



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

REGULAR MONTHLY BOARD MEETING

August 15, 2018

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

**August 15, 2018
RUSA Board Room
4:00 p.m.**

AUGUST BOARD MEETING DATE CHANGED

**TO
August 15th at 4 p.m.**

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griesse

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. July 11, 2018 Board Meeting
- 4. General Managers Report**
 - a. Back Nine Sanitary Sewer Extension Phase I
 - b. NW Black Avenue Sanitary Sewer Replacement
 - c. Downtown Improvements Sanitary Sewer Replacement Phase II
 - d. Garden Valley Blvd Sanitary Sewer Replacement
 - e. Winchester Pump Station Force Main Replacement
 - f. Loma Vista Pump Station Study
 - g. Wastewater Treatment Plant Fuel Tank Removal
 - h. Staff Recognition
- 5. New Developments**
- 6. Staff Report**
- 7. ch2m (Jacobs) Plant Operations Report**
- 8. Accounts Payable**
- 9. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

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



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on July 11, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Supervising Engineering Tech III Ryon Kershner, Accounting Specialist Angela Allen, Office Assistant Harmony Economou, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, June 13, 2018.

David Campos moved to approve the minutes, as presented, for the Wednesday, June 13th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The contractor has almost completed the pump station site work. The pump station will be tested on July 23rd using one of our generators and water tanks until power and water are at the site. Staff and the Back Nine Development Group are working on a development agreement to finalize the outstanding issues so that the subdivision plat can be finalized.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer is under construction and is about 98% complete. The project has been CCTV'd and one repair was completed to date.

Downtown Improvements Phase II

The Contractor, Brown Construction, has completed the sanitary sewer construction, only testing and abandonment of the old combination line are left.

Garden Valley Blvd Sewer Replacement Project

The Pre-Construction meeting was held on June 26th. The Contractor, Cradar Enterprises, was given the notice to proceed on June 29th. The Contractor will begin work on July 9th and is set to complete the project on or before August 7th. The construction will be completed during the day with all lanes of traffic open to vehicles by 3:00 pm each day.

RUSA staff will be replacing the building sewers east from the rail road tracks to Stephens Street. Collection Staff will be flexing their hours and will be working during the night to complete the work. Staff will start the construction July 22nd and complete the work July 27th. The CCTV Staff will continue working their daytime hours to be available for general daily needs.

RUSA will be hiring Roto-Rooter to burst the sewer laterals to Los Dos Amigos and Jack-in-the-Box so that can be fully functional in a timely manner.

Winchester Pump Station Force Main Replacement Project

Douglas County has re-started the design work, and they are currently back in negotiations with the City for jurisdiction of the road after construction. i.e. Engineering has continued the design work on the force main so that we can stay on target when the County and City reach an agreement and the project work is approved to start again. The job is still scheduled to go out to bid in November 2018 and begin in May 2019.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station. There is a property owner interested in selling us a parcel for the pump station, Jim will be contacting them and advising i.e. Engineering on how to proceed.

Natural Treatment Facility

The electric motor on the high-level pump has been repaired and installed. The final cost to repair the motor was \$20,437 after a \$500 instant rebate from the Oregon Energy Trust as part of the State of Oregon's Green Motor Initiative. The pump and motor are working well, and we have started watering the high levels at the NTS.

Wastewater Treatment Plant Underground Fuel Tanks

First Strike has scheduled the removal of the underground fuel tanks at the WWTP. They will start the week of July 16th, the process will take about five working days as long as there is not any contaminated soil encountered. The insurance company will be on-site to watch the removal of the tanks and be pro-active if necessary.

Engineering Department Pickup Truck Replacement

The 2011 Chevrolet 2500 extra cab pickup is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$33,332 (plus license and title fees) for a 2018 Ford F150 extra cab. We also requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$30,754.36 (plus license and title fees) for a \$2,577.64 savings. List price for this vehicle is \$43,500.

There was a brief discussion regarding the comparison of the vehicles, the Board wanted to make sure we are comparing the exact same options on each quote. Staff informed the Board that the options are decided upon, then presented for quotes, so they are the same options on each quote. The local dealers have not been competitive with these prices.

Staff recommended that the Board approve awarding the purchase of a new 2018 Ford F150 extra cab pickup to Butler Ford in the amount of \$30,754.36 plus license and title fees.

Rob Lieberman made a motion to approve awarding the purchase of a new 2018 Ford F150 extra cab pickup to Butler Ford in the amount of \$30,754.36 plus license and title fees.

David Campos seconded the motion.

The motion passed unanimously.

Collection Department Service Truck Replacement

The 2011 Ford F450 service truck is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$35,193 (plus license and title fees) for a 2019 Ford F450 cab chassis truck. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$34,508.72 plus license and title fees for a \$684.28 savings. List price for this vehicle is \$41,455.00.

The crew is anticipating using the service body from the 2011 Ford on the 2019 Ford as long as it will fit. Bentley Welding thought that wouldn't be a problem and will be moving the service body from one truck to the other for us.

Staff recommended that the Board approve awarding the purchase of a new 2019 Ford F450 cab chassis truck to Butler Ford in the amount of \$34,508.72 plus license and title fees.

David Campos made a motion to approve awarding the purchase of a new 2019 Ford F450 cab chassis truck to Butler Ford in the amount of \$34,508.72 plus license and title fees.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Collection Department CCTV Van Replacement

The 2008 Mercedes-Benz Sprinter Van is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote for \$51,850 (plus license and title fees) for a 2019 Mercedes-Benz Sprinter Van. We looked into purchasing a Ford Transit to lower the total cost of the new CCTV Van with the availability of a local service facility (the closest Mercedes-Benz service center is located in Portland, OR). We requested a quote from NJPA for a Ford Transit with a small power stroke diesel engine and received a price of \$41,507.61. We requested a quotation from Butler Ford of Ashland, as they have consistently provided the lowest price for the last five vehicles we have purchased. The price from Butler Ford delivered to Roseburg was \$36,650.32 (plus license and title fees) for a \$4,857.29 savings from the NJPA price and a \$15,199.68 savings from the Sprinter quote from NJPA.

There was a brief discussion regarding the diesel engines and their reliability. The Board requested that Steve talk with Dave Gregory at Southern Oregon Diesel for his opinion of the two engines and email the information to the Board.

