



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

**REGULAR MONTHLY BOARD MEETING**  
**July 12, 2023**

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

July 12<sup>th</sup>, 2023  
RUSA Board Room  
4:00 p.m.

The July 12<sup>th</sup>, the Board meeting will be held in person and broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's website, [rusa-or.org](http://rusa-or.org)

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

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**Board of Directors**

John Dunn, Chair  
David Campos

Rob Lieberman, Vice Chair

Kelsey Wood

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1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Audience Participation – In-Person / via Zoom**
4. **Swearing in Elected Board Members**
  - a) Tom Dole
  - b) Kelsey Wood
5. **Consider Minutes**
  - a) June 14<sup>th</sup>, 2023; Board Meeting
6. **Annual Turnovers to Douglas County Assessor**
  - a) Staff report on the annual turnover of unpaid balances for sewer fees.
7. **Convene the Roseburg Urban Sanitary Authority Local Contract Review Board**
  - a) Review of bids for the Office building and Garage Reroof Project
  - b) Review of bids for the Construction of Office Remodel Project
8. **Reconvene the Roseburg Urban Sanitary Authority Board Meeting**
9. **General Managers Report**

1. Office Remodel – Finance Department a. Project Update	4. Office and Garage Reroof Project a. Project Update
2. Deer Creek Trunk Rehabilitation Project a. Project Update	5. SE Chadwick St, and Atlanta St. Sewer Replacement Project a. Project Update
3. Biogas Feasibility Study – WRF a. Project Update	6. RUSA WRF Waterline Project a. Project Update

10. **New Developments**
11. **Staff Report**
12. **Jacobs Plant Operations Report**
13. **Accounts Payable**
14. **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 June 14, 2023. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

**Absent:** Jerry Giese

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**Others present:** General Manager Jim Baird, Finance Director Christine Morris, Office Assistant II Harmony Williams, Collections Superintendent Steve Lusch, Engineering Technician III Ryon Kershner, Caleb Trammell Jacobs Interim Plant Manager, Brian Helliwell Jacobs Regional Manager and Tom Dole RUSA Board Member Elect

**Consideration of the May 3, 2023 Budget Committee Meeting & the May 10, 2023, Board Meeting Minutes**

Kelsey Wood moved to approve the minutes for the May 3, 2023 Budget Committee Meeting and May 10, 2023 Roseburg Urban Sanitary Authority monthly Board Meeting.

David Campos seconded the motion.

The motion passed unanimously.

**Resolution No. 23-04; Adopting the 2023-2024 Budget and Making Appropriations**

Staff presented Resolution No. 23-04; A Resolution Adopting the 2023-2024 Budget and Making Appropriations.

Kelsey Wood moved to approve Resolution No. 23-04; A Resolution Adopting the 2023-2024 Budget and Making Appropriations.

David Campos seconded the motion.

**Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion to accept Resolution No. 23-04:

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

The motion was passed with a 4/0 vote.

#### **Resolution No. 23-05; A Resolution Declaring Surplus Property**

Staff presented Resolution No. 23-05; A Resolution Declaring Surplus Property.

Kelsey Wood moved to approve Resolution No. 23-05; A Resolution Declaring Surplus Property.

David Campos Seconded the motion.

#### **Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion to accept Resolution No. 23-05:

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

The motion was passed with a 4/0 vote.

#### **Roseburg Urban Sanitary Authority Local Contract Review Board; Deer Creek Trunk Project**

The Roseburg Urban Sanitary Authority Local Contract Review Board reviewed the Bids received for the Deer Creek Trunk Rehabilitation Project. Two bids were received for the project as follows:

- Titan Utilities, Sherwood, Oregon \$2,351,810
- Allied Trenchless, Wenatchee, Washington \$4,196,250

The Engineer's Estimate was \$1,920,416 with a 10% contingency. The engineer has reviewed the bids and recommends award of the bid to Titan Utilities.

Kelsey Wood made a motion to award the Deer Creek Trunk Rehabilitation Project to Titan Utilities in the amount of \$2,351,810.

Rob Lieberman seconded the motion.

#### **Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion award the Deer Creek Trunk Rehabilitation Project to Titan Utilities:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	

Kelsey Wood            Yes  
David Campos        Yes  
The motion was passed with a 4/0 vote.

### **Jacobs Contract Amendment**

Caleb Trammell presented the Board with a brief slide show highlighting the nearly 40 years of partnership between Jacobs and RUSA. Jacobs proposed an 8 year contract.

Kelsey Wood moved to enter into the 8 year contract with Jacobs.  
John Dunn seconded the motion.

#### **Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion to enter into an 8 year contract with Jacobs:

John Dunn            Yes  
Rob Lieberman       Yes  
Jerry GRIESE  
Kelsey Wood        Yes  
David Campos       Yes  
The motion was passed with a 4/0 vote.

### **General Managers Report**

#### **Bisulfite Building Project**

H3 General Contractors LLC completed all the work outlined in the contract and completed the items included in the final punch list.

The project engineer, Tom Rogers, has reviewed the pay request for the release of retainage and recommends processing the payment. Staff reviewed the pay request for the release of retainage and would recommend that the Board approve paying pay request #8 in the amount of \$13,911.

Kelsey Wood made a motion to approve pay request #8 to H3 General Contractors LLC in the amount of \$13,911.

Rob Lieberman seconded the motion.

#### **Vote By Roll Call**

Board Chair Dunn requested "Roll Call" for the motion to approve pay request #8 to H3 General Contractors LLC in the amount of \$13,911:

John Dunn            Yes  
Rob Lieberman       Yes  
Jerry GRIESE  
Kelsey Wood        Yes  
David Campos       Yes  
The motion was passed with a 4/0 vote.

### Office Remodel

Tom Rogers, of Rogers Engineering, has completed the plans and specifications. The plans have been submitted to the city to obtain an approved application for construction. Staff will also solicit bids from local contractors.

### Biogas Feasibility Study – WRF:

The preliminary schedule anticipates the final report in September 2023.

### Chadwick St and Atlanta St Sewer Replacement

The contractor, Cradar Enterprises, inc., has completed approximately 50% of the work included in the contract. The contractor has submitted pay estimate #1 in the amount of \$131,110.58 with \$6,555.53 in retainage for a pay request in the amount of \$124,555.05.

The project engineer, i.e. Engineering, has reviewed the pay estimate and recommends that RUSA consider paying the amount due of \$124,555.05. The staff has reviewed the pay estimate and would recommend that the Board approve payment of pay request #1 to Cradar Enterprises, Inc. in the \$124,555.05.

Rob Lieberman made a motion to approve pay request #1 to Cradar Enterprises, Inc. in the amount of \$124,555.05.

David Campos seconded the motion.

### Vote By Roll Call

Board Chair Dunn requested “Roll Call” for the motion to approve pay request #1 to Cradar Enterprises, Inc. in the amount of \$124,555.05:

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

The motion was passed with a 4/0 vote.

### Administrative Offices Reroofing Project

Curt Wilson, of Wilson Architecture, has completed 100% plans. The architect has provided a construction cost estimate of \$364,134 which includes a 15% contingency.

The project schedule has been moved back to be advertised on June 14th with bids being received on July 11<sup>th</sup>.

### RUSA WRF Water Line Project

The contractor, Cradar Enterprises, Inc., is scheduled to begin the project the week of June 26<sup>th</sup>.

### **Credit Card Convenience Fee**

Since January 2014 RUSA customers have been paying credit card fees of \$1.50 on transactions up to \$60.00 or 2.5% for anything over \$60.00.

As a result of the new Springbrook upgrade RUSA has the option to simplify credit card processing. The following three new credit card options were presented to the Board:

- Option 1 - RUSA pays \$1.00 transaction fee. Customer pays convenience fee of 2.5%
- Option 2 - Customer pays \$1.00 transaction fee. Total proposed fee 4.3%
- Option 3 - RUSA pays for all fees. This option has a utility credit card rate of \$.75 plus transaction fee of \$1.00.

The Board discussed the options presented.

Kelsey Wood moved to approve Option 3 with RUSA paying \$1.75 in convenience fees per transaction.

David Campos seconded the motion.

#### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve RUSA :

John Dunn	Yes
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Rob Lieberman	No
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Jerry Giese	
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Kelsey Wood	Yes
-------------	-----

David Campos	Yes
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The motion was passed with a 3/1 vote.

#### Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the June 2023 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented. Kelsey Wood seconded the motion.

