS TO CITY REQUESTED:

	Firm Name	COMMENTS
Provisions		
Guarantees		
Liability protection		
Risk assumption by Proposer		

Total of Scores for + / ✓ / -

- + = Clearly exceeds requirements and/or provides exemplary expertise, experience, or capability
- ✓ = Satisfactorily meets the criteria, will provide acceptable, but not exceptional demonstrated performance, capability, or experience
- = Does not meet the requirement or performance expectation, limited or deficient experience, performance, or capabilities

Attachment 2 - Example Assessment Matrix

Summarized Assessment Conclusions

Assessment Form		EGI Working Draft
Assessment On-Site Date: 5/8/2017		Assessment Performed By: [Redacted]
Key Elements of the On-Site Assessments include the following	Performance ** (1 to 5)	Notes / Comments
Contract Compliance	4	
Regulatory compliance	4	
Budget and performance against budget	4	
Cost containment	4	
Effluent Quality and Operational Performance Parameters	4+	
Asset Management Systems: Status & Accomplishments, Plans & Schedule	5	
O&M Performance	4	
Systems Development and Implementation	3+	
Usage of Automation & SCADA System	3	
Maintenance management system (MMS)	4	
Laboratory management / performance (usage of LIMS)	5	
Current O&M manuals and SOP's	4	
Solids Handling Program	3+	
Provision of off-site expertise and technical specialist	3	
Incentives Earned, if any	3	
Awards & Recognitions	4	
Value Added Contributions	3	
Interactions with City Staff: information sharing, cooperation, initiatives	2	
Participation in facility improvements and upgrades	3+	
Staffing & Organizational Support of Gresham Program	3	
Employee Programs: Training, Certifications, Safety, Cross-Training	2+	
Formalized Staff Training programs with HR records and reviews	2	
New Hire orientation and training for consistent usage of SOP's, etc.	2	
Effective management of repair & replacement funds	4	
Systems for energy efficiency and optimal chemical usage	3	
Usage of energy efficiency and "green energy" systems	4	
Effectiveness & reliability of Co-Gen system	4+	
Utility "visibility" with professional community	3	
Safety program and Lost Time Accidents	4	
Average Score =		3.55

** Rating scale:
 5 = Best Practice
 4 = Above Average
 3 = Satisfactory
 2 = Improvement
 1 = Requires Upgrade

NOTES + COMMENTS
REMOVED

From: [Preston Van Meter](#)
To: [Jim Baird](#)
Subject: High Level Scope and Budget for Operations Services RFP
Date: Monday, July 03, 2017 7:50:13 AM

Good morning Jim:

I apologize I didn't get this email out to you last Friday as promised. My wife had surgery on her mouth that was harder on her than she thought it would be and I ended up taking time off to get all 3 girls to the OSU Women's basketball camp from Wednesday-Friday...

Below are our initial thoughts on the WWTP Operations Services Scope and Budget.

Task 1 – Prepare RFP for WWTP Operations Services

- Kickoff/Initial Scoping meeting with City Staff (Day Trip)
- Prepare Draft RFP for WWTP Operations Services
- Draft RFP Review Workshop (Day Trip)
- Prepare Final RFP for WWTP Operations Services

Task 2 – Proposal Solicitation Process

- Pre-Proposal Interviews - up to 2 hours per vendor. (Overnight Trip)
- Responses to Vendor Inquiries and Addendums
- Proposal Evaluation Support – bring in 2 outside reviewers (I have a short list)
- Engineer's Recommendation
- Attend City Council Meeting (Overnight Trip)

A few thoughts on the scope:

1. Would you want us to attend a City Council meeting to walk through the RFP process in Task 1?
2. The pre-proposal interviews would include a presentation where you could lay out the City's expectations (e.g. you will pay utility bills directly). Assuming you would want to develop that presentation?
3. Seems like it would be good to have some initial discussions with potential vendors (CH2M, Veolia, American Water at a minimum) to gauge level of interest and what would entice them to pursue the opportunity – thinking of how to keep CH2M "honest" in the process to get you the best deal...
4. Could also consider budgeting time to talk with other Cities that have had contract operations services or have recently gone through the process (The Dalles, Dallas, Lebanon, Gresham, Vancouver, La Center, Coos Bay, etc.). *The key on these discussions in my mind is to talk with both management and operations staff – there are some concerns about operations services and long term/deferred maintenance (e.g. Bremerton, WA) that should be well understood.*

Budget looks to be in the range of \$45,000 to \$60,000 and depends somewhat on the answers to the above considerations.

I am taking today off after getting a few things done this morning, but back at it on Wednesday if you

would like to discuss. We would love to help you out on the project if the opportunity should arise. I am still ramping up project work and we have brought in a solid 16-year W/WW engineer to support me, so we have immediate availability.

Hope you have a great 4th of July!

Best,

Preston

—

Preston Van Meter PE

Principal Engineer | Licensed in OR, WA

888 SW 5th Avenue, Suite 1170, Portland, OR 97204

P 503.225.9010 503.784.9536

murraysmith | www.murraysmith.us

GENERAL MANAGERS REPORT

Date: July 7, 2017

To: Roseburg Urban Sanitary Authority
Board of Directors

From: James V. Baird
General Manager

Re: General Managers Informational Report to the Board

Brown Avenue Area Improvements Phase V

The preconstruction meeting was held on June 29th. Construction is scheduled to begin July 10th. The contract includes a construction period which sets the completion of the project on or before October 12th.

