



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

REGULAR MONTHLY BOARD MEETING
August 12, 2020

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

**August 12th, 2020
RUSA Board Room
4:00 p.m.**

NOTICE

The August 12th Board meeting will be held at RUSA's Administrative office. The Board Meeting will also be broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. July 8th, 2020 Board Meeting
- 4. Resolution No. 20-05**
 - a. A Resolution establishing a Remote Meetings Policy
- 5. Agreement with Green Sanitary District**
 - a. Sale of 2005 Camel Combination Sewer Cleaning Truck
- 6. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. Hooker Road Rehabilitation Project
 - c. Douglas Avenue Project, City of Roseburg
 - d. Biosolids Building Expansion, Conveyor Installation
 - e. Emergency Preparedness
- 7. Staff Professional Development**
- 8. New Development**
- 9. Staff Report**
- 10. Jacobs (ch2m) Plant Operations Report**
- 11. Accounts Payable**
- 12. 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 8, 2020 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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

Consideration of the June 10, 2020 Regular Monthly Board Meeting Minutes.

Jerry Griesse moved to approve the minutes for the June 10, 2020 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Resolution No. 20-04

Staff presented Resolution 20-04 A Resolution Declaring Surplus Property.

Kelsey Wood moved to approve Resolution 20-04.
Jerry Griesse seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Resolution 20-04:

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

The motion was passed with a 3/0 vote.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The Contractor completed all the work included in the contract. The contractor is working to complete the punch list items.

Hooker Road Rehabilitation Project

Staff reviewed the 50% plans with the project engineer. Changes and mark-ups have been delivered to the Engineer. Final plans and specifications are scheduled to be completed July 10th. The tentative schedule is to put the project out for bidding in July with construction to begin in August.

Douglas Avenue Project

We received a scope of work and fee proposal from Civil West, the design firm for the road reconstruction project, to include the replacement of the sanitary sewer gravity system in the project. The plans, specifications and constructions estimate are scheduled to be completed in November of 2020.

Biosolids Building Expansion, Conveyor Installation

We are working with Rogers Engineering to develop a bid package for the installation of the new conveyor system for the new expansion of the Biosolids building.

Emergency Preparedness

RUSA has purchased used generators for each of the pump stations in the collection system that previously utilized two portable generators for backup power. We have also purchased a portable fuel trailer with a 483-gallon capacity.

RUSA is working with the City of Roseburg on an Intergovernmental Agreement to utilize the City's fueling station to use when there is a power outage and commercial options are not available.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 95% Total Suspended Solids removal during June. The total Effluent flow was 95.48 million gallons all of which went to the Natural Treatment System.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the July, 2020 Accounts Payable.

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

Other Business

None.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant

RESOLUTION 20-05

A RESOLUTION ESTABLISHING A REMOTE PUBLIC MEETINGS POLICY

RECITAL:

Kate Brown, the Governor of Oregon, issued Executive Order No. 20-16 addressing public meetings held during the “COVID-19 emergency period”. The executive order required public meetings to be held by telephone, video, or through some other electronic or virtual means, whenever possible. The executive order further states that if persons are allowed to attend those meetings social distancing (six feet or more between individuals), to the maximum extent possible.

In an effort to meet the Governor’s Executive Orders RUSA has developed a policy outlining the methods of conducting remoted public meeting.

NOW, THEREFORE, BE IT RESOLVED THAT THE ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS, adopts the attached Remote Public Meetings Policy.

THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY’S BOARD OF DIRECTORS THIS 12TH DAY OF AUGUST 2020.

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY:**

James V. Baird, General Manager

John Dunn, Board Chair



Roseburg Urban Sanitary Authority

Remote Public Meetings Policy

1. Meetings, whether remote or physical, will continue to be held at normally scheduled dates and times. This schedule will continue to be publicized on the Roseburg Urban Sanitary District (RUSA) website (www.rusa-or.org).
2. Agendas and prior minutes will continue to be published on the RUSA website.
3. To maintain the Governor's social distancing directive, limited seating is available for members of the public that request attending the meeting in person (approximately three individuals). Please contact the Administrative office at (541) 672-1551 to request in-person attendance.
4. Meetings will be held using the Zoom Webinar platform and a link to each meeting will be published on the RUSA website.
5. When board members, staff, and other special attendees must also attend remotely, they will enter the webinar as panelists. In this capacity, not only will they be able to listen, they will have permission to be seen on camera, to turn off camera if they so desire, to speak, or to have their microphones muted. The reason for the ability to mute their microphones is to be able to cut down on background noise if it becomes a problem. They will also have the ability to see any questions that may be presented via the Q&A section of Zoom and to respond to those questions. The ability to join by phone is also an option.
6. If for any reason a panelist does not have a camera and microphone, RUSA, at the discretion of the general manager, will provide adequate equipment for them.
7. The public will join the webinar as regular attendees, with the ability to watch, listen, and ask questions via the Q&A or chat functionality of the Zoom program. Regular attendees will not, by default, have the ability to speak. This is to help eliminate background noise, to hold an orderly meeting, and to prevent such things as "Zoom Bombing."
8. Attendee questions or comments can be submitted to the Board by mail or email to be presented at the Board meeting. Attendees may also ask a question of or make a statement to the board by calling the regular office phone number (541) 672-1551 and ask that it be presented to the board via staff. In the event that a regular attendee would like to be heard by the board during the meeting, the meeting administrator (in most cases the General Manager), may decide to temporarily promote an attendee to a panelist position to enable the attendee to unmute and address the board.
9. The broadcasting of the meeting will be monitored by an employee of RUSA and if, for whatever reason, the broadcast fails, the meeting will be paused until the broadcast can be reestablished.
10. The audio of all meetings will be recorded and stored on RUSA's AV Server (V:\Board Meeting Recordings on a domain joined computer or \\rackstation\Audio_Visual_Data\Board Meeting Recordings) on RUSA's corporate network.