Staff recommended that the Board approve awarding the purchase of a new 2019 Ford Transit Van to Butler Ford in the amount of \$36,650.32 plus license and title fees. We will provide a separate quotation for the CCTV equipment.

Kelsey Wood made a stipulated motion to approve awarding the purchase of a new 2019 Ford Transit Van to Butler Ford in the amount of \$36,650.32 (plus license and title fees) pending the favorable opinion of Dave at Southern Oregon Diesel.

The motion was seconded by Rob Lieberman.

The motion passed unanimously.

Collection Department CCTV Equipment Replacement

The 2008 CCTV equipment is scheduled for replacement. Staff included the replacement cost in the 2018 – 2019 adopted budget. As part of the National Joint Powers Alliance (NJPA) Contract we received a quote from True North Equipment for a new EnviroSight CCTV system to be installed in a new Ford Transit. The quotation was \$334,841.69 installed in a RUSA provided van.

There was a brief discussion regarding cost of the new equipment. All the components that go into the van have a high value, there is a build-out of the van to accommodate the equipment and workstation, as well as a small market for this type of equipment.

Staff recommended that the Board approve awarding the purchase of a new EnviroSight CCTV system to True North Equipment in the amount of \$334,841.69.

Kelsey Wood made a motion to approve awarding the purchase of a new EnviroSight CCTV system to True North Equipment in the amount of \$334,841.69.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Report

Jade Mecham, Project Manager, advised that the NTS is receiving effluent and running as expected. There are some irrigation repairs being made and things are flowing properly.

Annual Turnover Report

The annual turnover report was presented to the Board. It appears that sending two letters has improved the monies received from customers prior to turnover to the County. The amount was the lowest in the last eight years.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the July 11th, 2018 Accounts Payable. There was a short discussion regarding some line items.

Kelsey Wood made a motion to approve the Accounts Payable and Addendum as presented. David Campos seconded the motion. The motion passed unanimously.

Other Business

Linda Daly submitted a letter regarding her vacant properties and requested that we make an exception to the vacancy credit policy for her due to her health condition. Christine presented a memo that she had sent to Jim detailing the history regarding Linda Daly's properties and other concessions that were made in the past. The Board was presented with an accommodation for 14 months of vacancy credit, staff would waive all late fees and contact the City for water reports if Linda paid the standby fees for the last 14 months.

The Board discussed the vacancy credit process and the Board was in agreement that they didn't want to put an additional burden on staff to acquire the water reports. The Board took into consideration the payment history on Linda's accounts and her past requests for an accommodation.

Kelsey Wood made a motion to write a letter to Linda Daly letting her know that if she pays the current outstanding standby fees as well as the next month's standby fee and provides water reports for the property that they will allow an accommodation for Staff to issue 14 months of vacancy credit and waive the late fees for that time. David Campos seconded the motion. Three of four Board Members approved the motion.

The NTS was recognized by the DEQ in an article published in Elsevier for its innovative process to improve effluent and the effect it has on water quality.

There being no further business to come before the Board, the meeting was adjourned at 5:03 p.m.

Respectfully submitted,

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

Angela Allen
Accounting Specialist

GENERAL MANAGERS REPORT

Date: 8/8/18

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

We have completed the start-up and commissioning of the pump station. The site work has been completed. We have mobilized a portable generator to the site and will be exercising the pumps until the pump station receives sewer flow.

We were able to work with Douglas County to secure an agreement to have the developer provide a letter of irrevocable credit for the installation of the power for the pump station. RUSA has been given a letter of irrevocable credit for the paving of the driveway to the pump station. With these securities in place, RUSA was able to accept the sanitary sewer improvements allowing the County to final the subdivision plat.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer construction is 95% complete, the remaining work will take place when the road is paved.

Downtown Improvements Phase II

The Contractor, Brown Construction, has completed the sanitary sewer construction.

Garden Valley Blvd Sewer Replacement Project

The contractor, Cradar Enterprises, has completed all the work on the Garden Valley Blvd. Sewer Replacement Project. The Engineer, i.e. Engineering, has reviewed all the inspection reports and conducted a final walk through with RUSA and the City. The Engineer has signed off on the project as completed.

We have received a letter from the Engineer approving the payment of Pay Request #1 in the amount of \$126,735.22. Staff has reviewed the pay request and agrees with the Engineer's recommendation.

The Contractor has requested the release of the retainage for this project. RUSA has received a release of all liens from Cradar Enterprises. The City of Roseburg has completed a final inspection and walk through of the project and closed the "Work To Do Construction Or Utility Work Within The Right-Of-Way" permit as complete.

We recommend that RUSA release the retainage for this project in the amount of \$6,670.28.

Winchester Pump Station Force Main Replacement Project

Douglas County has re-started the design work since an agreement has been reached with the City for jurisdiction of the road after construction. i.e. Engineering is continuing the design work on the force main.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

Wastewater Treatment Plant Fuel Tank Removal

The Contractor, First Strike, has completed the removal and fill of the underground storage tanks. There was some contaminated soil discovered around the storage tanks. A small amount of soil that was contaminated was found below the fuel pumps. The soil was removed and treated according to the Department of Environmental Quality requirements.

Staff Recognition

The Certification Commission for Environmental Professionals of the Association of Boards of Certification confirms Steve Lusch, the Collection System Superintendent, has fulfilled prescribed standards, passed rigorous examination, pledged to uphold the Professional Operators Code of Conduct, and committed to ongoing professional development in the practice of Wastewater Collection operations. Recognizing the requirements for Professional Operator Wastewater Collection Class IV certification and designation have been satisfied, Steve has been issued the certification of Professional Operator (OP) Class IV.

The Certification Commission for Environmental Professionals is a National Organization committed to protecting health and the environment through certification and professional designation of water industry operators.



809 SE PINE STREET
POST OFFICE BOX 1271
ROSEBURG, OR 97470

(541) 673-0166
FAX: (541) 440-9392

August 1, 2018

Roseburg Urban Sanitary Authority

ATTN: Ryon Kershner

P.O. Box 1185

Roseburg, OR 97470

RE: Garden Valley Sewer Replacement

Pay Request #1

Dear Mr. Kershner;

Pay Request #1 for work completed on the above project, as submitted by Cradar Enterprises, Inc. and reviewed by i.e. Engineering Inc., was found to be correct and in accordance with the Contract Documents.