#### Vote By Roll Call

Board Chair Dunn requested "Roll Call" for the motion to approve the June 2023 Accounts Payable Report and Addendum as presented:

John Dunn	Yes
-----------	-----

Rob Lieberman	Yes
---------------	-----

Jerry Giese	
-------------	--

Kelsey Wood	Yes
-------------	-----

David Campos	Yes
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The motion was passed with a 4/0 vote.

#### Other Business

None.

**Attached Additional Items Presented**

Accounts Payable Addendum

Leeway Engineering Letter Dated June 12, 2023

Jacobs 2023 RUSA Renewal Presentation

Credit Card Convenience Fee Presentation

Respectfully submitted,



Harmony Williams  
Office Assistant II



# ADDENDUM TO JUNE 14, 2023 BOARD PACKET

## Accounts Payable

### Checks by Date - Detail by Check Date

User: christine  
Printed: 6/14/2023 2:14 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51493	BIOMED 99790 99790b	bio-MED Testing Services Inc Reasonable suspicion class & DER Class-Steve/ Reasonable suspicion class-Ryon K.	06/14/2023	180.00 50.00
Total for Check Number 51493:				230.00
51494	WATER INV18996 May23 Admin May23 LV May23Winch	City of Roseburg Bulk water-May Water Usage-Admin Water Usage-Loma Vista PS Water Usage-Winchster PS	06/14/2023	123.25 220.30 34.02 140.54
Total for Check Number 51494:				518.11
51495	DJC 745614402 745615546	Daily Journal of Commerce Inc Advertisement for Bid for Deer Cr Trunk Line R Advertisement for Bid for Deer Cr Trunk Line R	06/14/2023	130.68 128.26
Total for Check Number 51495:				258.94
51496	DFN May 23 411LM May 23 Admin May 23 B May 23 High May 23 Host May 23 Keady May 23 LV May 23 NBank May 23 NTS May 23 Wilb1 May 23 Wilb2 May 23 Winch May 23Ph/Cam	Douglas Fast Net Internet Services-411LM Internet Services-Admin Internet Services-Bourbon St Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista P Internet Services-No. Bank PS Internet Services-NTS (will be reimbursed) Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P Phones/Security Cams	06/14/2023 Service: 106289 Service: 14806 Service: 205697 Service: 105797  Service: 106289 Service: 205950 Service: 105793 Service: 145049 Service: 105796 Service: 105794 Service: 105795 Service: 141784	120.96 218.99 100.21 76.84 10.55 76.84 104.21 73.84 73.58 73.84 73.84 73.84 98.94
Total for Check Number 51496:				1,176.48
51497	MCGUIRE 2563360-00	McGuire Bearing Company RT Hand Gearbox - WRF Clarifiers	06/14/2023	11,056.86
Total for Check Number 51497:				11,056.86
51498	NORTHCOA S012237797.003	NORTH COAST ELECTRIC COMPANY Screw Press Spare PLC & Related Parts	06/14/2023	3,426.89
Total for Check Number 51498:				3,426.89
51499	PRINTS 35674	Prints Charming RUSA Shirts	06/14/2023	79.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 51499:	79.50
51500	West Tes 27989	Western Testing LLC Materials Testing for Atlanta Chadwick	06/14/2023	1,209.00
			Total for Check Number 51500:	1,209.00
			Total for 6/14/2023:	17,955.78
			Report Total (8 checks):	17,955.78

June 12, 2023

Mr. Jim Baird  
General Manager  
Roseburg Urban Sanitary Authority  
1297 NE Grandview Drive,  
Roseburg, Oregon 97470

Re: Deer Creek Trunk Rehabilitation Project  
Bid Evaluation and Recommendation

Dear Mr. Baird,

After careful review of the bid received by Roseburg Urban Sanitary Authority (RUSA) for the subject project, **Leeway Engineering recommends RUSA accept the bid received by Titan Utilities, LLC (Titan Utilities).**

Two bids were received for this project as follows:

- Titan Utilities, Sherwood, Oregon \$2,351,810
- Allied Trenchless, Wenatchee, Washington \$4,196,250
- Engineer's Estimate \$1,920,416
  - +10% Contingency \$2,112,457

The apparent low bidder is Titan Utilities. Titan Utilities bid was within 10% of the engineer's estimate. Unit bid prices appear balanced and the bid met the requirements of the Bidding Documents (Bid Form properly completed and executed, required bid bond provided, all addenda acknowledged, and First-Tier Subcontractor Disclosure form submitted).

Therefore, based on our review of the bids received, Leeway recommends award of the bid to Titan Utilities.

If you have any questions, please contact me at (503) 828-7542.

Sincerely,



Leeway Engineering Solutions, LLC  
Robert Lee, PE, PMP  
Principal Engineer

Attachments: Bid Tabulation and Bids Received

Roseburg Urban Sanitary Authority  
Deer Creek Trunk Sewer Rehabilitation Project

Bid Item	Spec Section	Item Description	Estimated Quantity	Unit	Engineer's Estimate		Titan Utilities		Allied Trenchless	
					Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	210	Mobilization	1	LS	\$ 174,661	\$ 174,661	\$ 230,000	\$ 230,000	\$ 350,000	\$ 350,000
2	225	Temporary Work Zone Traffic Control, Complete	1	LS	\$ 75,000	\$ 75,000	\$ 20,000	\$ 20,000	\$ 250,000	\$ 250,000
3	320	Erosion Control	1	LS	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 15,000	\$ 15,000
4	408	CIPP Lateral Liner from Mainline*	230	LF	\$ 195	\$ 44,850	\$ 125	\$ 28,750	\$ 1,200	\$ 276,000
5	408	CIPP Lateral Liner from Manhole*	105	LF	\$ 175	\$ 18,375	\$ 110	\$ 11,550	\$ 1,250	\$ 131,250
6	408	CIPP Lateral Service Line Connection*	25	EA	\$ 2,000	\$ 50,000	\$ 3,200	\$ 80,000	\$ 2,500	\$ 62,500
7	413	CIPP Liner, 18-inch	2680	LF	\$ 160	\$ 428,800	\$ 190	\$ 509,200	\$ 200	\$ 536,000
8	413	CIPP Liner, 24-inch	3000	LF	\$ 175	\$ 525,000	\$ 260	\$ 780,000	\$ 280	\$ 840,000
9	415	Post-Installation Television Video Inspection	5510	LF	\$ 5	\$ 27,550	\$ 6	\$ 33,060	\$ 20	\$ 110,200
10	415	Service Line Lateral Inspection	37	EA	\$ 155	\$ 5,735	\$ 300	\$ 11,100	\$ 1,000	\$ 37,000
11	445	6 Inch PVC Pipe, 5-10 Ft Depth**	170	LF	\$ 120	\$ 20,400	\$ 300	\$ 51,000	\$ 1,700	\$ 289,000
12	445	Cleanout Over Existing Lateral*	37	EA	\$ 1,500	\$ 55,500	\$ 1,500	\$ 55,500	\$ 5,000	\$ 185,000
13	445	Unbury Cleanout and Bring to Grade	1	EA	\$ 500	\$ 500	\$ 1,500	\$ 1,500	\$ 5,000	\$ 5,000
14	490	Service Line Reconnections	11	EA	\$ 4,000	\$ 44,000	\$ 500	\$ 5,500	\$ 1,000	\$ 11,000
15	490	Sewer Bypassing	1	LS	\$ 175,000	\$ 175,000	\$ 200,000	\$ 200,000	\$ 700,000	\$ 700,000
16	492	Manhole Structural Liner, Protective Coating, and Chimney Seal	29	EA	\$ 6,000	\$ 174,000	\$ 7,000	\$ 203,000	\$ 9,000	\$ 261,000
17	492	Manhole Frame and Cover Replacement	18	EA	\$ 3,500	\$ 63,000	\$ 3,000	\$ 54,000	\$ 5,000	\$ 90,000
18	492	4-ft x 4-ft Vault Composite Liner and Epoxy Coating	1	EA	\$ 8,500	\$ 8,500	\$ 16,000	\$ 16,000	\$ 5,000	\$ 5,000
19	495	Trench Resurfacing	335	SY	\$ 55	\$ 18,425	\$ 150	\$ 50,250	\$ 120	\$ 40,200
20	640	3/4-inch Aggregate Base	28	TON	\$ 40	\$ 1,120	\$ 50	\$ 1,400	\$ 75	\$ 2,100
					Subtotal	\$ 1,920,416		\$ 2,351,810		\$ 4,196,250
					10% contingency	\$ 192,042				
					Total	\$ 2,112,457				