Back Nine Sanitary Sewer Extension

i.e. Engineering is redesigning the project so that the sanitary sewer can be constructed with additional phases so that the owners can develop the property as the industrial sites are sold.

WWTP Roof Leak Insurance Claim

We been working with CNA's adjuster and RUSA's SDAO Claims Consultant, Mike Hackbart, to resolve the insurance claim. I have made a counter offer of \$160,000 to CNA to settle all outstanding insurance claims resulting from the two roof leaks at the WWTP. The Adjuster has forwarded the offer to CNA, we are waiting for a response.

From: Jim Baird
To: ["Johnson, Thomas E."](mailto:Johnson.Thomas.E.)
Cc: [Mike Hackbart \(mhackbart@sdao.com\)](mailto:mhackbart@sdao.com); jade.mecham@ch2m.com
Subject: RE: release, Claim # E2D58105, Our file # 502959828804 Insured: Umpqua Roofing
Date: Tuesday, June 27, 2017 2:14:00 PM

Thomas,

We have been in contact with Mike Hackbart, of SDAO, and understand that CNA does not want to alter the offer made on 11/8/16. Mike has also relayed CNA's position that Roseburg Urban Sanitary Authority has materially upgraded the equipment that was replaced. I would respectfully disagree with that position. All of the equipment that was replaced provides the same function as the damaged equipment. It is a correct statement that some of the equipment that was damaged was not available as identical replacement equipment today. I would like to restate that all of the equipment detailed in the final accounting to you by RUSA provides the identical function that was present before the contractor's workmanship facilitated leaks at the WWTP.

I would also like to note that RUSA and our contact WWTP Operator, CH2M, made every effort to mitigate any claims we would have with regard to the additional work required to operate the plant 24/7 due to the damage that the contractor's workmanship caused. The estimate that CH2M prepared totaled \$128,232 in overtime costs expected due to the damage caused by the roof leak, by deferring many of the scheduled preventative repairs and nonessential activities we were able to limit the actual cost to \$49,501.43. I would like to remind you that the contractor caused not one but two separate leaks on this project damaging the phone, SCADA, alarming and HVAC systems at our facility requiring that we operate the plant 24/7 instead of 8 hours a day five days a week and four hours on the weekends as was the practice, as we could not rely on our SCADA and Alarming systems to limit the manned hours of operation.

We would like to counter CNA's offer by agreeing to settle for \$160,000. We feel that this amount is a fair amount to compensate RUSA for the damaged equipment and additional hours worked to operate our WWTP to comply with our State Permit for wastewater discharge. This amount is well within the limits of the insurance policy which carries a \$1,000,000 coverage for Liability and a \$5,000,000 Umbrella Liability limit. We would like to settle this claim and not resort to any other methods of resolution.

Thank you for your effort on this claim. I hope to finalize this open claim as quickly as possible.

Thank you,

Jim Baird
General Manager
T I 1 541 672 1551
F I 1 541 672 7548
C I 1 541 430 1551

Roseburg Urban Sanitary Authority
P.O. Box 1185
1297 N.E. Grandview Dr.
Roseburg, OR 97470

jbaird@rusa-or.org I www.rusa-or.org

-----Original Message-----

From: Johnson, Thomas E. [<mailto:TEJohnson@cl-na.com>]
Sent: Wednesday, October 26, 2016 9:41 AM
To: Jim Baird <JBaird@rusa-or.org>; Mike Hackbart (mhackbart@sdao.com) <mhackbart@sdao.com>
Subject: FW: release, Claim # E2D58105, Our file # 502959828804 Insured: Umpqua Roofing

From: [Johnson, Thomas E.](#)
To: [Jim Baird](#)
Cc: [Mike Hackbart \(mhackbart@sdao.com\)](mailto:mhackbart@sdao.com)
Subject: Re: RUSA Insurance Claim
Date: Wednesday, July 05, 2017 12:04:40 PM

I will follow up this week on counter. My guess is they will accept

Sent from my iPhone better than not

On Jul 5, 2017, at 10:53 AM, Jim Baird <jbaird@rusa-or.org<<mailto:jbaird@rusa-or.org>>> wrote:

Thomas,

I am preparing for our Board meeting which will be held next Wednesday. I was wondering if RUSA's counter offer for settlement has been reviewed by CNA and if you have received any comments from them.

Thanks,

Jim Baird
General Manager
T I 1 541 672 1551
F I 1 541 672 7548
C I 1 541 430 1551

Roseburg Urban Sanitary Authority
P.O. Box 1185
1297 N.E. Grandview Dr.
Roseburg, OR 97470

jbaird@rusa-or.org<<mailto:jbaird@rusa-or.org>> I www.rusa-or.org<<http://www.rusa-or.org>>

Here is our release and attached SOL. We paid Servpro directly. Release is for full amount. Amount of \$144,592.58 to be paid to you directly.