It is recommended that Roseburg Urban Sanitary Authority accept this request and issue payment to the Contractor for the amount of \$126,735.22

Enclosed is a copy of the invoice and breakdown of costs. Please call me at (541) 673-0166 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Derek M. Miller, P.E." in a cursive script.

Derek M. Miller, P.E.

Project Engineer



809 SE PINE STREET
POST OFFICE BOX 1271
ROSEBURG, OR 97470

(541) 673-0166
FAX: (541) 440-9392

August 9, 2018

Roseburg Urban Sanitary Authority

ATTN: Ryon Kershner

P.O. Box 1185

Roseburg, OR 97470

RE: Garden Valley Sewer Replacement
Retention Release

Dear Mr. Kershner;

It is recommended that Roseburg Urban Sanitary Authority release the final project retainage for the amount of \$6,670.28 for the Garden Valley Sewer Replacement to Cradar Enterprises, Inc. All project punch list items have been completed by the Contractor. The City of Roseburg has accepted the street re-paving as completed. The Contractor has also submitted a Final Completion & Payment letter of request for reference as well as copies of all certified payroll for the project.

Enclosed is a copy of the Retainage Request Invoice and Final Completion and Payment Letter for your records.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex M. Palm". The signature is fluid and cursive, with a large, stylized "A" and "P".

Alex M. Palm, P.E.

Project Engineer

ROSEBURG URBAN SANITARY AUTHORITY

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.
- Newton Creek Manor
 - This project is 95 percent complete. The mainline and manholes are in place.
- Umpqua Health Newton Creek Campus
 - Mainline and sanitary service line are complete. Testing has not taken place at this time.
- Woodside Village is 95 percent complete we are waiting on testing. This Subdivision is being held up by PP&L.

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Cascade Court main line extension – Joint City-RUSA project
 - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
 - The underground infrastructure is in place. The lift station pumps have been installed along with the control system. As there is no power at this time, the system was tested using a generator and water from two water trucks.
- NW Black Avenue Sanitary Sewer Improvement
 - Black Street is 95 percent complete the remaining work will take place when the surface has been placed on the road.
- Downtown Intersection Improvements Phase II.
 - This project is 98 percent complete pending abandonment of 24-inch line under United Way and final testing
- Garden Valley Sewer Repair
 - Cradar completed this work on July 27th. The project is currently being closed out.
- Winchester Pump Station Pressure Line Replacement
 - Initial engineering underway

ROSEBURG URBAN SANITARY AUTHORITY

July 2018 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 17 work orders.
- Completed CCTV of 14,407 feet of mainline.
- Completed cleaning of 14,675 feet of mainline.
- Completed 74 manhole inspections.
- Repaired 3 manholes.
- Repaired 2 mainline connections and 2 services on Garden Valley project.

ENGINEERING DEPARTMENT:

- Completed 213 underground utility locate requests.
- Issued 10 permits and completed 10 inspections.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The underground infrastructure is now in place, the lift station is yet to be completed.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner. The As-Built drawings and Engineer's letter of certification is pending.
- Black Avenue sewer replacement is 95 percent complete.
- Downtown Phase II sewer replacement Construction should be complete they have one line to abandon and final testing left
- Garden Valley Sewer Replacement was completed July 27th, ahead of schedule. The project is being finalized.
- Newton Creek Manor mainline extension is now complete.
- Woodside Village mainline extension is 95 percent done. There is only testing left.
- Umpqua Health mainline extension is 98 percent done. Waiting on paving to complete testing.

FINANCE DEPARTMENT:

- Vacancy Credits: 9 were processed for a total of \$1,338.24 in July.
- Credit cards/eChecks: 644 payments totaling \$31,137.47 were collected in July. 61 payments received at the counter, 21 by voice response system, and 562 on-line.
- Automatic Payments: 1,955 customer accounts are signed up. Received \$77,858.81 or approximately 14.03% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: August 1, 2018
SUBJECT: July 2018 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal (pending final results coming out 8/6/18) and 97% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for July 2018, was 235,000 KWHRS with a total Effluent flow of 85.13 million gallons, all of which went to Outfall 002 (NTS). The July 2017 electrical consumption was 247,000 KWHRS with a total Effluent flow of 92.07 million gallons, all of which went to Outfall 002 (NTS).
- The fuel tanks at the plant were removed by First Strike Environmental Services.
- Our Oregon DEQ regulator performed a site visit to the plant and NTS. He spoke with all staff and was pleased with the condition and operation of the plant.
- We received an updated approval letter to an existing biosolids site that had an ownership change. The new approval is in a new format and is more restrictive and increases the sampling requirements.
- We gave a tour for two people from Klamath Falls that are considering biosolids dewatering equipment similar to RUSA's.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in July:

- *Albertson's*: The collections crew reported grease buildup at the main line. Albertson's has their interceptor set up on a pumping schedule for every 4 months. We've recommended they up the pumping to every 3 months.
- *Subway Harvard Blvd*: Using the push camera in the service line showed no signs of buildup.
- *Brix*: Using the push camera in the service line showed no problems.
- *Old Soul Pizza*: Using the push camera into the clean out showed no concerns at this time.
- *ADAPT*: Their interceptor was in acceptable condition.

NATURAL TREATMENT SYSTEM (NTS)

- The Amiad filter #3 has developed problems and is out of service.
- A new irrigation line was added to the east end of Zone 1L that is pulling water from 1H at 43 gpm.
- A small amount of polymer is being added at the plant to help reduce phosphorus leaving the plant to the NTS. The NTS reduced the phosphorus discharge to the river by 90% in July.
- South Umpqua River flows have dropped below 150 CFS, as of July 12th which changes the benchmarks for discharge to the river.