RUSA is dedicated to doing everything within their ability to make all public meetings as transparent as possible and to give all RUSA customers the ability to attend and be heard at said meetings.

For the purposes of this document, the term meeting and webinar will be used interchangeably. When speaking to the "electronic meeting" this document is referring to Zoom Webinars.



INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JIM BAIRD, GENERAL MANAGER
**SUBJECT: AGREEMENT FOR THE SALE OF 2005 CAMEL COMBINATION
SEWER CLEANING TRUCK**
DATE: 8/6/30
CC:

We have negotiated a sale price with Green Sanitary District for the 2005 Camel Combination Sewer Cleaning Truck. The offer that was made by Green Sanitary District is \$68,000. Based on our research of the sale price of comparable trucks this is a fair price.

We would recommend that the Board approve the sale of the 2005 Camel Combination Sewer Cleaning Truck to Green Sanitary District in the amount of \$68,000.

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2020 by and between Roseburg Urban Sanitary Authority, a municipal corporation in the state of Oregon (hereinafter "RUSA") and Green Sanitary District, a Special District in the state of Oregon (hereinafter "Green Sanitary").

1. RUSA hereby agrees to sell and Green Sanitary hereby agrees to purchase a combination sewer cleaning truck specifically, a 2005 Camel Combination Sewer Cleaning Truck, VIN# 1HTWPAZT96J229856.
2. The purchase price is \$68,000.00 cash. The purchase price shall be paid on the transfer of the property. Green Sanitary will pay the transfer fees to transfer title from RUSA to Green Sanitary and any additional registration fees due to the Oregon DMV.
3. The property is sold as is **with no implied warranty of merchantability and no implied warranty of fitness for a particular purpose.**
4. RUSA shall maintain insurance on the property pending the completion of the sale.
5. This sale shall close on _____. RUSA/ Green Sanitary will prepare the Department of Motor Vehicles paperwork to transfer the Camel Combination Sewer Cleaning Truck. RUSA will prepare the Bill of Sale covering the Camel Combination Sewer Cleaning Truck. Green Sanitary shall pay all DMV fees related to the transfer.
6. This Agreement will be governed by and construed in accordance with the laws of the state of Oregon, without regard to conflict-of-laws principles.
7. If any provision of this Agreement is invalid or unenforceable in any respect for any reason, the validity and enforceability of such provision in any other respect and of the remaining provisions of this Agreement will not be in any way impaired.
8. In interpreting this Agreement, it shall be deemed that it was prepared generally by the parties with full access to legal counsel of their own. No ambiguity shall be resolved against any party on the premise that it or its attorney was solely responsible for drafting this Agreement or any provision thereof.

IN WITNESS WHEREOF, the parties have executed this agreement on the date set forth above.

ROSEBURG URBAN SANITARY
AUTHORITY

Green Sanitary District

By: Jim Baird, General Manager

By: Kay Huff, District Manager

GENERAL MANAGERS REPORT

Date: 8/06/20
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Winchester Pump Station Force Main Replacement Project

The Contractor is working to complete the punch list items. We are working with Douglas County to finalize outstanding change orders and a final invoice.

Hooker Road Rehabilitation Project

RUSA is reviewing the plans and specification. The tentative schedule is to put the project out for bidding in August with construction to begin in September or October.

Douglas Avenue Project

We enter into and agreement with Civil West, the design firm for the road reconstruction project, to include the replacement of the sanitary sewer gravity system in the project. The plans, specifications and constructions estimate are scheduled to be completed in November of 2020.

Biosolids Building Expansion, Conveyor Installation

We are working with Rogers Engineering to develop a bid package for the installation of the new conveyor system for the new expansion of the Biosolids building.

Emergency Preparedness

RUSA has drafted an Intergovernmental Agreement with the City of Roseburg to utilize the City's fueling station to use when there is a power outage and commercial options are not available.



INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: PROFESSIONAL DEVELOPMENT
DATE: 8/6/30
CC:

The Oregon Operators Conference 2020 was offered in a virtual format this year. The following staff attended the Oregon Operators Conference 2020:

Jim Baird

Greg O'Neill

Steve Lusch

Kyle Bartlett

Matt Chasteen

Rick Cox

Andrew Blondell

Leland Miller

Kyle Vatland

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Harvard West Phase II – short mainline extension to serve a new commercial building - under review

PRELIMINARY DESIGN:

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

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Testing not complete.
- Hanna Heritage Plaza – The sewer mains have been installed testing is underway.

ROSEBURG URBAN SANITARY AUTHORITY

JULY 2020 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 27 work orders.
- Completed CCTV and cleaning of 16,565 feet or 3.1 miles of mainline.
- Cleaned 12,643 feet or 2.4 miles of mainline.
- Completed 71 manhole inspections.
- Completed monthly trouble spot inspections.
- Cleaned County collection system at the Fairgrounds.
- Completed Wet Well cleaning and Drawdown Testing for the Fairgrounds Lift Station.
- Built an access road to the Pine Street Bunker/Siphon.
- Conducted monthly staff training on the RUSA HAZCOM program.
- Conducted new equipment training for the 2020 Camel Maxx Combination Truck.
- Completed smoke test of the Delview collection system.

ENGINEERING DEPARTMENT:

- Completed 225 underground utility locate requests.
- Issued 15 permits and completed 16 inspections.
- Hwy 99 pressure main project is completed, currently the Contractor is working on the punch list items.
- Fog Inspections – Taco Bell, Dutch Brothers Garden Valley, and Alameda, Chen's and Chi's. We are currently monitoring Dutch Brothers.

FINANCE DEPARTMENT:

- Vacancy Credits: 6 were processed for a total of \$325.00 in July.
- Credit cards/eChecks: 927 payments totaling \$48,317.07 were collected in July. 74 payments were received by voice response system, and 853 on-line.
- Automatic Payments: 2,071 customer accounts are signed up. Received \$81,811.97 or approximately 14.9% of monthly billing.

SAFETY COMMITTEE:

- Completed the annual review of the RUSA Lockout/Tagout program.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: August 5, 2020
SUBJECT: July 2020 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 98% CBOD removal was 96% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for July 2020, was 207,000 KWHRS with a total Effluent flow of 84.86 million gallons all of which went to the Natural Treatment System (Outfall 002). The July 2019 electrical consumption was 251,000 with a total Effluent flow of 89.40 million gallons all of which went to the Natural Treatment System (Outfall 002).
- The number 2 aeration basin was taken out of service for the season.
- The quarterly biosolids samples were sent out for analysis and the results showed that the solids are within the established limits.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in July:

- *Riverview Terrace*: In the past year, they replaced their interceptor with a large unit, that is 158 gallons, with a flow capacity of 75 gpm. They pump the tank monthly. Tank was in acceptable condition.
- *Wal Mart*: The sludge judge was used to measure this tank because of the depth, the amount of FOG in the sludge judge was about 10% of the volume of the tank.
- *Safeway*: The sludge judge was used on their tank and it was about 15% FOG, the FOG was very light in color and foamy.
- *Fred Meyer*: The sludge judge was used on their interceptor and the FOG was about 10%.
- *Garden Valley Retirement*: At the nearest manhole downstream, there was some FOG build up in the manhole.

NATURAL TREATMENT SYSTEM (NTS)

- The irrigation schedule is adjusted as needed to maintain pond level and work at better water quality.
- Sprinkler repairs continue in all zones.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month - 72 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.6 Million Gallons

MAINTENANCE

- There was 1 call out for the month at the Treatment Plant and Lift stations.
- Repaired RAS wet well level unit that stopped transmitting level signal.
- Cleaned out the impeller for the Effluent chlorine residual sample pump.
- Rebuilt the Anammox waste pump with new bearings and mechanical seals.
- Exposed the underground odor control pipe and trenched for the new re-routing of the odor control pipe from the pretreatment building to the odor control dome.
- Set up 5 new Company computers at the plant.
- Wet well level meter and flow meter sun guards installed.

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: 132
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on July 1st and July 16th. Probes were pulled, downloaded and recalibrated and redeployed.
- On July 15th lab water was sampled and sent out to the lab.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Brian Laudenslager won the Operator of the Year award from UBOS.
- Jim Hilburn won the Maintenance Person of the Year award from UBOS.
- The plant received the Plant of the Year and the Facility Safety award from UBOS.

UPCOMING EVENTS

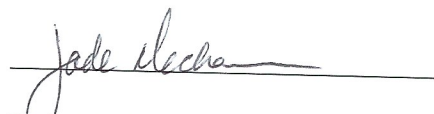
OPERATIONS/NTS:

- Request bids for the cleaning of the #2 secondary digester.
- Reduce the biosolids inventory.
- River/NTS sampling and monitoring.