Thanks

TJ

Thomas E. Johnson
National General Adjuster
MCL-USA

Cunningham Lindsey
704 228th Ave NE, Suite 746
Sammamish, WA 98074

O/M +01 206 276 7902
F +01 855 732 3118
E TEJohnson@cl-na.com

cunninghamlindsey.com

-----Original Message-----

From: Johnson, Thomas E.

Sent: Wednesday, October 26, 2016 12:39 PM

To: Johnson, Thomas E. <TEJohnson@cl-na.com>

Subject: release, Claim # E2D58105, Our file # 502959828804 Insured: Umpqua Roofing

Instructions:

release

Thomas E Johnson
Cunningham Lindsey U.S. Inc.
Phone: (425)672-0160
Mobile: (206)276-7902
Email: TEJohnson@cl-na.com

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Edenbower sewer main extension
 - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street. This project is on hold.
- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Troost Street Subdivision
 - The plans and specifications have been approved for construction. The contractor for the project is Knife River Material. Construction is scheduled to begin in July.
- Newton Creek Manor
 - The owner, NeighborWorks Umpqua, has chosen to provide sewer service to the manufactured home park with a private sewer system. There is a small section of public main line that will be constructed as part of the improvement to the park. The project has been reviewed by Staff and CH2M. The plans and specifications have been approved, with minor corrections required, for construction
- Umpqua Health Newton Creek Campus
 - ie Engineering has submitted the plans for a sanitary sewer main extension to provide sewer service for new health care clinic and offices. Staff and CH2M have reviewed the plans and specifications. The Plans and specifications have been approved, with minor corrections required, for construction.

Preliminary Design

- Loosley – Woodside Avenue subdivision
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Brown Avenue Area Improvements Phase V
 - The preconstruction meeting was held June 29th. Construction will begin on July 12th. Project completing is scheduled for October 12th.
- 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.
- Spruce St. – Parrot St Improvements Project
 - The project construction has been completed. The Engineers certification and as-built drawings are pending.

- WWTP Roof Replacement Project
 - The insurance claim is still in negotiation.
- Back Nine
 - ie Engineering is re-designing the project. The new design will add phases so that construction of the sanitary sewer can be done as the properties are sold.

ROSEBURG URBAN SANITARY AUTHORITY

JUNE 2017 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 242 underground utility locate requests.
- Completed 32 work orders.
- Completed CCTV of 12,211 feet of mainline.
- Completed cleaning of 13,650 feet of mainline.
- Completed 9 manhole inspections.
- Cleaned and completed drawdown testing on the Winchester. Southbank and Keady Ct. Lift Stations.
- Repaired 1 manholes.
- Constructed approximately 1600 feet of berm at the NTS.

ENGINEERING DEPARTMENT:

- Issued 21 permits and completed 13 inspections.
- Brown Avenue Area Improvements Phase V. The pre-construction meeting was held June 29th. Construction is scheduled to begin July 10th and be completed by November 7th.
- CH2M has completed plans for the Back Nine Sanitary Sewer Extension project.
- Construction on the Spruce St. – Parrot St. Improvement's project has been completed. The As-Built drawings and Engineer's letter of certification is pending.
- Construction on the Cascade Court Project is complete. The City is finalizing the construction costs with the contractor. The As-Built drawings and Engineer's letter of certification is pending.
- O'Brien heights subdivision off Troost Street is scheduled to begin in July.

FINANCE DEPARTMENT:

- Vacancy Credits: 4 were processed, for a total of \$425.00 in June.
- Credit cards/eChecks: 509 payments totaling \$30,289.54 were collected in June. 64 payments received at the counter, 25 by voice response system, and 420 on-line.
- Automatic Payments: 1,886 customer accounts are signed up. Received \$75,332.50 or approximately 13.8% of monthly billing.
- Tax Lien Turnovers: Due date for those wanted to avoid turnover was June 20th. A final accounting is included in the Board packet.
- Christine Morris attended a Microsoft Office 365 Class and an Ethics class in June.
- Angie Allen attended a Lucity Crystal Reports class in June.

The following are permits issued during the month of June, 2017:

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 437 SE Ramp Road
- 1810 NE Alameda Avenue
- 1465 SE Parkwood Drive
- 1829 NE Reagan Drive
- 1600 W Tarragon Drive
- 1610 W Tarragon Drive
- 3117 W Woodside Avenue
- 979 NE Brooklyn Avenue
- 2099 SE Stellars Eagle
- 1254 NW Kendall Street

Commercial:

(Construction of new commercial structure(s)/facilities)

- 6420 Old Highway 99 North
- 3031 NE Stephens Street

2) RELAY PERMITS

(Repair and/or replacement of an existing building sewer line(s))

- 250 NE Garden Valley Blvd., #05
- 1435 SE Pine Street
- 0 Saddle Butte Lane
- 632 SE Parrott Street
- 1321 W Myrtle Avenue
- 458 Augusta Court
- 1255 W Rosemond Avenue
- 329 SE Rose Street
- 499 NE Sterling Drive

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- None

4) MAIN LINE EXTENSIONS

(Extension of an existing and/or new sanitary sewer main line)

- None

5) MAINS AND LATERALS

(Installation of new sanitary sewer main line(s))

- None

6) SERVICE CONNECTIONS

(Existing stub-out to a property line)

- None

7) TAP CUTS

(Tap cut for connection to sanitary sewer main line)

- None

8) MANHOLE CORE DRILL

(Core drill manhole to connect sanitary sewer line and/or sanitary sewer main line)

- None

9) PLAN REVIEW

(Fee to review plans for new developments, subdivisions, etc.)