# RUSA Renewal



**J** 2023



# JACOBS brings to RUSA:

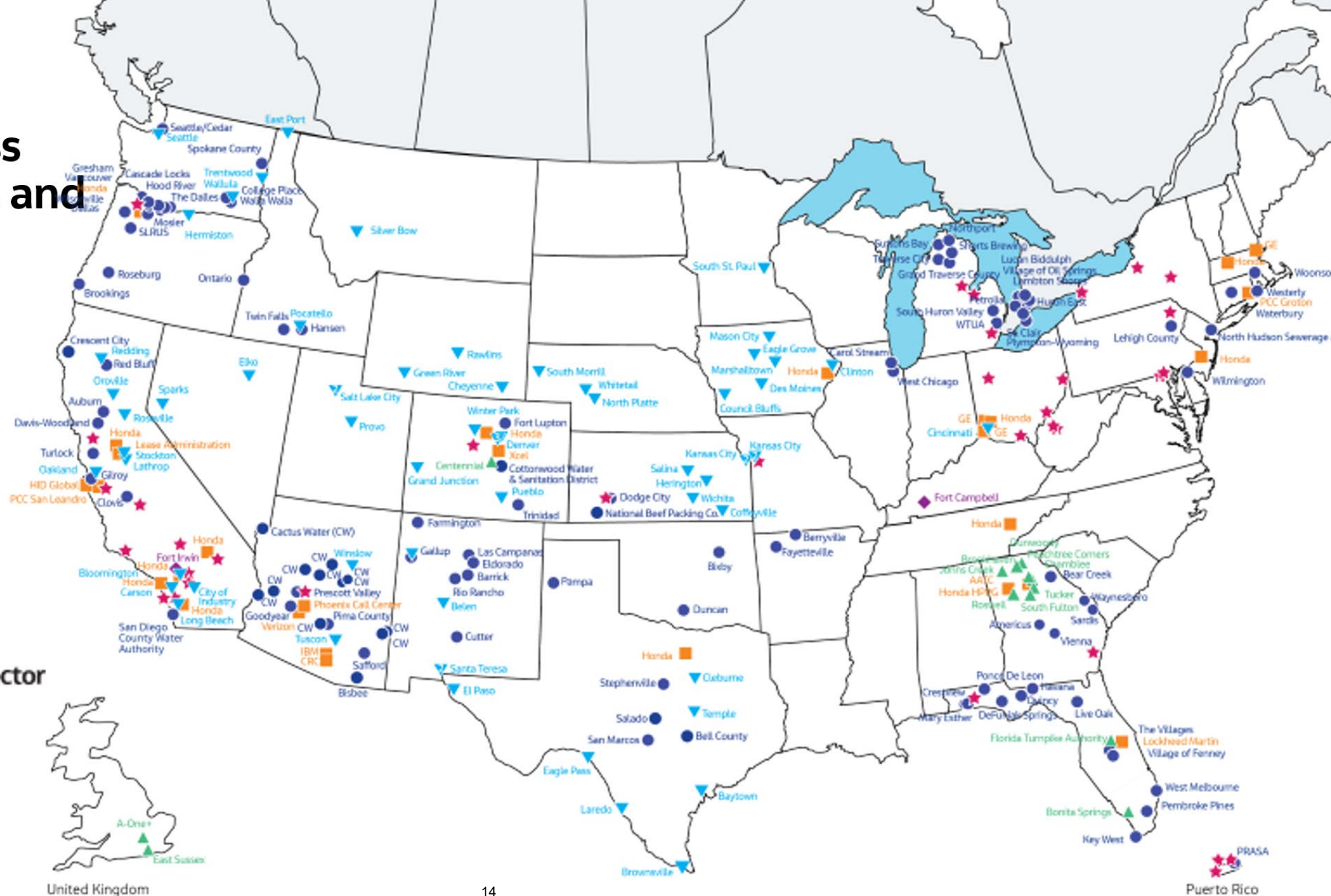
- Nearly **40 years** of partnership
- Design/build/operate capabilities
- Compliance excellence
- Shared resources with **14** Northwest projects
- Fully integrated regional support
  - Safety
  - Compliance
  - Financial
  - Procurement
  - Operations
  - Management

- 
- A map of the Pacific Northwest region, including parts of Washington, Oregon, California, and Idaho. The map is light blue with white outlines for the states. The list of project locations is overlaid on the map.
- Cedar WA
  - Vancouver WA
  - Spokane WA
  - Walla Walla WA
  - College Place WA
  - Gresham OR
  - Hood River OR
  - The Dalles OR
  - Wilsonville OR
  - Dallas OR
  - **Roseburg OR**
  - Brookings OR
  - Ontario OR
  - Crescent City CA
  - Twin Falls ID



# Jacobs OMFS locations across North America and Beyond

- Water/Wastewater
- Facilities Management
- ▲ Public Works, Highway and City Services
- ◆ Federal Government Sector
- ▼ Railroad Clients
- ★ Confidential Client – Industrial Wastewater and Remediation



# Our Roseburg Team:

## New Faces... The Same Commitment to Excellence

- Our staff has a combined **146 years of wastewater O&M experience.**
- The Roseburg team has worked more than **6,843 days without a lost time incident.**
- Combined with the experience of the veteran staff, younger team members are bringing **ambition** and **new ideas.**
- We have three **level 4** (highest level) operators at the plant.



- **We do things right**
- **We challenge the accepted**
- **We aim higher**
- **We live inclusion**



# RUSA Team Recognition:

Umpqua Basin Operators Section (UBOS)  
Treatment Plant of the Year  
2018 – 2020

UBOS  
Facility Safety Award  
2018 – 2020

UBOS  
Operator of the Year  
2019 Rusty Marples  
2022 Caleb Trammell



# Facility Improvements Over the Last Contract:

- **2018** Assisted in the construction of Bourbon Street lift station.
- 2019 Lobed impeller pump for draining secondary clarifiers.
- 2019 Biosolids storage expansion.
- **2019 New biotower pumps.**
- 2020 Odor control line and fan installation.
- 2021 New VFDs Winchester lift station.
- 2022 Pretreatment building ceiling lights.
- 2022 Aeration grating at NTS river discharge.
- **2022 Chopper pump installed at Highland lift station.**





# Exciting New Endeavors:

- **Aeration Channel Upgrade**
- Gravity Belt Thickener Rebuild
- Neuros 30HP Blower
- **W-3 Recycled Water System Upgrade**
- Clarifier Gearbox Replacement
- **Solids Storage Pond Paving**
- Winchester Lift Station Hoist and Gantry
- More to come...



# Additional Savings Discussion

- In five years, we have rebated RUSA  
**\$115,977.26**
- We propose an 8-year contract:
  - A reasonable increase to the base fee of 5.4%
    - (2.8% from JACOBS + Client Requests Below)
  - A \$10k increase in Maintenance and Repairs budget.
  - A \$31k increase to Chemical Budget for additional alum to improve NTS performance.
  - A one time \$21k rebate for overage last year.
  - JACOBS covers the cost of an updated Condition Assessment in 2029. Estimated value of \$31k.

Total Savings:

\$21k Rebate +  
\$31k Condition  
Assessment =

\$52,000!





**Jacobs is proud to be part of the RUSA Team. We look forward to many more years of service through our partnership.**



# RUSA Renewal

Thank You



 2023





RUSA  
CUSTOMERS—  
Been paying by  
CC since  
January 2014 —  
9.5 YEARS





ROSEBURG URBAN SANITARY AUTHORITY

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NEW & SIMPLE!

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Payment Scheduling



Autopay



Payment History

**MORE WAYS TO PAY !**

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Click to pay





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Notifications



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Payments



Mobile  
Notifications



Payment  
Scheduling



Autopay



Payment  
History

## MORE WAYS TO PAY !

point  
&pay

*Click to pay*

### Pay by Phone:

Pay by phone 24/7 with our automated payments system: **1-855-375-7382**. Must have your account number ready to pay with this option.

### Automatic Payment Form for Autopay using Checking or Savings Account:

Return completed form to RUSA. Payments will be remitted from your checking or savings account on the due date. Please include your current bill payment with submittal of form. Automatic payments will not go into effect until the next billing cycle.

[📎 Autopay Application .pdf](#)

**Mail:** Please remit payment and payment stub to:

Roseburg Urban Sanitary Authority (RUSA)  
PO Box 1185  
Roseburg, OR 97470

If you don't have your payment stub, please include your service address on the memo line of your check.


**Office:** Located at 1297 NE Grandview Drive


Office hours: 8am-5pm, Monday-Friday (excluding Holidays).

Drop box is available 24 hours a day at the office location.