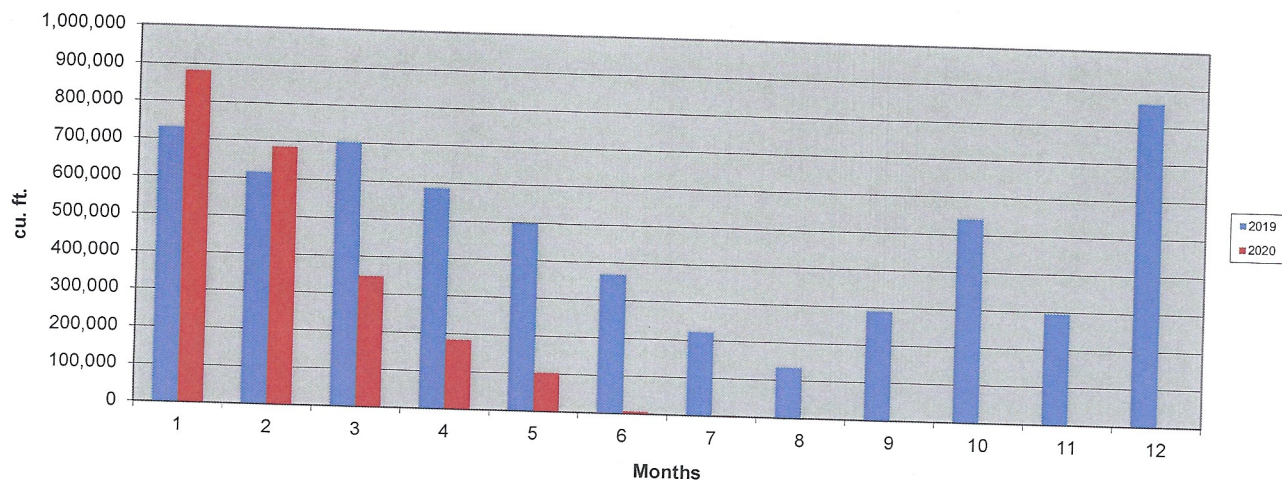
MAINTENANCE:

- Work on the Pretreatment Ventilation fan install.
- Rebuild Highland Pump #2

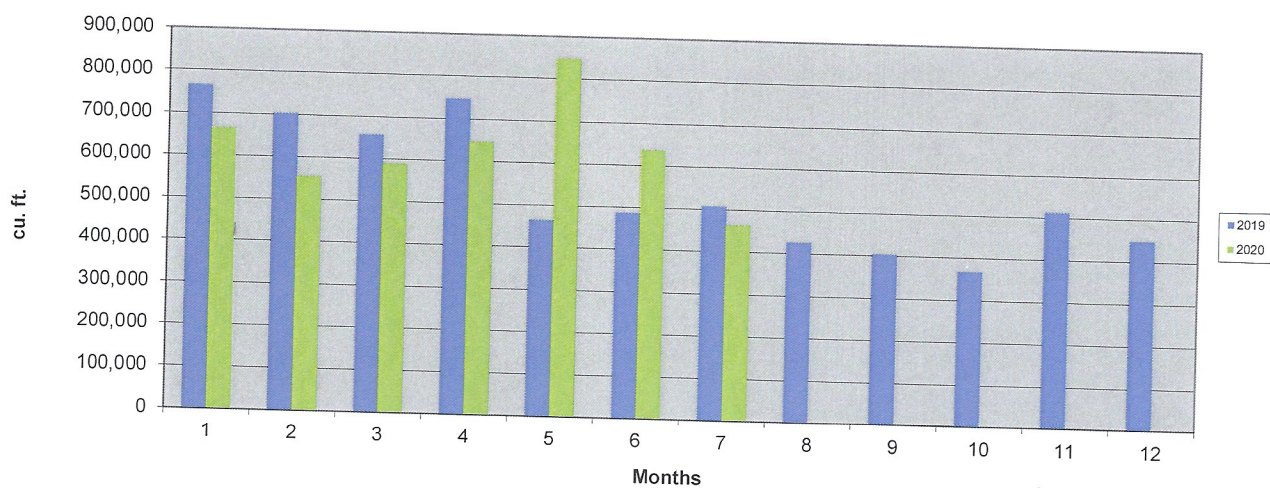
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs
 12 Month Moving Avg.
 Violation Sum-Limit Report