- None



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager *Jade Mecham*
DATE: July 5, 2017
SUBJECT: June 2017 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% BOD removal 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 June 2017, was 247,000 KWHRS with a total Effluent flow of 98.04 million gallons, all of which went to the Natural Treatment System (NTS) at Outfall 002. The June 2016 electrical consumption was 216,000 KWHRS with a total Effluent flow of 93.42 million gallons, of which .64 million gallons went to the river at Outfall 001 and the remaining 92.78 million gallons went to the NTS at Outfall 002.
- The Primary Clarifier #1 and Secondary Clarifier # 1 were taken out of service due to lower flow conditions and in preparation for some repairs.
- We had an internal company safety audit that went well.
- Quarterly biosolids samples were sent to Neilson Research Corporation (NRC) for analysis.
- Two biosolids sites were applied on and completed this month.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in June:

- *Red Robin*: This was a follow up after a phone call to them about grease loss from their interceptor. The tank had been pumped.
- *Casey's*: The manhole in the street showed a lot of grease buildup. The tank was unavailable to inspect, will follow up.
- *Steel Head Run*: Their interceptor was in good condition.
- *Rodeo Steak House*: Their interceptor was in good condition.
- *Burger King*: Their interceptor was in good condition.

NATURAL TREATMENT SYSTEM (NTS)

- Replaced 45 sprinklers at the NTS.
- Replaced 14 supply line whips.

- Replaced 11 support rods.
- Installed 500' of 2" HDPE sprinkler line below the road in zone 1L to add more water into a wetland area.
- Installed 8 low flow sprinkler heads, as a test, for low pressure areas.
- The County spray crew were in 3 times to spray the blackberries and thistles in zone 3.

MAINTENANCE ACTIVITIES

- Welded up a leak in the discharge header piping going to the NTS.
- Replaced the shaft for the #1 Screens Brush Mechanism.
- Replaced the alternator switch for the Wilbur #2 Station.
- Replaced the VFD for the #1 Influent pump.
- Rebuilt #2 pump with new bearings and seals at the North Bank Station.
- Replaced the engine block heater for the Blower Building Emergency Generator.

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.
- When discharging from the pond we sample daily for PO4 at SW5.
- When the river flow is less than 150 CFS we collect PO4 samples for testing weekly at SW1, SW6, SW5, and MW1. We also test MW1 for pH, Temp. and D.O.
- Number of Tests for permit: 130

13 CBOD's	30 pH	12 Fecal/E. Coli	4 TKN	4 Nitrate
13 TSS	30 Cl2 Res.	12 Ammonia	12 Total Phosphorus	
- Precision results:

In control: 130	Accuracy Results:
Out of control: 0	In Control: 118
	Out of Control: 0
- On 6/14/17, we collected a lab water sample and shipped to NRC for testing.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Chad Snyder assisted in Sweet Home for part of the month.
- Kevin Bruton went to the Twin Falls project for three days to help them with their Screw Press.

UPCOMING EVENTS

OPERATIONS/NTS

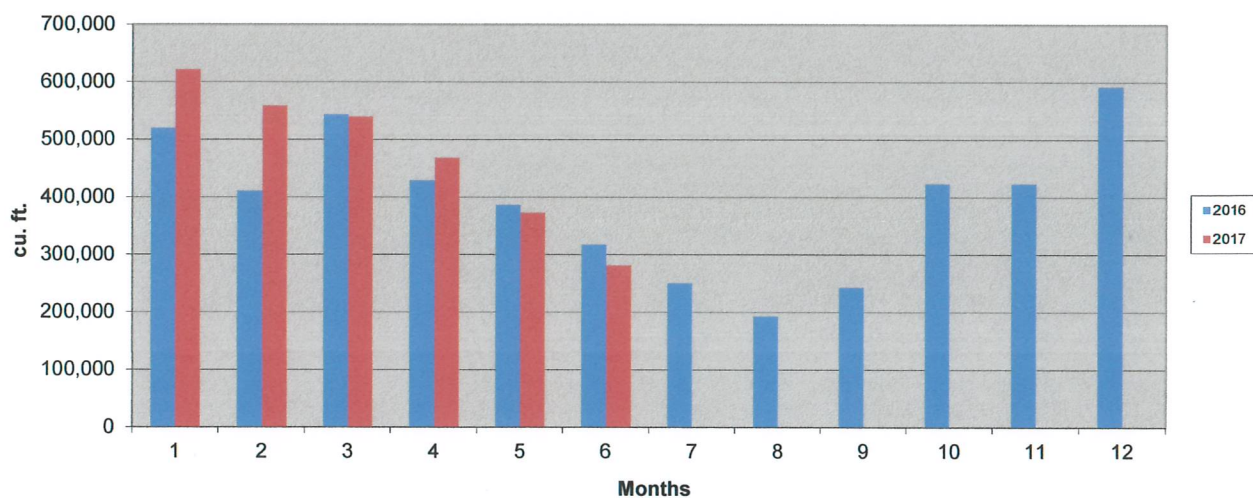
- Increase irrigation to help reduce phosphorus discharge.
- Discontinue the alum injection from the plant to the NTS.
- Continue thistle mowing and spraying in all zones.
- Continue with irrigation repairs in the field.
- Continue with biosolids application. One large site is reconstructing their access bridge, so there will be a delay in starting the site for dewatered solids.