Join our mailing list

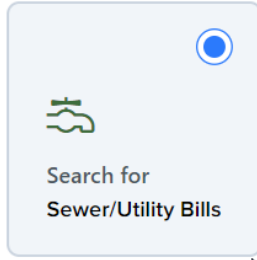


 SIGN IN / REGISTER


1  
 \$90.00

 Clear Cart

Search for your bill:



SEARCH BY

Account Number 

35002710

Search

Search results for Account Number : "35002710"

Account Number 35002710  
Sewer/Utility Bill

LARRY MORRIS  
558 W HICKORY

☒ Amount Due (\$30.00)

\$90.00

Remove From Cart

Register Bill

Checkout (\$90.00)

[→ SIGN IN / REGISTER](#)

1  
Shopping Cart \$90.00

Clear Cart

[CART](#)[PAYMENT](#)[REVIEW](#)[CONFIRMATION](#)[← BACK](#)

## Please review your cart

If you think this amount is incorrect or if you have any questions, please contact us during our office hours, Monday thru Friday 8am to 5pm, at (541) 672-1551.

Account Number 35002710

[Register Bill](#)

Sewer/Utility Bill

\$90.00

[X REMOVE](#)

NAME

LARRY MORRIS

☒ Amount Due (\$30.00)

ADDRESS

558 W HICKORY

\$90.00

### Order Summary

Account Number 35002710 \$90.00

Sewer/Utility Bill

ESTIMATED  
TOTAL

\$90.00

[Checkout](#)[Support](#)[Terms & Conditions](#)[Accessibility Policy](#)[Privacy Policy](#)[Select Language](#) ▼

© 2023 Point & Pay

[→ SIGN IN / REGISTER](#)

1  
\$90.00

Clear Cart

[CART](#)[PAYMENT](#)[REVIEW](#)[CONFIRMATION](#)[< BACK](#)

## Choose your method of payment

Please note that American Express is not accepted.

☐ Pay with Credit / Debit  
\$2.25 service fee

☐ Pay with Electronic Check  
\$1.50 service fee

### Order Summary

Account Number 35002710 \$90.00  
Sewer/Utility Bill

Processing Fees TBD

**ESTIMATED  
TOTAL \$90.00**

Continue

[Support](#)[Terms & Conditions](#)[Accessibility Policy](#)[Privacy Policy](#)[Select Language](#) ▼

© 2023 Point & Pay

## Current RUSA Paid fees:

- CHECKS - .15 Each, plus Angies' time to scan & import to Springbrook.
- AUTOPAY - .16 Each, plus Christine's time to generate file & send to bank.
- Credit Card – approx .004 each (\$.20 day for CC Batch), plus Angies time to import.

# Current Customer Payment fees:

- CHECKS – No fee.
- AUTOPAY – No Fee.
- Credit/Debit Card – \$1.50 up to \$60 or 2.5% for anything over \$60.
- Electronic Check - \$1.50.

# Proposed Options with Civic Pay (Springbrook)

- Civic pay allows for immediate posting of transaction to Springbrook (eliminates manual process of importing and posting).
- Allows customers to see the balance is immediately updated. (Avoiding duplicate payments by customer).
- Allows customers to have more control over their account...including change address, add auto pay, set up payment options, see payment history, set up payment methods, e-mail reminders, text message reminders, and more.
- \$1.00 transaction fee per payment (doesn't matter how many accounts paying).

## Proposed Options with Civic Pay (Option 1):

- RUSA picks up the \$1.00 transaction fee.
- Customer pays convenience fee of 2.5% (this is the rate they are paying with current CC system).
- Example: \$40 pymt = \$1.00  
\$120 pymt = \$3.00
- Advantage to RUSA: saves staffing time.



## Proposed Options with Civic Pay (Option 2):

- RUSA passes the \$1.00 transaction fee to customer.
  - Customer pays convenience fee of 4.3% (to cover transaction fee and CC fees)
  - Example: \$40 pymt = \$1.72  
\$120 pymt = \$5.16
- 2.5% to cover the \$1.00 fee  
1.8% - avg CC fee  
(2.5+1.8=4.3%)

## Proposed Options with Civic Pay (Option 3):

- RUSA picks up all the fees.
- Example: \$40 pymt = 0  
\$80 pymt = 0

\$1.00 transaction fee plus  
\$.75 Utility CC rate.

RUSA's fee \$1.75.

## May Credit Card System Stats:

- 1411 Accounts Pd-13.2% of accounts or 15.3% of billing
- \$1-\$99                      88.9% of payments  
1034 pymts by CC, 219 by E-check
- \$100-\$999                10.7% of payments  
114 by CC, 38 by E-check
- \$1000+                    .4% of payments  
4 by CC, 2 by E-Check

# Potential RUSA Costs: Transaction Fee Only

- 1268 transactions for month of May = \$1268
- May was 13.2% of accounts or 15.3% billing pd w/CC.

If 20% of accounts paid = \$2,139 mo/\$25,668 yr

25%=\$2,674 mo./\$32,088 yr

30%=\$3208 mo/\$38,496 yr

## RUSA picks up all fees

- 20% of customers pay \$1.75 per transaction. \$3,743 mo/\$44,904 yr.  
(\$1.00 SB fee + .75 utility rate CC fee).
- 25% of customers RUSA pays \$1.75 per transaction.  
\$4,679 mo/\$56,148 yr.



## Sewer Bill Turnovers to Douglas County Tax Assessor

	<u><b>2023</b></u>	<u><b>2022</b></u>	<u><b>2021</b></u>	<u><b>2019</b></u>	<u><b>2018</b></u>	<u><b>2017</b></u>	<u><b>2016</b></u>	<u><b>2015</b></u>	<u><b>2014</b></u>	<u><b>2013</b></u>
Letters Mailed in May	381	375	380	468	547	547	490	426	452	569
Total Amount Outstanding at Mailing	\$ 159,305.60	\$ 153,379.23	\$ 236,668.54	\$ 186,161.54	\$ 173,202.93	\$ 193,332.74	\$ 181,901.58	\$ 191,541.85	\$ 189,584.99	\$ 263,416.53
Number of Accounts Turned Over	260	244	264	320	304	332	363	334	362	403
Total Amount Turned Over Less Penalty	\$ 111,088.96	\$ 102,715.58	\$ 177,304.54	\$ 136,332.73	\$ 131,499.45	\$ 140,339.31	\$ 137,965.92	\$ 146,151.61	\$ 151,289.86	\$ 163,713.20
Total Amount Turned Over w/ Penalty	\$ 136,883.95	\$ 126,927.71	\$ 214,083.44	\$ 167,696.90	\$ 162,119.17	\$ 165,849.24	\$ 166,878.04	\$ 177,008.49	\$ 183,828.83	\$ 199,195.98
	496 LETTERS MAILED IN APRIL	524 LETTERS MAILED IN APRIL	540 LETTERS MAILED IN MARCH							
	\$ 175,446.19	\$ 199,151.85	\$ 264,720.65							
UCAN - LIWHA Payments Expected	6 \$ 1,890.00	7 \$ 3,342.00								

NOTE: Customers are using  
the UCAN-LIWHA program for  
their regular monthly sewer bill also.

## GENERAL MANAGERS REPORT

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Date: 7/06/23

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

### **Office Remodel**

Staff solicited bids from local contractors. Bids close July 11<sup>th</sup>, 2023. Results will be provided to the Board at the meeting along with a recommendation for the award.

### **North Deer Creek Trunk Rehabilitation Project**

The contractor has provided all of the required documentation. Pre-construction meeting to be scheduled soon.

### **Biogas Feasibility Study – WRF:**

The staff has received a draft of the study. Staff and the Oregon Energy Trust are reviewing the draft and making comments.

### **Chadwick St and Atlanta St Sewer Replacement**

The contractor, Cradar Enterprises, inc., has completed the work included in the contract. The contractor did not submit a pay estimate at the time of this report.

If we receive a pay request before the Board meeting staff will provide a recommendation for payment.

### **Administrative Offices Reroofing Project**

The Office Building and Garage Reroofing project is currently still out to bid. The bid period closes on July 11<sup>th</sup>, 2023. The bid results will be provided to the Board at the meeting along with a recommendation for the award.

### **RUSA WRF Water Line Project**

The contractor, Cradar Enterprises, Inc., is scheduled to begin the project the week of July 10<sup>th</sup>, 2023.