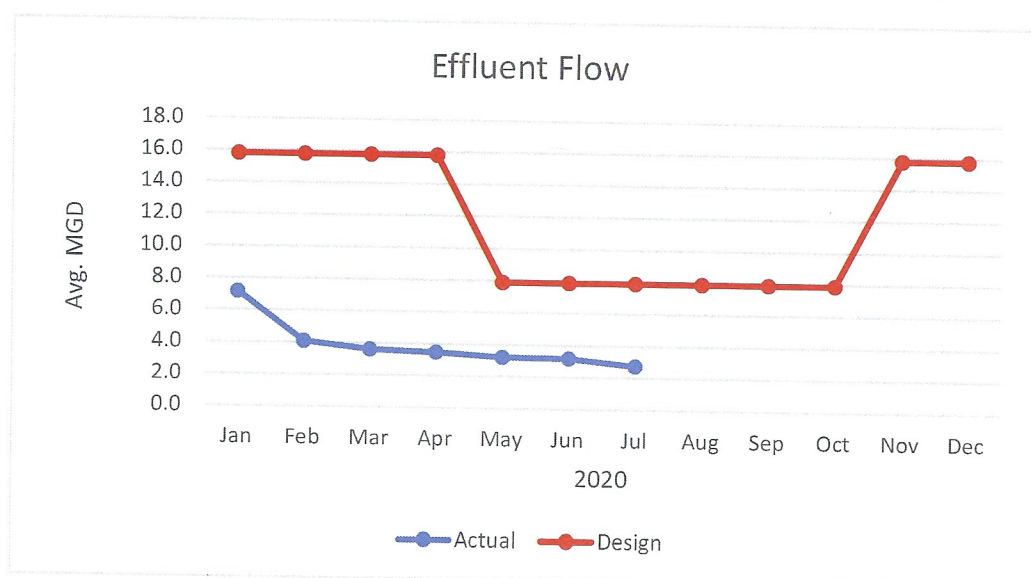
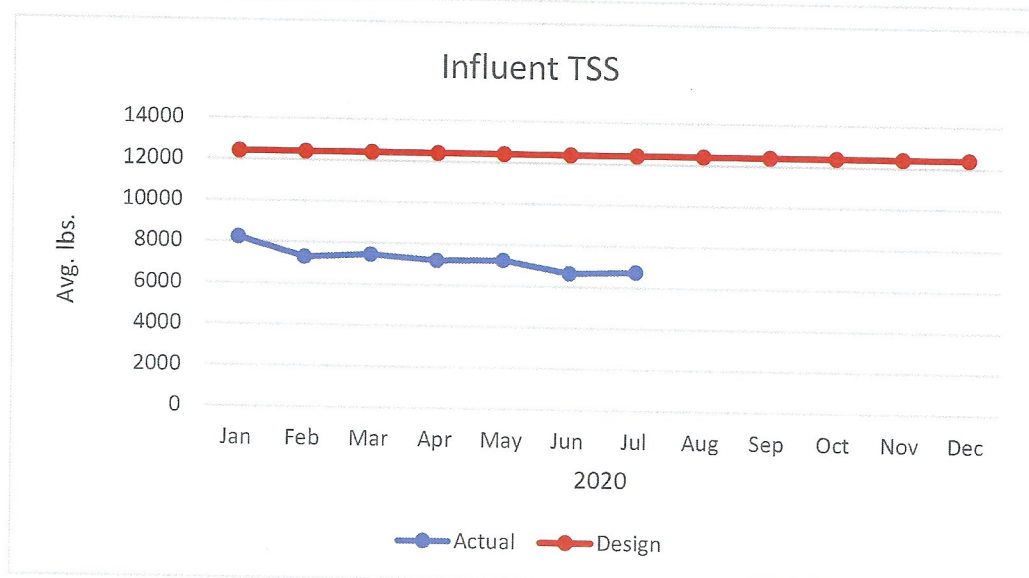
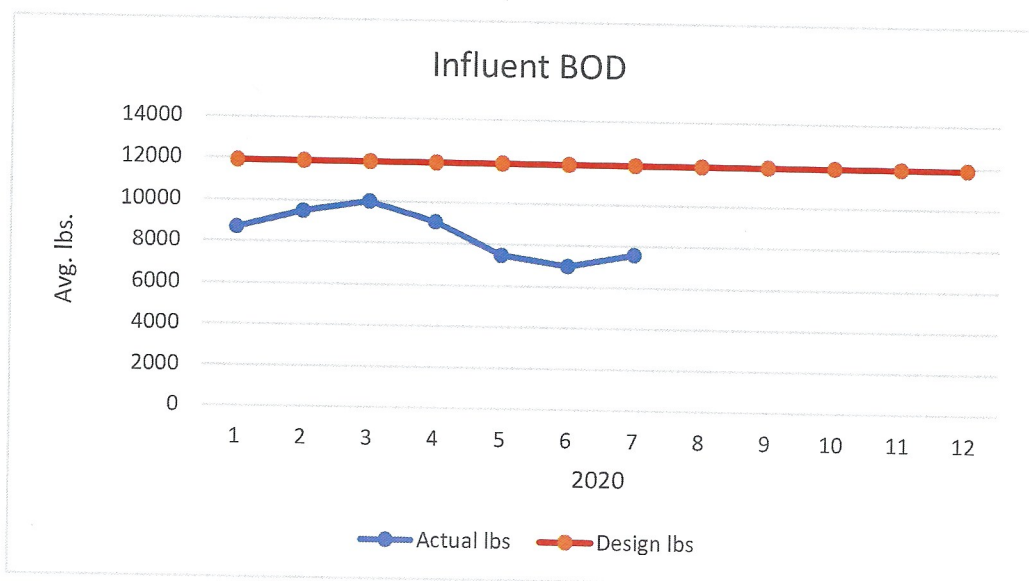