MAINTENANCE:

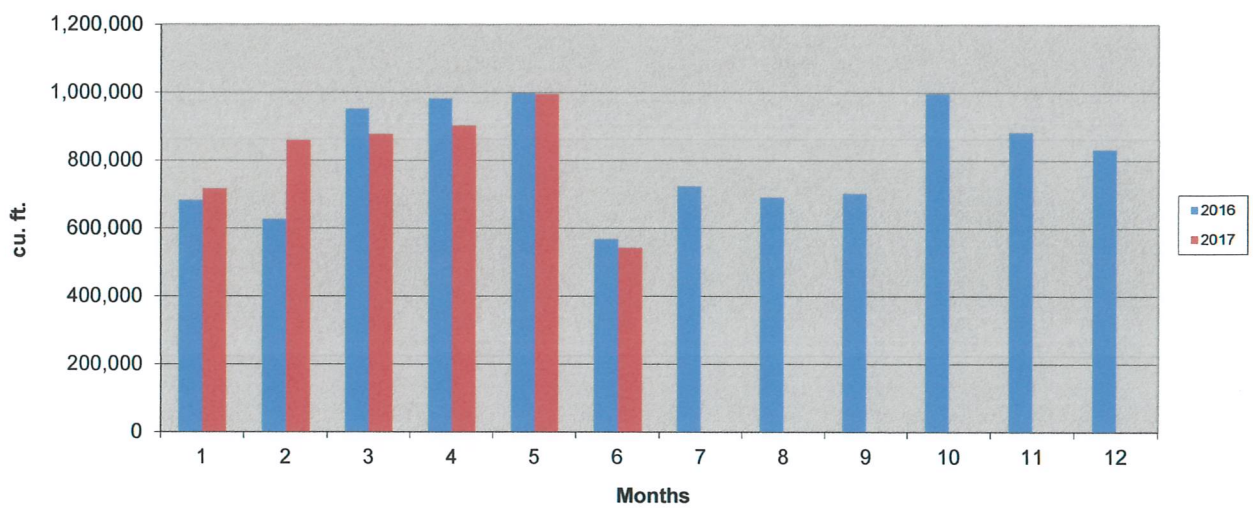
- Rebuild the #1 pump at Highland Station
- Rebuild the W-3 Strainer
- Rebuild 2 Gas Valves

Enclosures: Boiler/Flare Gas Usage graphs
12 Month Moving Avg.
Violation Sum-Limit Report

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
Jul-16	3.03	5812	5686
Aug-16	2.86	5200	5391
Sep-16	2.76	5686	5248
Oct-16	5.26	6712	6668
Nov-16	4.97	5471	4642
Dec-16	7.16	7106	5971
Jan-17	7.47	6853	5171
Feb-17	5.95	7396	6078
Mar-17	7.11	7531	6048
Apr-17	5.28	8807	6297
May-17	3.72	6888	6019
Jun-17	3.28	7194	5772
SUM	58.85	80656	68991
AVE	4.90	6721	5749
MAX	7.47	8807	6668
MIN	2.76	5200	4642

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

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	5.69
Max Weekly Avg (Wed Rule) , 6/4/2017	MG/L	15.00	7.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 6/4/2017	S.U.	6.30	6.53
Maximum , 6/23/2017	S.U.	8.50	7.12
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	8.15
Max Weekly Avg (Wed Rule) , 6/25/2017	MG/L	15.00	11.33
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	96
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	8
Maximum , 6/22/2017	MG/L	na	15
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	9
Maximum , 6/8/2017	MPN	406	26
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum	MKCal	na	

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



Sewer Bill Turnovers to Douglas County Tax Assessor

	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Letters Mailed in May	547	490	426	452	569	540	541	516	528
Total Amount Outstanding at Mailing	\$ 193,332.74	\$ 181,901.58	\$ 191,541.85	\$ 189,584.99	\$ 263,416.53	\$ 280,190.45	\$ 282,412.22	\$ 276,005.32	\$ 149,913.96
Number of Accounts Turned Over	332	363	334	362	403	397	374	357	370
Total Amount Turned Over Less Penalty	\$ 140,339.31	\$ 137,965.92	\$ 146,151.61	\$ 151,289.86	\$ 163,713.20	\$ 224,967.26	\$ 210,772.40	\$ 194,684.65	\$ 107,693.82
Total Amount Turned Over w/ Penalty	\$ 165,849.24	\$ 166,878.04	\$ 177,008.49	\$ 183,828.83	\$ 199,195.98	\$ 272,916.42	\$ 255,914.15	\$ 237,011.79	\$ 137,773.29

CASH DISBURSEMENT RECAP BOARD MEETING JULY 12, 2017

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	60,435.21
Total of Regular Checks & ACH Transactions	<u>226,002.32</u>

Total Expenditures (not including Payroll)	<u>286,437.53</u>
--	-------------------