MAINTENANCE ACTIVITIES

- Replaced both yard hydrants for the Primary Clarifier #2 with new and re-poured the sidewalk.
- Replaced engine block heater hose on the Influent Building Generator.
- Designed and fabricated a moving platform system for each side of the Screw Press for allowing easier cleaning and maintenance.
- Installed an interlock relay that only lets the Amiad filters come on when the pump is running.
- Poured the concrete pedestal for the installation of the new WAS pump.
- Assisted with the startup of the new Del Rio Lift Station

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO₄) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- When discharging from the pond we sample daily for PO₄ at SW5.
- Number of Tests for permit: 131
13 CBOD's 31 pH 13 Fecal/E. Coli 5 TKN 5 Nitrate
13 TSS 31 Cl₂ Res. 11 Ammonia 9 Total Phosphorus
- Precision results: Accuracy Results:
In control: 131 In Control: 118
Out of control: 0 Out of Control: 0
- On 7/2/18, we removed probes from the river and NTS, downloaded data, recalibrated and relaunched.
- On 7/18/18, sampled Lab water and shipped to NRC for testing.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Chad Snyder is out due to knee surgery.

UPCOMING EVENTS

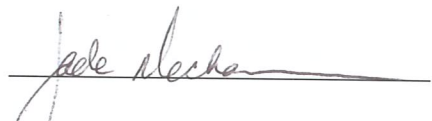
OPERATIONS/NTS:

- Get the #3 Amiad filter back into service.
- Clean Aeration Basin #2.

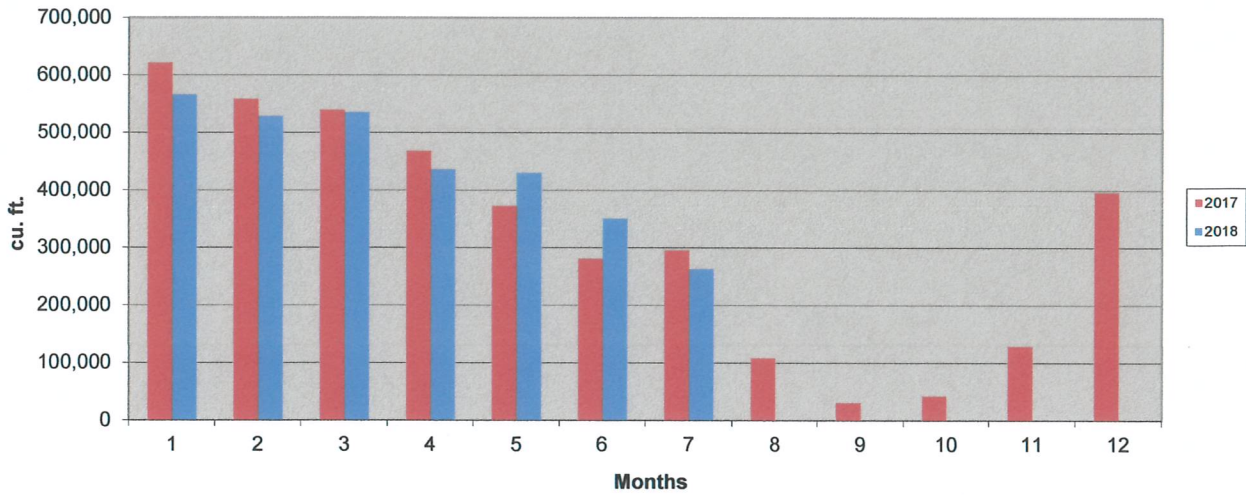
MAINTENANCE:

- Replace Sludge Transfer VFDs
- Install Catwalk system for the Screw Press

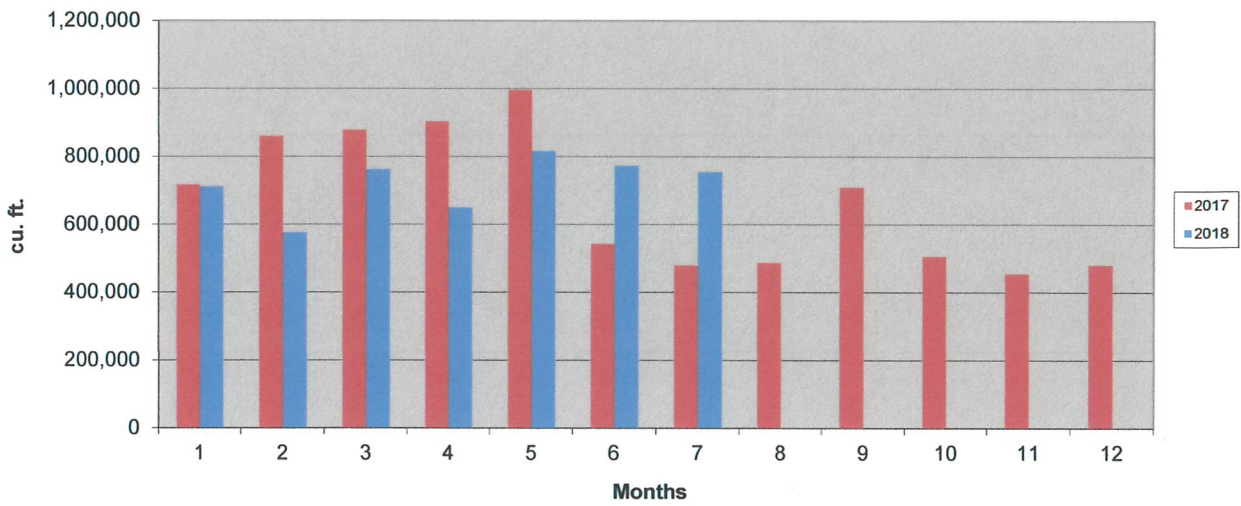
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs (will be sent separately, awaiting results)
 12 Month Moving Avg. (will be sent separately, awaiting results)
 Violation Sum-Limit Report (will be sent separately, awaiting results)


Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



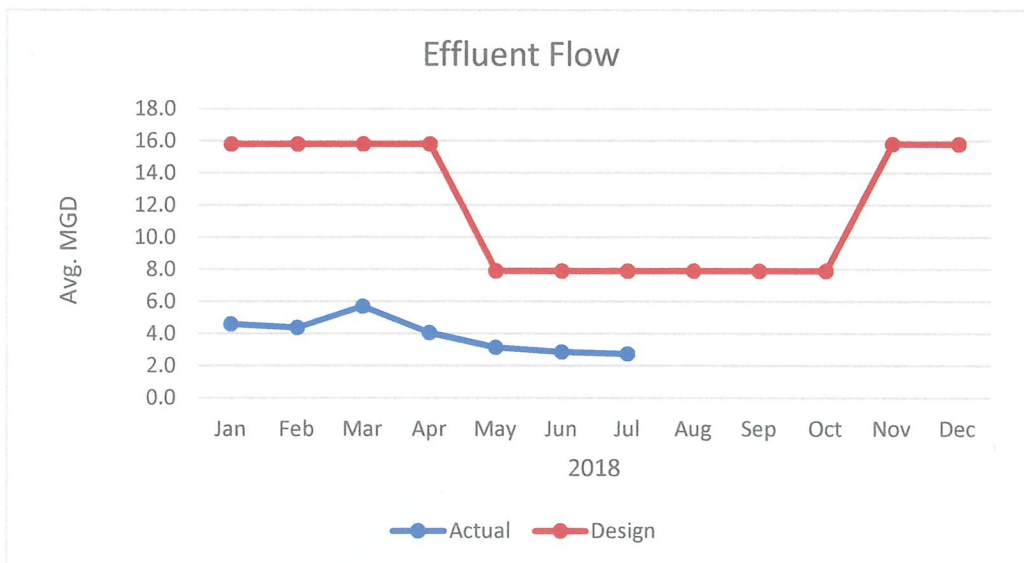
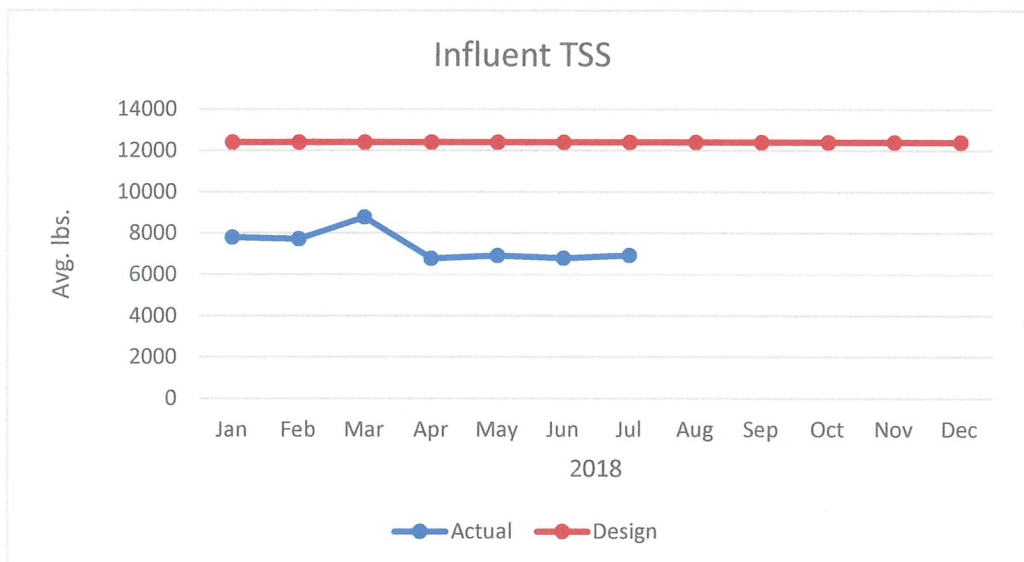
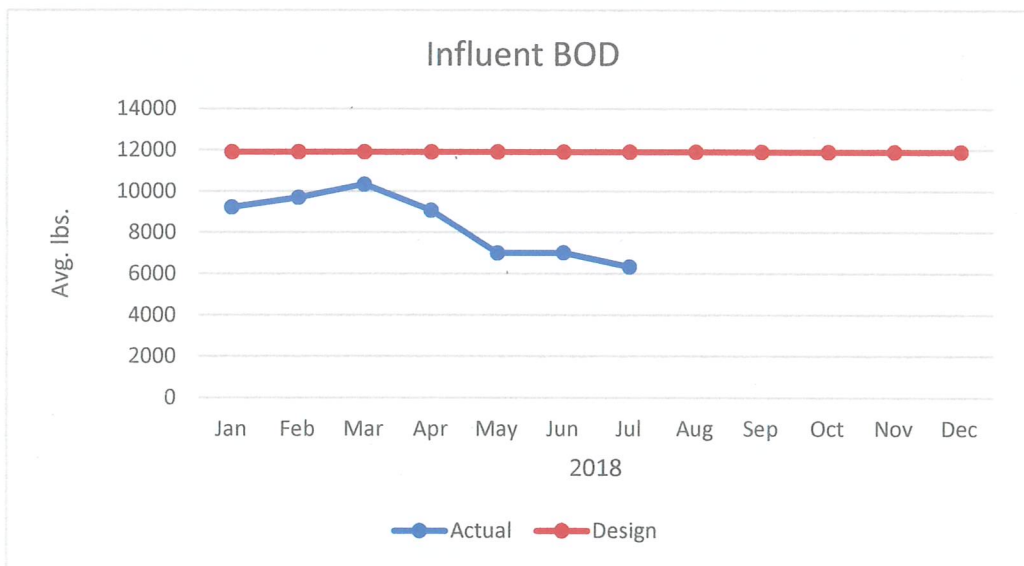
FLARE GAS USAGE



12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
Aug-17	2.94	6326	5492
Sep-17	2.86	6750	5176
Oct-17	3.30	7816	6550
Nov-17	4.45	9093	7534
Dec-17	3.61	8340	6804
Jan-18	4.61	9227	7805
Feb-18	4.39	9702	7725
Mar-18	5.72	10343	8779
Apr-18	4.08	9078	6784
May-18	3.15	7012	6919
Jun-18	2.87	7027	6826
Jul-18	2.76	6345	6937

SUM	44.74	97058	83331
AVE	3.73	8088	6944
MAX	5.72	10343	8779
MIN	2.76	6326	5176



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

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	4.23
Max Weekly Avg (Wed Rule) , 7/22/2018	MG/L	15.00	4.67
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 7/22/2018	S.U.	6.30	6.31
Maximum , 7/28/2018	S.U.	8.50	6.99
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	9.00
Max Weekly Avg (Wed Rule) , 7/8/2018	MG/L	15.00	10.67
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	98
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	97
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	3
Maximum , 7/31/2018	MG/L	na	8
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	21
Maximum , 7/30/2018	MPN	406	68
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).