Jade Mecham
Project Manager
Jacobs

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-19	2.94	7257	7133
Sep-19	3.20	6804	6772
Oct-19	2.83	6455	6594
Nov-19	2.79	10346	9195
Dec-19	4.11	9114	7470
Jan-20	7.16	8698	8222
Feb-20	4.14	9506	7296
Mar-20	3.63	9995	7443
Apr-20	3.51	9051	7202
May-20	3.22	7471	7250
Jun-20	3.19	6995	6651
Jul-20	2.75	7571	6750
SUM	43.47	99263	87978
AVE	3.62	8272	7332
MAX	7.16	10346	9195
MIN	2.75	6455	6594

Limit Summary: (** designates values exceeding limit)
3 values exceeding limit.

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	5.79
Max Weekly Avg (Wed Rule) , 7/12/2020	MG/L	15.00	6.33
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 , 7/5/2020	S.U.	6.30	6.50
Maximum , 7/31/2020	S.U.	8.50	7.32
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
** Average	MG/L	10.00	12.29
** Max Weekly Avg (Wed Rule) , 7/5/2020	MG/L	15.00	17.33
** 6/28/2020			16.33
** 7/5/2020			17.33
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	98
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	96
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	12
Maximum , 7/30/2020	MG/L	na	29
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	7
Maximum , 7/6/2020	MPN	406	90
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 AUGUST 12, 2020

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	96,630.53
Total of Regular Checks & ACH Transactions	<u>204,966.95</u>

Total Expenditures (not including Payroll)	<u><u>301,597.48</u></u>
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Payroll:

Net Payroll - July 2020	66,707.40
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All Checks & ACH Transactions since the Board Meeting of July 8, 2020	<u><u>368,304.88</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/7/2020 1:09 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	07/10/2020	
	1312587	Soc Sec Administrative Fee FYE 21		15.00
	June 20 PR	PR Batch 00001.06.2020 OPSRP-Not W/Held	PR Batch 00001.06.2020 OPS	6,959.80
	June 20 PR	PR Batch 00001.06.2020 PERS Pick-Up	PR Batch 00001.06.2020 PER	773.22
	June 20 PR	PR Batch 00001.06.2020 PERS W/Held	PR Batch 00001.06.2020 PER	4,460.03
	June 20 PR	PR Batch 00001.06.2020 PERS - Not W/Held	PR Batch 00001.06.2020 PER	8,199.36
	June Rounding	Rounding Adjustment-June		-0.03
Total for this ACH Check for Vendor 02669:				20,407.38
ACH	ASIFLEX A0003258060698O	ASIFlex FSA Admin Fees-June	07/10/2020	
				48.75
Total for this ACH Check for Vendor ASIFLEX:				48.75
Total for 7/10/2020:				20,456.13
ACH	ASIFLEX	ASIFlex	07/31/2020	
	July 2020 PR	PR Batch 00001.07.2020 Flexible Spending Acco	PR Batch 00001.07.2020 Flex	1,339.18
Total for this ACH Check for Vendor ASIFLEX:				1,339.18
ACH	DNB	Internal Revenue Service	07/31/2020	
	July 2020 PR	PR Batch 00001.07.2020 Federal Income Tax	PR Batch 00001.07.2020 Med	7,188.95
	July 2020 PR	PR Batch 00001.07.2020 FICA - Employee	PR Batch 00001.07.2020 Med	6,068.26
	July 2020 PR	PR Batch 00001.07.2020 FICA - Employer	PR Batch 00001.07.2020 Med	6,068.26
	July 2020 PR	PR Batch 00001.07.2020 Medicare - Employee	PR Batch 00001.07.2020 Med	1,419.17
	July 2020 PR	PR Batch 00001.07.2020 Medicare - Employer	PR Batch 00001.07.2020 Med	1,419.17
Total for this ACH Check for Vendor DNB:				22,163.81
ACH	OR-Rev	Oregon Dept. of Revenue	07/31/2020	
	July 2020 PR	PR Batch 00001.07.2020 Oregon W/Held	PR Batch 00001.07.2020 Ore	5,565.97
Total for this ACH Check for Vendor OR-Rev:				5,565.97
ACH	PBPP 27218023	Pitney Bowes Purchase Power Postage machine refill	07/31/2020	
				149.96
Total for this ACH Check for Vendor PBPP:				149.96
ACH	OR-REV	Oregon Dept. of Revenue	07/31/2020	
	2nd Qtr STT	2nd Qtr OQ State Transit Tax Liability		243.24
	2nd Qtr SUTA	2nd Qtr OQ Unemployment Liability		1,547.73
	2nd Qtr WC	2nd Qtr OQ Workers Comp Liability		140.44
Total for this ACH Check for Vendor OR-REV:				1,931.41
49754	CIS INS	CIS Trust	07/31/2020	
	July 2020 PR	PR Batch 00001.07.2020 Short-Term Disability	PR Batch 00001.07.2020 Sho	124.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	July 2020 PR	PR Batch 00001.07.2020 Medical Ins w/RX	PR Batch 00001.07.2020 Med	29,476.84
	July 2020 PR	PR Batch 00001.07.2020 CCIS Insurance AD&I	PR Batch 00001.07.2020 CCI	22.87
	July 2020 PR	PR Batch 00001.07.2020 Dental & Vision	PR Batch 00001.07.2020 Den	3,315.60
	July 2020 PR	PR Batch 00001.07.2020 Voluntary Dependent I	PR Batch 00001.07.2020 Volu	34.58
	July 2020 PR	PR Batch 00001.07.2020 Voluntary Life Insuran	PR Batch 00001.07.2020 Volu	339.79
	July 2020 PR	PR Batch 00001.07.2020 Life Insurance - er	PR Batch 00001.07.2020 Life	118.11
	July 2020 PR	PR Batch 00001.07.2020 Life Insurance - Spous	PR Batch 00001.07.2020 Life	176.13
	July 2020 PR	PR Batch 00001.07.2020 CCIS Insurance Long-	PR Batch 00001.07.2020 CCI	249.53
Total for Check Number 49754:				33,857.96
49755	PEBSCO July 2020 PR	Nationwide Retirement Solutions PR Batch 00001.07.2020 Nationwide-Deferred C	07/31/2020 PR Batch 00001.07.2020 Nati	5,180.00
Total for Check Number 49755:				5,180.00
49756	CENTURY July 2020 Admin July 2020 Gate	CenturyLink Analog phone line for fire/security alarm, fax ma Analog phone line for NTS gate	07/31/2020	124.38 55.43
Total for Check Number 49756:				179.81
49757	DELL 10406381049	Dell Marketing LP Replacement PC for TV in Crew Area	07/31/2020	2,271.55
Total for Check Number 49757:				2,271.55
49758	Kelley IN699419	Kelley Imaging Systems, Inc. Maintenance agreement for Samsung copier	07/31/2020	229.72
Total for Check Number 49758:				229.72
49759	SHRED-IT 8180104980	Shred-It USA Monthly shredding service	07/31/2020	71.50
Total for Check Number 49759:				71.50
49760	USPS July 2020	US Postal Service Postage for mailing monthly utility bills	07/31/2020	2,490.04
Total for Check Number 49760:				2,490.04
49761	VERIZON 9858707735 9858707743	Verizon Wireless Wireless telephone service Wireless for CCTV Van	07/31/2020	655.72 39.02
Total for Check Number 49761:				694.74
Total for 7/31/2020:				76,125.65
ACH	ASIFLEX A000325807079Hj	ASIFlex FSA Admin Fees	08/10/2020	48.75
Total for this ACH Check for Vendor ASIFLEX:				48.75
Total for 8/10/2020:				48.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (16 checks):				96,630.53