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Thyme Subdivision and sewer main extension– Now in Warranty period.
- Sunshine Road Apartments and sewer main extension – testing mostly complete on mainline- waiting on manhole testing.
- Ash Spring Apartments and sewer main extension – Sewer Work completed waiting on testing on easements.
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Hanna Heritage Plaza Sewer Main Relocation
- Eddy Street Sewer Main Extension

#### **PRELIMINARY DESIGN:**

- Library Siphon
- Replacement and upgrade of pumps at Highland Pump Station

#### **PROJECTS:**

- Chadwick-Atlanta Street Main Extension -Work 99percent complete
- Deer Creek sewer trunk line rehabilitation project at Out for Bid 6-9-2023
- WWTP Water Main extension to begin 7-10-2023



# ROSEBURG URBAN SANITARY AUTHORITY

## June 2023 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 63 work orders.
- Cleaned and CCTV 14,877 feet or 2.82 miles of mainline.
- Cleaned 78,868 feet or 14.94 miles of mainline.
- Completed 86 manhole inspections.
- Completed monthly air release valve inspections.
- Completed monthly trouble spot inspections.
- Repaired mainline at 2362 Military and two lateral connections for 2362 Military and 2406 Luellen.
- The Collection crew and Sarah attended an Excavation Safety/Competent person class.

### ENGINEERING DEPARTMENT:

- Issued 11 permits and 9 completed inspections.
- Work to begin on the WWTP water line July 10, 2023
- Admin Building Roof Big Opening July 11, 2023
- Admin Remodel Bids due July 11, 2023

### FINANCE DEPARTMENT:

- Vacancy Credits: 5 were processed for a total of \$500.00 for June.
- Credit cards/checks: 1530 payments totaling \$93,036.85 or approximately 15.7% of monthly billing was collected in June. 164 payments were received by voice response system, 57 payments received at the counter and 1309 on-line.
- Automatic Payments: 2241 customer accounts are signed up. Received \$102,258.87 or approximately 17.3% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Caleb Trammell, Project Manager-Jacobs  
DATE: July 3, 2023  
SUBJECT: June 2023 Monthly Report

### **OPERATIONAL ACTIVITIES**

- We met all permit parameters this month.
- The treatment facility averaged 97% BOD removal (estimate) and 93% 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 2023, was 229,000 KWHRS with a total Effluent flow of 78.88 million gallons all of which went to the NTS at Outfall 002. The June 2022 electrical consumption was 246,000 KWHRS with a total Effluent flow of 121.65 million gallons all of which went to the river at Outfall 001.
- Flow from the plant was sent to the Natural Treatment System the entire month.
- We started biosolids application this month and will continue throughout the season as sites become available.
- The biofilter tower has been found not turning sometimes, perhaps the arms need leveling and maintenance will be checking.

### **PRETREATMENT ACTIVITIES**

The following pretreatment inspections were completed in June:

- Alexanders Restaurant: The discharge cleanout was checked using the push camera, very little FOG.
- Bridgewood Assisted Living: At the nearest manhole, moderate FOG.
- Chen's Restaurant: Some FOG at the nearest manhole, OK.
- Crystal Creek Meat: No discharge flow at the building, manhole was dry also.
- Garden Valley Retirement: Some FOG at the nearest manhole, Ok.
- Old 99 Brewery: At the cleanout, it looked Ok.

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

- Near the end of the month, the #2 low pressure pump was put back into service following a rebuild.
- A lot of repairs were completed on the high zone irrigation sprinklers and tubing, especially in zone 3H.

- Grass on the higher elevations of the low zones is dried up and will need to regrow, now water can reach these elevations, with the addition of pump #2.
- Alum is currently being added to the NTS incoming flow at 75 gpd.

## **MAINTENANCE ACTIVITIES**

### **Preventative Maintenance**

- Maintenance Team completed **325** Preventative Maintenance items for the month.

### **Call Outs for the Month**

- Highland Chopper Pump 1 became ragged up, had to disassemble and remove rags.
- Boiler #1 Fault. Fire eye not reading flame correctly. Reset. Now Functioning.

### **Corrective Maintenance**

- Maintenance Team complete **153** Corrective Maintenance items for the month.

### **Lift Stations**

- **Total Approx.** Flow from all Lift Stations for the month – **36,166,629 Gallons**
- **Average Approx.** Daily Flow from all Lift Stations per day - **1,205,555 Gallons**

### **Current Month Repairs**

- Power washed the front of the facilities switch gear and transformers.
- Power washed influent building and wet well concrete.
- Painted switch gear and transformers.
- Painted some of the concrete on the influent wet well.
- Repainted yellow on edges of concrete.
- Power washed concrete around pretreatment and odor control hypochlorite tank.
- Painted pretreatment, splitter box, hypochlorite containment.
- Power washed primary clarifier dome and concrete.
- Maintenance shop roll up door #3 has been repaired from damage done in 2007.
- Gutter repairs completed on the influent building.
- Painted fire hydrant at entrance of facility.
- Compressor separator element replaced.
- ODS pump #2 discharge ball replaced.
- Blower building HVAC repairs.

## **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.
- TKN and Nitrite-Nitrate are tested weekly for SW5.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 130
- Eureka probes were calibrated and deployed at SW1, SW6, and SW5, on June 1st and on June 19th Probes were pulled, down loaded and recalibrated and redeployed.
- On June 14th lab water was sampled and sent out to NRC.

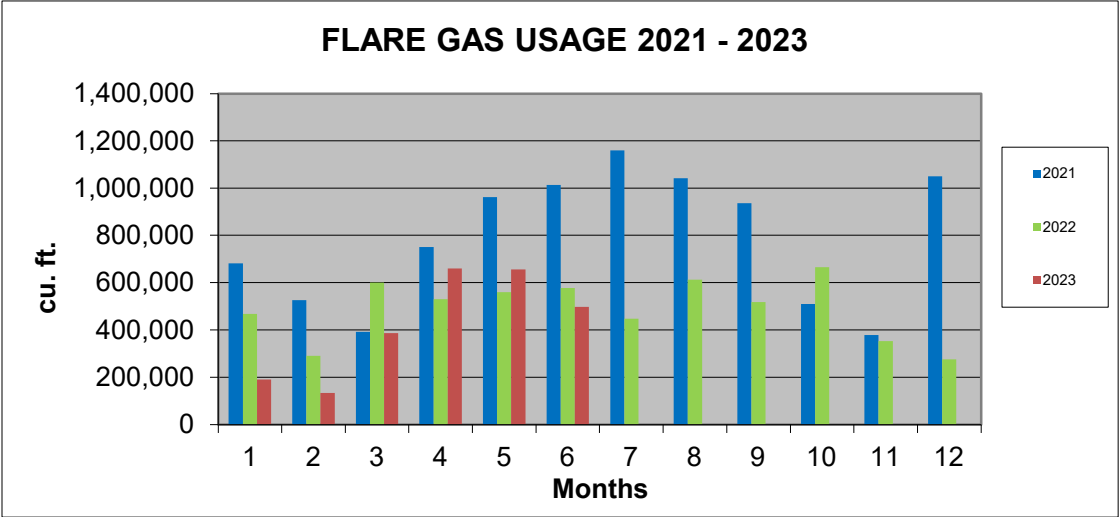
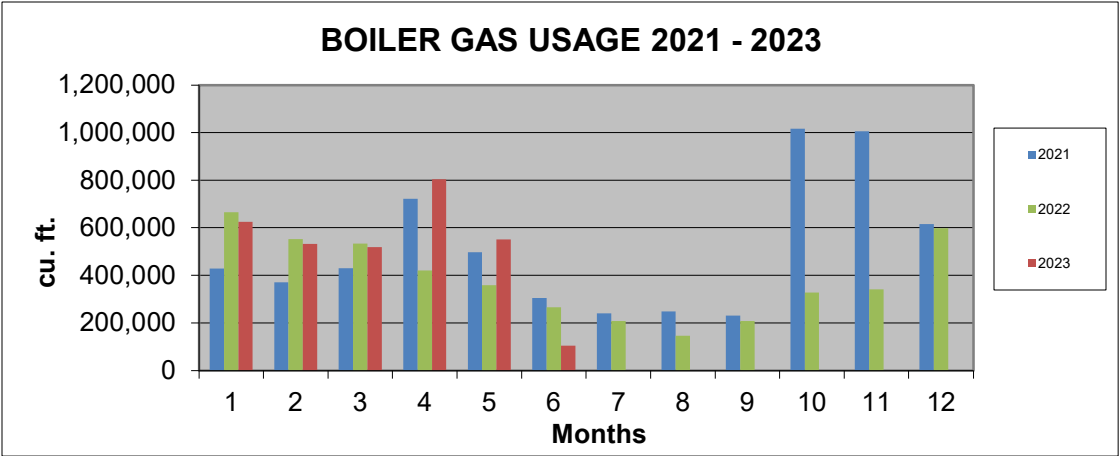
## **BIOSOLIDS**