Payroll:

Net Payroll June 30, 2017	56,054.83
---------------------------	-----------

All Checks & ACH Transactions since the Board Meeting of June 14, 2017	<u>342,492.36</u>
--	-------------------

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 7/7/2017 12:39 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47705	UB*00026	KARRI ANDERSON	06/22/2017	
		Refund Check		24.42
		Refund Check		463.90
		Refund Check		97.66
Total for Check Number 47705:				585.98
Total for 6/22/2017:				585.98
ACH	02669 1055653	PERS Deposit Social Security Admin Fee-PERS	06/28/2017	15.00
Total for this ACH Check for Vendor 02669:				15.00
Total for 6/28/2017:				15.00
ACH	DNB	Internal Revenue Service	06/30/2017	
	June 17 PR	PR Batch 00001.06.2017 Medicare - Employer	PR Batch 00001.06.2017 Med	1,173.66
	June 17 PR	PR Batch 00001.06.2017 FICA - Employer	PR Batch 00001.06.2017 FIC.	5,018.40
	June 17 PR	PR Batch 00001.06.2017 Medicare - Employee	PR Batch 00001.06.2017 Med	1,173.66
	June 17 PR	PR Batch 00001.06.2017 Federal Income Tax	PR Batch 00001.06.2017 Fed	7,054.73
	June 17 PR	PR Batch 00001.06.2017 FICA - Employee	PR Batch 00001.06.2017 FIC.	5,018.40
Total for this ACH Check for Vendor DNB:				19,438.85
ACH	OR-Rev June 17 PR	Oregon Dept. of Revenue PR Batch 00001.06.2017 Oregon W/Held	06/30/2017 PR Batch 00001.06.2017 Ore	4,580.72
Total for this ACH Check for Vendor OR-Rev:				4,580.72
47707	CIS INS	CIS Trust	06/30/2017	
	June 17 PR	PR Batch 00001.06.2017 CCIS Insurance AD&I	PR Batch 00001.06.2017 CCI	21.36
	June 17 PR	PR Batch 00001.06.2017 Dental & Vision	PR Batch 00001.06.2017 Den	2,703.36
	June 17 PR	PR Batch 00001.06.2017 Voluntary Dependent L	PR Batch 00001.06.2017 Volu	32.56
	June 17 PR	PR Batch 00001.06.2017 Voluntary Life Insuran	PR Batch 00001.06.2017 Volu	284.00
	June 17 PR	PR Batch 00001.06.2017 Life Insurance - er	PR Batch 00001.06.2017 Life	170.13
	June 17 PR	PR Batch 00001.06.2017 Life Insurance - Spous	PR Batch 00001.06.2017 Life	200.04
	June 17 PR	PR Batch 00001.06.2017 CCIS Insurance Long-	PR Batch 00001.06.2017 CCI	247.19
	June 17 PR	PR Batch 00001.06.2017 Medical Ins w/RX	PR Batch 00001.06.2017 Med	24,922.60
	June 17 PR	PR Batch 00001.06.2017 Short-Term Disability	PR Batch 00001.06.2017 Shoi	76.73
Total for Check Number 47707:				28,657.97
47708	PEBS CO	Nationwide Retirement Solutions	06/30/2017	
	June 17 PR	PR Batch 00001.06.2017 Roth Contribution	PR Batch 00001.06.2017 Rotl	25.00
	June 17 PR	PR Batch 00001.06.2017 PEBS CO	PR Batch 00001.06.2017 PEB	2,250.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47708:				2,275.00
47709	PETTY MAY 2017	Petty Cash c/o Ellen Montgomery	06/30/2017	
	MAY 2017	Sherms & Albertsons - Staff Meeting supplies		36.69
	MAY 2017	DC Recording - Copy of Easement		4.00
	MAY 2017	DC Recording - Deed documents for easement r		9.00
Total for Check Number 47709:				49.69
47710	TYCO 28781963	Tyco Integrated Security LLC Security System FYE 18	06/30/2017	
Total for Check Number 47710:				1,356.00
47711	USPS June 2017	US Postal Service Postage for UB July Bills	06/30/2017	
Total for Check Number 47711:				2,499.20
47712	VERIZON 9787524358	Verizon Wireless Cell Phone usage	06/30/2017	
	9787524358	New Equipment charges		647.80
	9787524366	Wireless for TV Van		289.98
Total for Check Number 47712:				39.02
Total for Check Number 47712:				976.80
Total for 6/30/2017:				59,834.23
Report Total (10 checks):				60,435.21