CASH DISBURSEMENT RECAP BOARD MEETING AUG 15, 2018

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	73,699.63
Total of Regular Checks & ACH Transactions	<u>312,320.29</u>

Total Expenditures (not including Payroll)	<u>386,019.92</u>
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Payroll:

Net Payroll - July 2018	56,082.71
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All Checks & ACH Transactions since the Board Meeting of July 11, 2018	<u>442,102.63</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/9/2018 10:41 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX	ASIFlex	07/31/2018	
	July 18 PR	PR Batch 00001.07.2018 Dependent Care FSA	PR Batch 00001.07.2018 Dep	83.33
	July 18 PR	PR Batch 00001.07.2018 Flexible Spending Acco	PR Batch 00001.07.2018 Flex	1,303.85
Total for this ACH Check for Vendor ASIFLEX:				1,387.18
ACH	DNB	Internal Revenue Service	07/31/2018	
	July 18 PR	PR Batch 00001.07.2018 FICA - Employee	PR Batch 00001.07.2018 FIC.	4,918.27
	July 18 PR	PR Batch 00001.07.2018 Federal Income Tax	PR Batch 00001.07.2018 Fede	5,559.29
	July 18 PR	PR Batch 00001.07.2018 Medicare - Employee	PR Batch 00001.07.2018 Med	1,150.25
	July 18 PR	PR Batch 00001.07.2018 Medicare - Employer	PR Batch 00001.07.2018 Med	1,150.25
	July 18 PR	PR Batch 00001.07.2018 FICA - Employer	PR Batch 00001.07.2018 FIC.	4,918.27
Total for this ACH Check for Vendor DNB:				17,696.33
ACH	OR-Rev	Oregon Dept. of Revenue	07/31/2018	
	July 18 PR	PR Batch 00001.07.2018 Oregon W/Held	PR Batch 00001.07.2018 Ore	4,558.56
Total for this ACH Check for Vendor OR-Rev:				4,558.56
ACH	OR-REV	Oregon Dept. of Revenue	07/31/2018	
	2nd Qtr 18 OQ	2nd Qtr OQ Unemployment Liability		1,780.78
	2nd Qtr OQ WC	2nd Qtr OQ Workers Comp Liability		173.06
Total for this ACH Check for Vendor OR-REV:				1,953.84
48466	CIS INS	CIS Trust	07/31/2018	
	July 18 PR	PR Batch 00001.07.2018 Voluntary Dependent L	PR Batch 00001.07.2018 Volu	35.52
	July 18 PR	PR Batch 00001.07.2018 Life Insurance - er	PR Batch 00001.07.2018 Life	115.70
	July 18 PR	PR Batch 00001.07.2018 CCIS Insurance Long-	PR Batch 00001.07.2018 CCI	239.62
	July 18 PR	PR Batch 00001.07.2018 Short-Term Disability	PR Batch 00001.07.2018 Sho	112.49
	July 18 PR	PR Batch 00001.07.2018 Life Insurance - Spous	PR Batch 00001.07.2018 Life	129.68
	July 18 PR	PR Batch 00001.07.2018 CCIS Insurance AD&I	PR Batch 00001.07.2018 CCI	20.54
	July 18 PR	PR Batch 00001.07.2018 Voluntary Life Insuran	PR Batch 00001.07.2018 Volu	270.67
	July 18 PR	PR Batch 00001.07.2018 Dental & Vision	PR Batch 00001.07.2018 Den	3,046.34
	July 18 PR	PR Batch 00001.07.2018 Medical Ins w/RX	PR Batch 00001.07.2018 Med	23,944.86
	July 18 PR Adj	Adjustments	PR Batch 00001.07.2018 Med	-1,525.23
Total for Check Number 48466:				26,390.19
48467	PEBS CO	Nationwide Retirement Solutions	07/31/2018	
	July 18 PR	PR Batch 00001.07.2018 PEBS CO	PR Batch 00001.07.2018 PEB	2,575.00
Total for Check Number 48467:				2,575.00
48468	VEBA TR	HRA VEBA Trust	07/31/2018	
	Report 49553	HRA Veba Contribution-Report 49553		312.50
Total for Check Number 48468:				312.50
48469	Comspan	National LightNet LLC	07/31/2018	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	23144	Admin phone service-July		102.36
			Total for Check Number 48469:	102.36
48470	SHRED-IT 8125185113	Shred-It USA Shred Services-July	07/31/2018	85.02
			Total for Check Number 48470:	85.02
48471	Tinker Refund	Tinker's Pump Service, Inc. Refund overpayment-Diamond Lake Assessment	07/31/2018	312.37
			Total for Check Number 48471:	312.37
48472	USPS July 2018	US Postal Service Postage for August UB Bills	07/31/2018	2,456.72
			Total for Check Number 48472:	2,456.72
48473	VERIZON 9810937477 9810937485	Verizon Wireless Wireless phone service Wireless for TV Van	07/31/2018	664.08 39.02
			Total for Check Number 48473:	703.10
			Total for 7/31/2018:	58,533.17
ACH	02669	PERS Deposit	08/10/2018	
	July 18 PERSAdj	July PR PERS Rounding Adjustment		0.04
	July 18 PR	PR Batch 00001.07.2018 PERS Pick-Up	PR Batch 00001.07.2018 PER	677.28
	July 18 PR	PR Batch 00001.07.2018 OPSRP-Not W/Held	PR Batch 00001.07.2018 OPS	4,067.45
	July 18 PR	PR Batch 00001.07.2018 PERS - Not W/Held	PR Batch 00001.07.2018 PER	6,613.53
	July 18 PR	PR Batch 00001.07.2018 PERS W/Held	PR Batch 00001.07.2018 PER	3,763.16
			Total for this ACH Check for Vendor 02669:	15,121.46
ACH	ASIFLEX A00032588707ABI	ASIFlex FSA Fees - July PR	08/10/2018	45.00
			Total for this ACH Check for Vendor ASIFLEX:	45.00
			Total for 8/10/2018:	15,166.46
			Report Total (14 checks):	73,699.63