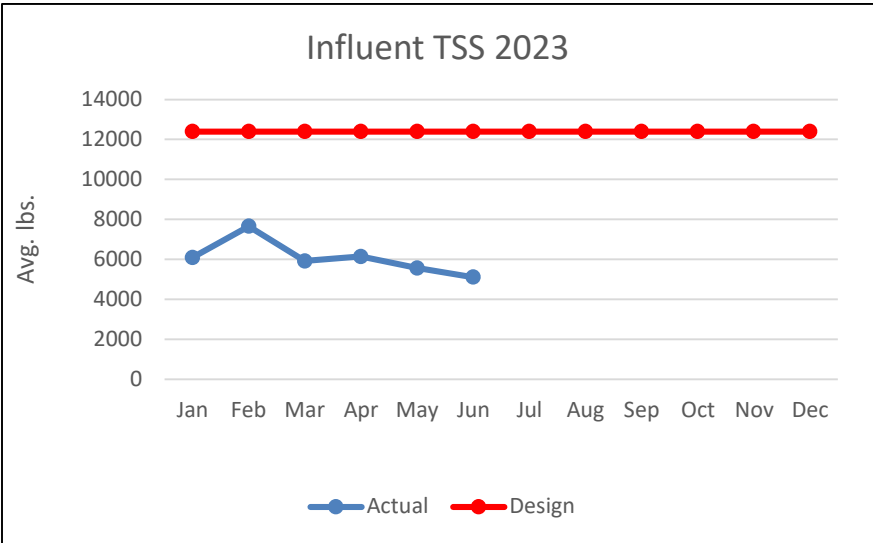
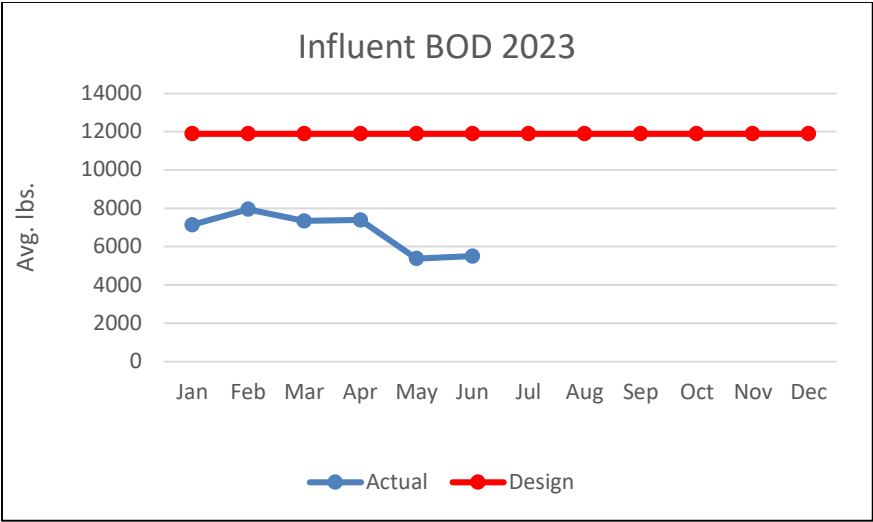
- The Hallet site was completed with dewatered biosolids fertilizer and liquid is currently being applied to the Weaver and Brown sites.
- Soils testing on the Hallet site was completed.

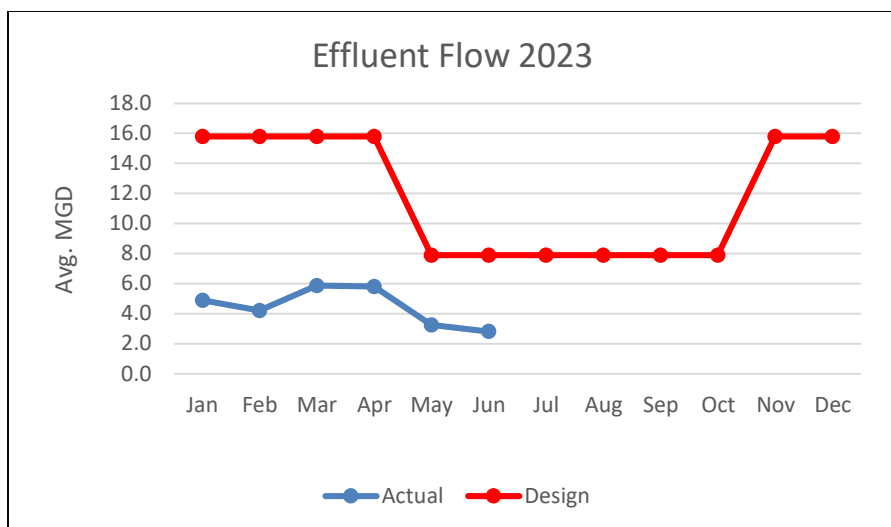
## **UPCOMING EVENTS:**

- Aeration Basin #1 Cleaning
- SOOS Pump Rebuild Course

Enclosures:                      Boiler/Flare Gas Usage graphs  
   Influent TSS/BOD and Effluent Flow Graphs  
   12 Month Moving Avg.







### 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD/BOD</b>	Plnt Inf Average lbs/day TSS
Jul-22	3.00	5198	5086
Aug-22	2.88	5135	4865
Sep-22	2.86	5128	4788
Oct-22	2.74	4866	4494
Nov-22	3.75	5840	4940
Dec-22	5.18	7962	7029
Jan-23	4.94	7143	6094
Feb-23	4.24	7956	7654
Mar-23	5.87	7338	5991
Apr-23	5.80	7395	6147
May-23	3.24	5386	5566
Jun-23	2.82	5505	5107
<b>SUM</b>	<b>47.32</b>	<b>74852</b>	<b>67761</b>
<b>AVE</b>	<b>3.94</b>	<b>6238</b>	<b>5647</b>
<b>MAX</b>	<b>5.87</b>	<b>7962</b>	<b>7654</b>
<b>MIN</b>	<b>2.74</b>	<b>4866</b>	<b>4494</b>

## **CASH DISBURSEMENT RECAP BOARD MEETING JULY 12, 2023**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	86,592.73
Total of Regular Checks & ACH Transactions	<u>121,696.58</u>

Total Expenditures (not including Payroll)	<u>208,289.31</u>
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Payroll:

Net Payroll - June 30, 2023	71,574.74
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All Checks & ACH Transactions since the Board Meeting of June 14, 2023	<u>279,864.05</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: Christine  
Printed: 7/6/2023 4:34 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	06/16/2023	
	Brandon Final	PR Batch 00001.06.2023 OPSRP-Not W/Held	PR Batch 00001.06.2023 PER	381.78
	Brandon Final	PR Batch 00001.06.2023 PERS W/Held	PR Batch 00001.06.2023 PER	131.19
Total for this ACH Check for Vendor 02669:				512.97
ACH	ASIFLEX	ASIFlex	06/16/2023	
	Brandon Final	PR Batch 00001.06.2023 Flexible Spending Acco	PR Batch 00001.06.2023 Flex	20.00
Total for this ACH Check for Vendor ASIFLEX:				20.00
ACH	DNB	Internal Revenue Service	06/16/2023	
	Brandon Final	PR Batch 00001.06.2023 Medicare - Employer	PR Batch 00001.06.2023 Med	32.78
	Brandon Final	PR Batch 00001.06.2023 Medicare - Employee	PR Batch 00001.06.2023 Med	32.78
	Brandon Final	PR Batch 00001.06.2023 FICA - Employer	PR Batch 00001.06.2023 FIC.	140.17
	Brandon Final	PR Batch 00001.06.2023 Federal Income Tax	PR Batch 00001.06.2023 Fed	98.72
	Brandon Final	PR Batch 00001.06.2023 FICA - Employee	PR Batch 00001.06.2023 FIC.	140.17
Total for this ACH Check for Vendor DNB:				444.62
ACH	OR-Rev	Oregon Dept. of Revenue	06/16/2023	
	Brandon Final	PR Batch 00001.06.2023 Oregon W/Held	PR Batch 00001.06.2023 Ore	154.67
Total for this ACH Check for Vendor OR-Rev:				154.67
Total for 6/16/2023:				1,132.26
ACH	ASIFLEX	ASIFlex	06/30/2023	
	JUNE 23 PR	PR Batch 00002.06.2023 Flexible Spending Acco	PR Batch 00002.06.2023 Flex	1,079.84
Total for this ACH Check for Vendor ASIFLEX:				1,079.84
ACH	DNB	Internal Revenue Service	06/30/2023	
	JUNE 23 PR	PR Batch 00002.06.2023 Medicare - Employer	PR Batch 00002.06.2023 Med	1,528.67
	JUNE 23 PR	PR Batch 00002.06.2023 Medicare - Employee	PR Batch 00002.06.2023 Med	1,528.67
	JUNE 23 PR	PR Batch 00002.06.2023 FICA - Employee	PR Batch 00002.06.2023 FIC.	6,536.41
	JUNE 23 PR	PR Batch 00002.06.2023 FICA - Employer	PR Batch 00002.06.2023 FIC.	6,536.41
	JUNE 23 PR	PR Batch 00002.06.2023 Federal Income Tax	PR Batch 00002.06.2023 Fed	8,240.82
Total for this ACH Check for Vendor DNB:				24,370.98
ACH	OR-Rev	Oregon Dept. of Revenue	06/30/2023	
	JUNE 23 PR	PR Batch 00002.06.2023 Oregon W/Held	PR Batch 00002.06.2023 Ore	6,336.63
Total for this ACH Check for Vendor OR-Rev:				6,336.63
ACH	PEBSO	Nationwide Retirement Solutions	06/30/2023	
	JUNE 23 PR	PR Batch 00002.06.2023 Roth Contribution	PR Batch 00002.06.2023 Rotl	200.00
	JUNE 23 PR	PR Batch 00002.06.2023 Nationwide-Deferred C	PR Batch 00002.06.2023 Nati	4,150.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor PEBSCO:				4,350.00
ACH	CENTURY	CenturyLink	06/30/2023	
	June 2023 fx/al	Analog phone line for fax and alarm		142.23
	June 2023 Gate	Analog phone line for NTS Gate		62.69
Total for this ACH Check for Vendor CENTURY:				204.92
ACH	SAIF	SAIF Corporation	06/30/2023	
	100057327	Workers Comp Coverage 7/1/23 - 6/30/24		9,957.17
Total for this ACH Check for Vendor SAIF:				9,957.17
51502	CIS INS	CIS Trust	06/30/2023	
	JUNE 23 PR	PR Batch 00002.06.2023 Accident Insurance	PR Batch 00002.06.2023 Acc	152.44
	JUNE 23 PR	PR Batch 00002.06.2023 Critical Illness Insuran	PR Batch 00002.06.2023 Criti	109.00
	JUNE 23 PR	PR Batch 00002.06.2023 CCIS Insurance AD&I	PR Batch 00002.06.2023 CCI	16.32
	JUNE 23 PR	PR Batch 00002.06.2023 Dental & Vision	PR Batch 00002.06.2023 Den	2,450.61
	JUNE 23 PR	PR Batch 00002.06.2023 Voluntary Dependent L	PR Batch 00002.06.2023 Volu	34.58
	JUNE 23 PR	PR Batch 00002.06.2023 Hospital Indemnity	PR Batch 00002.06.2023 Hos	144.90
	JUNE 23 PR	PR Batch 00002.06.2023 Identity Protection	PR Batch 00002.06.2023 Iden	81.75
	JUNE 23 PR	PR Batch 00002.06.2023 Voluntary Life Insuran	PR Batch 00002.06.2023 Volu	402.22
	JUNE 23 PR	PR Batch 00002.06.2023 Life Insurance - er	PR Batch 00002.06.2023 Life	97.82
	JUNE 23 PR	PR Batch 00002.06.2023 Life Insurance - Spous	PR Batch 00002.06.2023 Life	186.10
	JUNE 23 PR	PR Batch 00002.06.2023 CCIS Insurance Long-	PR Batch 00002.06.2023 CCI	157.52
	JUNE 23 PR	PR Batch 00002.06.2023 Medical Ins w/RX	PR Batch 00002.06.2023 Med	26,293.13
	JUNE 23 PR	PR Batch 00002.06.2023 Short-Term Disability	PR Batch 00002.06.2023 Sho	146.43
	JUNE 23 PR	PR Batch 00002.06.2023 Trauma	PR Batch 00002.06.2023 Trau	95.00
Total for Check Number 51502:				30,367.82
51506	VERIZON	Verizon Wireless	06/30/2023	
	9937251903	Monthly wireless telephone services		616.79
Total for Check Number 51506:				616.79
51507	D2000	D2000 Safety	06/30/2023	
	23-3685	Excavation Safety Competent Person Training		2,925.00
Total for Check Number 51507:				2,925.00
51508	HANDY	Handyman Hardware	06/30/2023	
	121759	Bolts		1.50
	122667	Red heads		53.99
Total for Check Number 51508:				55.49
51509	TYCO	Johnson Controls Security Solutions	06/30/2023	
	38965249	Fire and burglar alarm monitoring services 7/1/2		1,708.06
Total for Check Number 51509:				1,708.06
51510	PETTY	Petty Cash c/o Harmony Williams	06/30/2023	
	051223	Costco - Kitchen supplies		6.66
Total for Check Number 51510:				6.66
51511	SHRED-IT	Stericycle, Inc.	06/30/2023	
	8004127592	Monthly document shredding service		87.59
Total for Check Number 51511:				87.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
51512	USPS June 2023	US Postal Service Postage to mail utility bills	06/30/2023	3,393.52
Total for Check Number 51512:				3,393.52
Total for 6/30/2023:				85,460.47
Report Total (18 checks):				86,592.73

# Accounts Payable

## Checks by Date - Detail by Check Date

User: Christine  
Printed: 7/6/2023 4:46 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	07/12/2023	
	3278055381	Tamper resistant bank bags, office supplies		76.16
	3281653461	Staples Plus membership dues		49.00
	3285563911	Keyboard slide out for Harmony		32.99
Total for this ACH Check for Vendor STAPLES:				158.15
51513	Abbas 217725	Abbas Pump Service Vertical Turbine Pump parts - NTS	07/12/2023	6,165.95
Total for Check Number 51513:				6,165.95
51514	AIRGASUS 9139117364	Airgas USA, LLC Cutoff wheel	07/12/2023	52.08
Total for Check Number 51514:				52.08
51515	WP June 2023	Avista Utilities Natural gas service	07/12/2023	38.16
Total for Check Number 51515:				38.16
51516	BANNERMC	BANNER BANK	07/12/2023	
	AA 061423	Harney Teas - Teas for non-coffee drinkers and i		63.74
	AB 062923	Coastal - Fence sleeve for fence repair at Crestvi		3.49
	CM 060123	Stericycle - Shredding services for 2 months		175.18
	CM 060823	Amazon - New key cabinet for spare keys		149.99
	CM 060923	Oregon Society CPA - Membership dues		185.00
	CM 062723	OR Board of Accountancy - CPA license renewa		255.00
	DF 053023	Amazon - Silicone for security cam install at offi		9.99
	DF 060223a	Lowes - Supplies to hang security cam at office		14.92
	DF 060223b	Amazon - Keyboard and bluetooth dongle for CC		77.98
	DF 060823	Amazon - Webcam replacement for Angie		129.99
	DF 061023	Zoom - Electronic meeting software		99.00
	DF 061223	Amazon - USB Hub for CCTV Van		34.99
	DF 062123	Good Guys Garage - Oil changes 2018 F150 & 2		172.05
	GO 060123	D&R Auto (Napa) - Rags		12.99
	GO 062123	Weathertech - Floor mats for new inspector truck		227.90
	GO 062323	Package Depot - Mail contracts for signature for		15.60
	HW 061423	Safeway - Board meeting snacks		17.10
	HW 061523	Costco - Kitchen supplies		162.94
	HW 061623	Dairy Queen - Going away cake for Brandon		32.99
	JB 061523	Bagel Tree - Staff meeting snacks		35.45
	KB 061323	Home Depot - Key box and plaque hanging acce		43.61
	KB 062223	Party Time - Chairs for NTS profile		75.00
	RC 053123	A-1 Auto Sales - Tonneau cover for new superin		1,089.41
	RC 061523	Apex - B-6 Flusher skid parts		12.98
	RK 053123	OSBEELS - Surveyors license renewal - Ryon		230.00
	RK 060723	DCBS - Inspector license renewal - Ryon		125.00
	SL 060123	That's Great News - Wall plaque		293.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL 060223	Costco - Annual membership fee		120.00
	SL 060823	DCBS - Oregon Inspector Certification Renewal		125.00
	SL 062723	West Coast Metal Bldg - Generator Cover at Wil		1,019.70
				<hr/>
Total for Check Number 51516:				5,010.69
51517	BHEC	Bassett-Hyland Energy Company	07/12/2023	
	CL16824-IN	Vehicle fuel usage		1,123.38
	CL17229-IN	Vehicle fuel usage		1,250.29
				<hr/>
Total for Check Number 51517:				2,373.67
51518	BATT PLU	Batteries Plus #208	07/12/2023	
	P63602785	Battery backup battery		44.65
				<hr/>
Total for Check Number 51518:				44.65
51519	UB*00051	CORINNE BELL	07/12/2023	
		Refund Check		15.00
		Refund Check		3.75
		Refund Check		71.25
				<hr/>
Total for Check Number 51519:				90.00
51520	BIOMED	bio-MED Testing Services Inc	07/12/2023	
	96281	FMSCA Clearing house for CDL driver		5.00
	99314	MVR for new engineering employee		18.00
				<hr/>
Total for Check Number 51520:				23.00
51521	CCraft	Colorcraft Paint	07/12/2023	
	365976	Paint for interior walls		69.98
				<hr/>
Total for Check Number 51521:				69.98
51522	DRAUTO	D & R Auto & Truck Supply Corp	07/12/2023	
	084861	Boxed miniatures		0.99
	085229	Wiper blades, dry lubricant		38.17
	086620	Super clean degreaser		33.99
				<hr/>
Total for Check Number 51522:				73.15
51523	DCCLERK	Douglas County Clerk	07/12/2023	
	May 16 2023	Prorated election costs for 2 positions		4,124.93
				<hr/>
Total for Check Number 51523:				4,124.93
51524	DCPW	Douglas County Solid Waste	07/12/2023	
	687230	Dump fee for cleaning grit pit		384.46
				<hr/>
Total for Check Number 51524:				384.46
51525	DFN	Douglas Fast Net	07/12/2023	
	July 2023 411LM	Internet Services-411 Long Meadows		84.39
	July 2023 Admin	Internet Services-Admin	Service: 14806	218.99
	July 2023 Brbn	Internet Services-Bourbon St	Service: 205697	100.21
	July 2023 High	Internet Services-Highland PS	Service: 105797	76.84
	July 2023 Host	Admin Hosting		10.55
	July 2023 Keady	Internet Services-Keady Ct	Service: 106289	76.84
	July 2023 LVPS	Internet Services-Loma Vista P	Service: 205950	104.21
	July 2023 NBank	Internet Services-No. Bank PS	Service: 105793	73.84
	July 2023 NTS	Internet Services-NTS - Credit for overcharge on	Service: 145049	-105.46