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 7/7/2017 12:39 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	07/12/2017	
	18270424012	Office/kitchen supplies		124.67
	1828307351	Office supplies		17.39
	1829573211	5 office chairs for General Mgr		499.95
	1838293861	Office supplies/storage boxes		97.73
	1839044351	Envelopes/Office supplies		114.11
	1844042391	Return-Storage boxes		-37.53
Total for this ACH Check for Vendor STAPLES:				816.32
47713	ACCELA ACC31611	Accela Inc #774375 Springbrook Maintenance 17-18	07/12/2017	
				17,319.15
Total for Check Number 47713:				17,319.15
47714	WP June 2018	Avista Utilities Natural Gas Usage-Admin Bldg	07/12/2017	
				33.23
Total for Check Number 47714:				33.23
47715	BANNERMC	BANNER BANK	07/12/2017	
	AA June 19	Sheraton-Meal, Lucity training-Ryon		16.50
	AA June 19	Sheraton-Meal-Lucity training-Steve		16.50
	AA June 19	Sheraton-Meal, Lucity training-Angie		16.50
	AA June 24	Microsoft subscription-Business Essentials		30.00
	CM June 13	Panera Bread-Meal (Office 365 class)-Christine		10.08
	CM June 14	Comfort Inn-Lodging (Office 365 class)-Christin		143.85
	CM June 14 17	Starbucks-Meal, (Office 365 class)-Christine		6.40
	CM June 14 17	Panera Bread-Meal, (Office 365 class)-Christine		9.88
	CM June 24	Microsoft-Office 365 Premium subscription		112.50
	DF June 3	Malwarebytes-Antimalware software-5 licenses		54.95
	EM June 14	Safeway-cookies for Board mtg		17.00
	GO June 6	Coastal-Drip system parts		5.49
	GO June 8	Ten Down-DCUCC Lunch-Greg O.		20.00
	MC June 2	Home Depot-Tools		23.88
	MC June 22	Coastal-Boots		115.99
	MC June 23	Walmart-Sunscreen for crew		23.88
	MC June 26	Home Depot-parts for kitchen water line		18.19
	MC June 26 17	Home Depot-parts for kitchen water line		11.98
	RK June 20	Sheraton-Meal, Angie, Steve, Ryon-Lucity traini		55.75
	RK June 20 17	Sheraton-Lodging, Angie (Lucity training)		389.72
	RK June 20 17	Sheraton-Lodging, Ryon K (Lucity training)		389.72
	RK June 5	Bi-Mart: Water sprayer		26.97
	RK June 6	Ten Down-DCUCC Lunch-Ryon K		14.75
	RK June 6 17	PPI-Software Maintenance GPS unit		307.80
	SL June 1	Prints Charming-Safety Shirts-Collections/engin		745.98
	SL June 21	Sheraton-Loding for Lucity Crystal class		194.86
	SL June 8	WEF-Steve & Jim Memberships		315.00
	SO June 15	Staff mtg supplies		71.84
	SO June 27	R-Mart: ice for water jug on truck		2.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47715:				3,168.80
47717	THE JERR June 2017	Carson Fuel Usage-June	07/12/2017	1,960.80
Total for Check Number 47717:				1,960.80
47718	OMI 65607	CH2MHill OMI Professional Services-Per Agreement	07/12/2017	120,453.57
Total for Check Number 47718:				120,453.57
47719	Chytka 123633	Chytka Pest Control LLC Pest Control-July	07/12/2017	40.00
Total for Check Number 47719:				40.00
47720	C ROSE INV02685	City of Roseburg Spruce/Parrott Final payment	07/12/2017	8,993.20
Total for Check Number 47720:				8,993.20
47721	WATER Inv02826	City of Roseburg Bulk Water-June	07/12/2017	111.40
Total for Check Number 47721:				111.40
47722	DEQ WQ18WSC-0131 WQ18WSC-0131	Dept of Environmental Quality Wastewater System Op Certificate FYE18 Wastewater System Op Certificate FYE18	07/12/2017	920.00 920.00
Total for Check Number 47722:				1,840.00
47723	DiaPower 220416 220659 220660	Diamond Power Equipment, Inc 24 HP Kawasaki 48" lawn mower Part for weed eater 336FR Line for weed eater	07/12/2017	2,999.99 18.66 18.00
Total for Check Number 47723:				3,036.65
47724	DCCLERK May 2017	Douglas County Clerk Prorated election costs	07/12/2017	4,544.41
Total for Check Number 47724:				4,544.41
47725	DCPW 419305	Douglas County Public Works Grit and screens	07/12/2017	175.20
Total for Check Number 47725:				175.20
47726	DFN July 2017 Admin July 2017 High July 2017 Host July 2017 Keady July 2017 NBank July 2017 NTS July 2017 Wilb1 July 2017 Wilb2 July 2017 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 Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	07/12/2017 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 105796 Service: 105794 Service: 105795	202.71 64.14 10.28 64.14 61.64 51.37 64.14 61.64 64.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 47726:	644.20
47727	EARTH 474706	EARTH20 Bottled Water	07/12/2017	74.45
			Total for Check Number 47727:	74.45
47728	GENEQ 62556	General Equipment Company Swivel, Reel-Flush truck repair	07/12/2017	369.99
			Total for Check Number 47728:	369.99
47729	GRAPHDIM 755	Graphic Dimensions, Inc. Cut UB Bills-July	07/12/2017	30.80
			Total for Check Number 47729:	30.80