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/9/2018 12:05 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	OMI	CH2MHill OMI	08/15/2018	
	67600	Professional services per agreement		121,072.75
	67601	Out of Scope - Monitoring & Reporting - NTS		1,527.29
Total for this ACH Check for Vendor OMI:				122,600.04
ACH	STAPLES	Staples Credit Plan	08/15/2018	
	2119240621	Kitchen supplies & paper		354.67
	2120432131	Office supplies		22.26
	2127927351	Keyboard for Office Assistant		37.99
	2128007291	Printer/copier/scanner-Finance & facial tissue		443.47
Total for this ACH Check for Vendor STAPLES:				858.39
48474	WP	Avista Utilities	08/15/2018	
	July 18	Natural Gas usage-Admin Bldg		29.23
Total for Check Number 48474:				29.23
48475	BANNERMC	BANNER BANK	08/15/2018	
	AA 070918	Pitney Powes-Postage machine quarterly lease		81.00
	AA 071218	Bagel Tree-Staff mtg snacks		35.25
	AA 072418	Microsoft-Business Essentials Office 365		42.34
	CM 070318	AICPA-CPE Express Annual Subscription		199.00
	CM 072318	AICPA-AICPA FYE19 Dues-Christine		275.00
	CM 072418	Microsoft-11 Office 365 Premium Subscriptions		137.50
	CM 072618	OMFOA-OGFOA FYE 19 Dues-Christine		110.00
	DF 071918	Newegg-2 replacement SSD's		199.98
	DF 072418	Microsoft-Monthly charge for Visio		15.00
	DF 072518	Network Solutions-email accts for new domain-l		11.39
	GO 072618	UCC-OR Op Conference-Greg O		325.00
	GO 073018a	Flag Poles, Inc-Flags for office		341.90
	GO 073018b	Staples-File racks for upstairs filing boxes		89.91
	GO 073018c	Staples-Returned 7 of the 8 File racks for upstairs		-79.92
	HE 071118	Safeway-Board mtg snacks		11.00
	JB 070518	ACWA-Paypal-ACWA Conf Registration-Jim B		485.00
	JB 072518	Cascade Lakes Lodge-ACWA Conf Meal-Jim B		32.65
	JB 072718	Shell Oil-ACWA Conf Fuel-Jim B		43.62
	JB 073018	TownePlace Suites-ACWA Conf Lodging-Jim B		379.24
	JB 080318	Ten Down-DUCC Lunch mtg-Jim, John		30.75
	JJB 072618	UCC-OR Operators Conf-John B		165.00
	KB 062818	Subway-Meal on way back from Hillsboro trip		7.28
	KB 062918	Sportsman Warehouse-Deans Retirement Gift		150.00
	KB 070518	UPS-Shipped CCTV Camera to True North		52.54
	KB 071018	Transport Wisdom-Leland M CDL Test		165.00
	KB 071718	Pizza Palace-UBOS mtg-Jim B & Crew		61.00
	KB 072718	ACT APWA-2 leadership conference registration		675.00
	KV 071918	UCC-OR Operators Conf-Kyle V		325.00
	LM 071018	ODOT DMV-CDL Certification - Leland M		115.50
	LM 071618	JL Mini Mart-Fuel for truck (in Portland)		40.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	LM 072418	UCC-OR Operators Conf-Leland M		325.00
	MC 072018	Home Depot-Quikrete Concrete mix		18.60
	MC 072518	UCC-Operators Conf Registration-Matt C		350.00
	RC 071618	JL Mini mart-Fuel for Aqua Tech in Portland		93.62
	RC 071918	UCC-OR Op Conf-Rick C		375.00
	RC 072518	Coastal Farm-Pin locks for service truck pintal h		3.99
	RK 072118	Totem Market-Drinks for wet well installation cr		17.03
	RK 072918	Harbor Freight tools-Rubber gloves		25.98
	SL 072018	Traffic Safety Warehouse-Ramp Kits for steel pl		1,070.00
	SL 072018b	Pioneer Villa Cafe-Meal mtg w/DEQ in Wilsonv		8.00
Total for Check Number 48475:				6,809.50
48476	BATT PLU P3296137 P4318062	Batteries Plus #208 12V Lead for trailer Battery back-up for new crew computer	08/15/2018	17.95 107.95
Total for Check Number 48476:				125.90
48477	BIOMED 63978	bio-MED Testing Services Inc DOT Random Breath Alcohol Test	08/15/2018	35.00
Total for Check Number 48477:				35.00
48478	NEWCASTL 20997	Brooks Products GV Blvd In-House Project	08/15/2018	24.32
Total for Check Number 48478:				24.32
48479	Chytka 127534	Chytka Pest Control LLC Monthly pest control service	08/15/2018	40.00
Total for Check Number 48479:				40.00
48480	C ROSE INV04956	City of Roseburg Right of way permits-GV & Park, GV & Stepher	08/15/2018	70.50
Total for Check Number 48480:				70.50
48481	WATER INV04956 INV05140 July 2018	City of Roseburg Water usage-Admin July Bulk Water & permit Water usage-Admin	08/15/2018	70.50 78.72 241.40
Total for Check Number 48481:				390.62
48482	CORIX 17813019962	Corix Water Products (US) Inc. Garden Valley Project	08/15/2018	349.80
Total for Check Number 48482:				349.80
48483	CRADAR 002945	Cradar Enterprises, Inc Garden Valley Sewer Extension (net of retainage	08/15/2018	126,735.22
Total for Check Number 48483:				126,735.22
48484	DCPW 2018-07-037	Douglas County Public Works Grit pit disposal	08/15/2018	254.77
Total for Check Number 48484:				254.77
48485	DFN	Douglas Fast Net	08/15/2018	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	AUG 2018 ADMIN	Internet Services-Admin	Service: 14806	202.71
	AUG 2018 ADMIN2	Internet Services-Admin 2		107.24
	AUG 2018 HIGH	Internet Services-Highland PS	Service: 105797	64.14
	AUG 2018 HOST	Admin Hosting		10.28
	AUG 2018 KEADY	Internet Services-Keady Ct	Service: 106289	64.14
	AUG 2018 N BANK	Internet Services-No. Bank PS	Service: 105793	61.64
	AUG 2018 NTS	Internet Services-NTS	Service: 23920	51.37
	AUG 2018 WILB 1	Internet Services-Wilbur 1 PS	Service: 105796	64.14
	AUG 2018 WILB 2	Internet Services-Wilbur 2 PS	Service: 105794	61.64
	AUG 2018 WINCH	Internet Services-Winchester P	Service: 105795	64.14
			Total for Check Number 48485:	751.44
48486	EARTH	EARTH20	08/15/2018	
	894808	Water supplies		47.29
	977919	Water supplies		47.29
			Total for Check Number 48486:	94.58
48487	FASTENAL	Fastenal Company	08/15/2018	
	ORROS191370	Hearing protection		223.59
			Total for Check Number 48487:	223.59
48488	GENEQ	General Equipment Company	08/15/2018	
	66536	Annual Maintenance- B-6 Flusher		1,647.47
	66537	Flusher supplies		333.28
			Total for Check Number 48488:	1,980.75
48489	GRAPHDIM	Graphic Dimensions, Inc.	08/15/2018	
	1515	Cut Utility Bills		32.40
			Total for Check Number 48489:	32.40
48490	IE-ENG	i.e. Engineering, Inc.	08/15/2018	
	50575a	Engineering - Winchester Lift Station - PO 1063		347.63
	50575b	Engineering - Winchester Lift Station - PO 1063		284.43
	50610a	Engineering for Winchester Lift Station		1,370.25
	50610b	Engineering for Winchester Lift Station		1,674.75
			Total for Check Number 48490:	3,677.06
48491	LTM	Knife River Materials	08/15/2018	
	480898	Garden Valley Blvd In-House project		212.85
			Total for Check Number 48491:	212.85
48492	EDURED1	James & Kimberly Little	08/15/2018	
	R63115	EDU Reduction for 1788 NW Eden St		10.00
			Total for Check Number 48492:	10.00
48493	LOWES	Lowes	08/15/2018	
	901097	Concrete & sealant-GV Blvd In-House project		112.27
	902906	Field Tech supplies		13.24
	906191	Outlet for security cams-Back Nine Developmen		37.96
			Total for Check Number 48493:	163.47
48494	MSTRCR	MasterCare Cleaning Co Inc	08/15/2018	
	3076J	Janitorial Service-July		390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48494:				390.00
48495	NEWS-REV 18-19	The News-Review 12 Month subscription	08/15/2018	145.00
Total for Check Number 48495:				145.00
48496	NEXNET 3847P 6671 6729	Nexcom Networks Monthly phone package Reset swithe-Fix problems caused by Kevin with Configuration of new firewall to move phones to	08/15/2018	332.80 295.50 267.00
Total for Check Number 48496:				895.30
48497	OR-LIN 217466 223334	Oregon Linen, Inc. Mats/laundry/new jeans-Ryon K. Mats/laundry/new jeans-John B	08/15/2018	157.98 172.53
Total for Check Number 48497:				330.51
48498	OR-TOOL 422316	Oregon Tool & Supply Drill bit	08/15/2018	35.95
Total for Check Number 48498:				35.95
48499	PPL July 2018 140G July 2018 411C July 2018 411PS July 2018 411U July 2018 425LM July 2018 Admin July 2018 High July 2018 Keady July 2018 LV July 2018 NBank July 2018 SBank July 2018 Wilb1 July 2018 Wilb2 July 2018 WWTP1 July 2018 WWTP2	Pacific Power Power Usage-140 LM-NTS Gate Contract-411 LM-Storage Bldg Contract/Power Usage-NTS PS 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 Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	08/15/2018	20.81 12.23 13,243.09 31.08 10.48 876.19 936.46 192.33 129.15 117.95 1,189.90 73.56 126.27 20,674.05 28.10
Total for Check Number 48499:				37,661.65
48500	Premium 21587	Premium Landscape, Inc. Landscaping services-July	08/15/2018	180.25
Total for Check Number 48500:				180.25
48501	PRINTS 29299	Prints Charming Work shirts for John B	08/15/2018	110.00
Total for Check Number 48501:				110.00
48502	A&I 794903 795207 795264 797787 797812 798545	Roseburg Auto & Truck Supply Degreaser Cleaner Battery for light tower Grommet for 5 Yd dump truck Paint cleanner-Ryon's service truck Car wash soap Compressor antifreeze	08/15/2018	27.99 99.95 7.49 18.99 24.38 21.87