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	July 2023 Ph/Ca	Phones/Security Cams	Service: 141784	98.94
	July 2023 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	73.84
	July 2023 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	73.84
	July 2023 Winch	Internet Services-Winchester P	Service: 105795	73.84
				<hr/>
Total for Check Number 51525:				960.87
51526	ESRI 94507335	ESRI, Inc. ESRI Small Utility Enterprise Agreement (SUEA	07/12/2023	11,300.00
				<hr/>
Total for Check Number 51526:				11,300.00
51527	IE-ENG 62012 62013 62014 62084 62085	i.e. Engineering, Inc. Chadwick and Atlanta Sewer Improvement Engineering for Watermain and Hydrant at WW1 Engineering for Watermain and Hydrant at WW1 Chadwick and Atlanta Sewer Improvement Engineering for Watermain and Hydrant at WW1	07/12/2023	168.75 600.00 50.00 12.00 24.00
				<hr/>
Total for Check Number 51527:				854.75
51528	JNB 1746	JNB Solutions Screw Press Partition Wall	07/12/2023	8,000.00
				<hr/>
Total for Check Number 51528:				8,000.00
51529	LEAGUE O 216555-2023	League of Oregon Cities LOC Associate Membership	07/12/2023	500.00
				<hr/>
Total for Check Number 51529:				500.00
51530	Leeway 878	Leeway Engineering Solutions, LLC Eng services-North Deer Cr CIPP Project	07/12/2023	4,164.50
				<hr/>
Total for Check Number 51530:				4,164.50
51531	LOWES 01452 05800 95965	Lowe's DEF Supplies to hang key box Shower rod & curtain	07/12/2023	96.78 9.81 39.04
				<hr/>
Total for Check Number 51531:				145.63
51532	MSTRCR 35930-J	MasterCare Cleaning Co Inc Monthly janitorial services for June	07/12/2023	390.00
				<hr/>
Total for Check Number 51532:				390.00
51533	METRO IN655883	Metro Presort Inc Bulk mailing for rate change.	07/12/2023	4,564.47
				<hr/>
Total for Check Number 51533:				4,564.47
51534	CMM GFOA	Christine Morris Mileage Reimbursement-GFOA Conf May21-24	07/12/2023	234.50
				<hr/>
Total for Check Number 51534:				234.50
51535	NBS IN118372 IN118383	National Business Solutions Canon TX-3100 MFP (Wide Format) - Netowrki Roll of 36" Paper	07/12/2023	199.00 44.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51535:				243.95
51536	LGL 13482	Northwest Local Government Legal Adviso Legal services for reviewing contracts	07/12/2023	440.00
Total for Check Number 51536:				440.00
51537	OR-LIN 955608 961148	Oregon Linen, Inc. Laundry and mat service Laundry and mat service	07/12/2023	30.88 63.44
Total for Check Number 51537:				94.32
51538	PPL June 2023 411LM June 2023 425LM June 2023 Admin June 2023 Brbn June 2023 BrbnC June 2023 Gate June 2023 High June 2023 Keady June 2023 LVPS June 2023 NBank June 2023 NTS June 2023 SBank June 2023 Wilb1 June 2023 Wilb2 June 2023 WWTP June 2023 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-310 Bourbon St PS Contract-310 Bourbon St PS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS 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	07/12/2023	77.06 12.55 652.92 66.96 67.59 20.34 709.48 66.85 94.93 107.91 12,254.48 1,252.41 134.60 148.74 21,117.50 27.71
Total for Check Number 51538:				36,812.03
51539	PLATT2 4C15738	Platt Electric Supply Supplies for hanging camera at office	07/12/2023	61.83
Total for Check Number 51539:				61.83
51540	Premium 25704	Premium Landscape, Inc. Monthly landscape maintenance for June	07/12/2023	225.00
Total for Check Number 51540:				225.00
51541	RSBG-DIS 1310347	Roseburg Disposal Company Monthly garbage service	07/12/2023	61.00
Total for Check Number 51541:				61.00
51542	Printhau 1085	Scott Heath's Printhaus Cut utility bills to mailing size	07/12/2023	59.40
Total for Check Number 51542:				59.40
51543	SIERRASP 21794341 062423	Sierra Springs Bottled water delivery service	07/12/2023	93.59
Total for Check Number 51543:				93.59
51544	SOOS 2024-12	Southwest Oregon Operators Section Utility membership for SW OR Ops Section of C	07/12/2023	30.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 51544:				30.00
51545	SPRBRK TM INV-006552	Springbrook Holding Company LLC Fixed fee professional services for cloud migrati	07/12/2023	15,750.00
Total for Check Number 51545:				15,750.00
51546	STEELOUT 250323 250398	The Steel Outlet Pipe restraint NTS pipe staps	07/12/2023	58.52 30.72
Total for Check Number 51546:				89.24
51547	TEKMAN 86082 86082 86082 86082 86082	TEKMANAGEMENT, INC. Server Maint & monitoring Encryption of laptops DNS Filter (security) Cloud storage-server backups Backup & Recovery Services	07/12/2023	1,578.87 107.25 40.00 84.00 565.00
Total for Check Number 51547:				2,375.12
51548	DYER 30118	The Dyer Partnership Engineers & Planners Deer Creek Siphon Improvement	07/12/2023	225.00
Total for Check Number 51548:				225.00
51549	TRUE NOR 004184	True North Equipment, Inc. Cleverscan repair	07/12/2023	1,788.07
Total for Check Number 51549:				1,788.07
51550	UBWA June 2023 411LM June 2023 606LM June 2023 Brbn	Umpqua Basin Water Association Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln Water - 310 Bourbon St	07/12/2023	22.27 22.00 22.00
Total for Check Number 51550:				66.27
51551	UNITED 221447712-001	UNITED RENTALS (NORTH AMERICA) Mini excavator and skid steer for Crestview/Mili	07/12/2023	948.58
Total for Check Number 51551:				948.58
51552	XYLEM 3556C77948 3556C78462 3556C80008	Xylem Water Solutions USA, Inc. Pump rebuild kit (x2) Pump rebuild kit (x2) Pump rebuild kit (x2)	07/12/2023	9,547.59 1,064.00 1,998.00
Total for Check Number 51552:				12,609.59
Total for 7/12/2023:				121,696.58
Report Total (41 checks):				121,696.58