47730	HANDY 102173	Handyman Hardware Camel pressure wand extensions	07/12/2017	41.61
			Total for Check Number 47730:	41.61
47731	IE-ENG 48329	i.e. Engineering, Inc. Direct costs-Brown Ave Phase 3	07/12/2017	200.00
			Total for Check Number 47731:	200.00
47732	PUGH 72-1	Jeffrey L. Pugh, Attorney at Law Legal services	07/12/2017	120.00
			Total for Check Number 47732:	120.00
47733	COASTAL F96034	John Deere Financial f.s.b. Boots for Engineering Intern (\$1.99 to be reimbu	07/12/2017	151.99
			Total for Check Number 47733:	151.99
47734	LUCITY TR17-103	Lucity, Inc. Crystal Training-Kershner,Lusch,Allen	07/12/2017	750.00
			Total for Check Number 47734:	750.00
47735	MSTRCR 2044J	MasterCare Cleaning Co Inc Janitorial Services-June	07/12/2017	300.00
			Total for Check Number 47735:	300.00
47736	ELLEN June 2017	Ellen Montgomery Mileage Reimbursement-June	07/12/2017	63.13
			Total for Check Number 47736:	63.13
47737	CMM June 2017 June 2017	Christine Morris Mileage Reimbursement-June Mileage Reimbursement-June	07/12/2017	76.51 187.25
			Total for Check Number 47737:	263.76
47738	MTMCOMM 439207032017	MTM Communications Answering Service plus Holiday-July	07/12/2017	55.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47738:				55.42
47739	Comspan 94148	National LightNet LLC Phone Service-Admin	07/12/2017	259.99
Total for Check Number 47739:				259.99
47740	NEWS-REV 5090176	The News-Review Budget Hearing advertisement	07/12/2017	405.00
Total for Check Number 47740:				405.00
47741	OR-LIN 46039 49416 51923 54846 57764	Oregon Linen, Inc. Mats & laundry service Laundry service Laundry service & toiletries Laundry service Laundry service & mats	07/12/2017	81.97 42.02 63.74 42.02 81.97
Total for Check Number 47741:				311.72
47742	OR-TOOL 761791 761792	Oregon Tool & Supply Tape measure Tape measure	07/12/2017	16.95 16.95
Total for Check Number 47742:				33.90
47743	PPL June 2017 140LM June 2017 411C June 2017 411U June 2017 425LM June 2017 Admin June 2017 High June 2017 Keady June 2017 LV June 2017 NBank June 2017 NTS June 2017 SBank June 2017 Wilb1 June 2017 Wilb2 June 2017 WWTP1 June 2017 WWTP2	Pacific Power Power Usage-140 LM-NTS Gate Contract-411 LM-Storage Bldg Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	07/12/2017	20.16 4.31 70.70 10.63 738.75 1,243.71 190.40 127.51 132.16 7,079.25 1,410.95 98.03 148.37 22,177.62 28.10
Total for Check Number 47743:				33,480.65
47744	PLATT N238725	Platt Electrical Supply ABB VFD 75 Hp-replacement of VFD for Influe	07/12/2017	5,495.58
Total for Check Number 47744:				5,495.58
47745	PPI INV342207	Portland Precision Instrument & Repair Topcon FC5000	07/12/2017	2,184.00
Total for Check Number 47745:				2,184.00
47746	Premium 20480	Premium Landscape, Inc. Landscaping services	07/12/2017	180.25
Total for Check Number 47746:				180.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47747	A&I	Roseburg Auto & Truck Supply	07/12/2017	
	726161	Mud flaps for B-6		19.78
	729219	Grease		12.96
	730202	Antifreeze for backhoe		10.88
	730687	Grease for grease gun		4.65
	730842	Grease for shop inventory		46.50
				<hr/>
Total for Check Number 47747:				94.77
47748	RSBG-DIS	Roseburg Disposal Company	07/12/2017	
	975948	Garbage service-June		56.50
				<hr/>
Total for Check Number 47748:				56.50
47749	SDAO	Special Districts Insurance Services	07/12/2017	
	32W58366-596	Workers Comp 2017-2018		10,226.60
				<hr/>
Total for Check Number 47749:				10,226.60
47750	THORP	Thorp, Purdy, Jewett, Urness & Wilkinson I	07/12/2017	
	13773-2 BJM	Legal services		1,730.50
				<hr/>
Total for Check Number 47750:				1,730.50
47751	UBWA	Umpqua Basin Water Association	07/12/2017	
	June 17 411LM	Water Base Rate-411 Long Meadows		18.00
	June 17 425LM	Water Base Rate-425 Long Meadows		18.00
	June 17 606LM	Water Base Rate-606 Long Meadows		18.00
				<hr/>
Total for Check Number 47751:				54.00
47752	UMP-SAND	Umpqua Sand & Gravel	07/12/2017	
	38737	Excavated material		34.58
				<hr/>
Total for Check Number 47752:				34.58
47753	UNITED	UNITED RENTALS (NORTH AMERICA)	07/12/2017	
	147130002-001	Skid steer track loader-NTS maintenance		2,223.53
	147130002-002	Skid Steer Cleaning Charge-NTS maintenance		32.50
	147256081-001	Mini Excavator-NTS maintenance		3,529.62
	147259751-001	Safety glasses		12.00
				<hr/>
Total for Check Number 47753:				5,797.65
47754	West Tes	Western Testing LLC	07/12/2017	
	20967	Back Nine-Piezometer readings		98.55
				<hr/>
Total for Check Number 47754:				98.55
				<hr/>
Total for 7/12/2017:				226,002.32
				<hr/>
Report Total (42 checks):				226,002.32
				<hr/>