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	798989	car wash		6.99
	799204	DEF fluid for B-6		19.78
Total for Check Number 48502:				227.44
48503	RSBG-DIS 1032812	Roseburg Disposal Company Garbage Service-July	08/15/2018	56.50
Total for Check Number 48503:				56.50
48504	UBOS FYE 19 #13	Umpqua Basin Operators Section FYE 19 Membership	08/15/2018	30.00
Total for Check Number 48504:				30.00
48505	UBWA July 18 411LM July 18 425LM July 18 606LM	Umpqua Basin Water Association Water base rate & surcharge-411 Long Meadows Water base rate-425 Long Meadows Ln Water base rate-606 Long Meadows Ln	08/15/2018	20.15 20.00 20.00
Total for Check Number 48505:				60.15
48506	UMPQUARF 23791	Umpqua Quarries, LLC Garden Villy Blvd In-House project	08/15/2018	78.66
Total for Check Number 48506:				78.66
48507	UMP-SAND 51390 51440 51528 51576 51711	Umpqua Sand & Gravel Concrete mix-Garden Villy Blvd In-House projec Concrete mix-Garden Villy Blvd In-House projec Concrete mix-Garden Villy Blvd In-House projec Sifted top soil-Garden Villy Blvd In-House projec Top soil-Garden Villy Blvd In-House project	08/15/2018	630.00 392.50 1,102.50 60.98 23.65
Total for Check Number 48507:				2,209.63
48508	UNITED 159283005-002 159412985-002 159412985-003 159486579-001	UNITED RENTALS (NORTH AMERICA) Mini Excavator rental & bucket-GV Blvd In-Hou Signage rental-GV Blvd In-House project Mini Excavator rental-GV Blvd In-House projec Light tower-GV Blvd In-House project	08/15/2018	789.06 1,516.26 1,699.81 131.69
Total for Check Number 48508:				4,136.82
48509	YAEGER P 095260 09554	Yaeger's Plumbing, Inc. Installed new flush-ometer at Admin Repaired mens urinal-Admin bldg	08/15/2018	176.00 127.00
Total for Check Number 48509:				303.00
Total for 8/15/2018:				312,320.29
Report Total (38 checks):				312,320.29