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 8/7/2020 1:27 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	08/12/2020	
	2580928171	Non-window envelopes		388.99
	2588798581	Hand sanitizer		79.96
	2589434121	Hand sanitizer		228.98
Total for this ACH Check for Vendor STAPLES:				697.93
49762	ADOBE	Adobe Inc.	08/12/2020	
	1228221213a	Adobe Acrobat DC Pro		774.72
	1228221213b	Adobe Acrobat DC Pro		581.04
	1228221213c	Adobe Acrobat DC Pro		774.72
	1234475496	Adobe Pro for CCTV		193.68
Total for Check Number 49762:				2,324.16
49763	APEX	Apex/Ace Home Center	08/12/2020	
	340192	Water fittings for combo machines		12.00
Total for Check Number 49763:				12.00
49764	WP	Avista Utilities	08/12/2020	
	July 2020	Natural gas service		30.00
Total for Check Number 49764:				30.00
49765	BANNERMC	BANNER BANK	08/12/2020	
	CM 070120	AICPA membership dues - Christine		285.00
	CM 072120	Fred Meyer - Hand sanitizer		23.96
	DF 071920a	Acronis - Backup software subscription for scani		99.99
	DF 071920b	Amazon - Video cables for new crew computer		47.52
	DF 071920c	Network Solutions - Renewal of rusa-or.net dom		81.96
	DF 072020	Zoom - Electronic meeting software		54.99
	DF 072220	Network Solutions - Email for admin of rusa-or.i		11.39
	DF073020a	Newegg - Light for server rack		129.10
	DF073020b	Amazon - Clean/Dirty sign for dishwasher		7.49
	GO 070220	DC Precision Lube - Headlight & wipers for Gre		53.97
	HW 063020	USPS - Certified mail - John B - DEQ Cert		4.75
	KB 063020	Timberland - Boots for Kyle B		150.00
	KV 070720	Home Depot - Pipe pole for CCTV Van		38.08
	RC 070420	Holiday Inn Express - Lodging for Hydraulic ma		126.76
	RC 070720a	Arco - Fuel for Hydraulic machine trip		76.57
	RC 070720b	McDonalds - Meal for Hydraulic machine trip		22.83
	RC 070820a	Chevron - Fuel for Hydraulic machine trip		52.08
	RC 070820b	Chevron - Fuel for Hydraulic machine trip		67.50
	RC 070820c	Burger King - Meal for Hydraulic machine trip		10.58
	RC 070920	Champion Car Wash - Car wash for Ford Edge		13.52
	RC 071020	Douglas County Landfill - Dispose of old flusher		9.00
	RK 072420	Coastal - Work boots for Ryon		135.99
	RK 073020	RZ Industries - Respirator mask and filters		77.80
	SL070120	Public Surplus - Hydraulic machine for tap mach		1,809.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL070320	WEF - Water workers are essential t-shirts		298.91
			Total for Check Number 49765:	3,688.77
49766	BHEC CL91283-IN CL91637-IN	Bassett-Hyland Energy Company Fuel usage 7/1 - 7/15 Fuel usage 7/16 - 7/31	08/12/2020	584.76 1,053.50
			Total for Check Number 49766:	1,638.26
49767	BIOMED 75964 78608	bio-MED Testing Services Inc Breath alcohol random test - DOT Drug screen	08/12/2020	35.00 35.00
			Total for Check Number 49767:	70.00
49768	OMI 351289-032 351289-SC04	CH2MHill OMI Professional services per agreement WWTP SCADA UPGRADE	08/12/2020	126,710.64 4,623.10
			Total for Check Number 49768:	131,333.74
49769	Chytka 135304	Chytka Pest Control LLC Monthly pest control service	08/12/2020	40.00
			Total for Check Number 49769:	40.00
49770	WATER July 2020 Admin July 2020 Bulk	City of Roseburg Water service for Admin bldg Bulk water and permit	08/12/2020	230.06 258.63
			Total for Check Number 49770:	488.69
49771	DRAUTO 913620 914030a 914030b 915416 916358 916432	D & R Auto & Truck Supply Corp Super clean Battery for hydraulic machine DEF fluid Grease gun and grease DEF fluid, antifreeze, WD40 Brakleen, Grease	08/12/2020	27.99 49.95 19.78 66.33 128.51 8.87
			Total for Check Number 49771:	301.43
49772	SHAUN 00002-18680 00002-19365 44205 44501	DC Precision Lube & Tune Oil change - 2018 Ford Edge Oil change - 2011 F550 Oil change - 2018 F150 Oil change - 2019 F150	08/12/2020	32.84 38.69 57.05 54.89
			Total for Check Number 49772:	183.47
49773	DAutoUp 7474	Diamond Auto Upholstery Repair seat in Camel	08/12/2020	50.00
			Total for Check Number 49773:	50.00
49774	DiaPower 285960 286970	Diamond Power Equipment, Inc Riding mower belts Pole saw	08/12/2020	87.99 549.46
			Total for Check Number 49774:	637.45

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49775	DCPW	Douglas County Solid Waste	08/12/2020	
	556302	Grit pit disposal		283.24
	558109	Dump fee		21.17
	559460	Debris from Pine St		448.95
	559462	Debris from Pine St		177.39
	559780	Brush disposal		3.00
	560324	Debris from Pine St project		98.55
	560325	Debris from Pine St project		735.11
Total for Check Number 49775:				1,767.41
49776	DFN	Douglas Fast Net	08/12/2020	
	Aug 2020 Admin	Internet Services-Admin	Service: 14806	213.49
	Aug 2020 High	Internet Services-Highland PS	Service: 105797	74.91
	Aug 2020 Host	Admin Hosting		10.28
	Aug 2020 Keady	Internet Services-Keady Ct	Service: 106289	74.91
	Aug 2020 NBank	Internet Services-No. Bank PS	Service: 105793	71.91
	Aug 2020 NTS	Internet Services-NTS	Service: 23920	56.36
	Aug 2020 Ph/Cam	Phones/Security Cams	Service: 141784	98.01
	Aug 2020 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	Aug 2020 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Aug 2020 Winch	Internet Services-Winchester P	Service: 105795	74.91
Total for Check Number 49776:				821.60
49777	EARTH 071076	EARTH20 Bottled water delivery	08/12/2020	
				84.99
Total for Check Number 49777:				84.99
49778	F3B CONS 2435	F3B Construction LLC Vehicle decals	08/12/2020	
				82.50
Total for Check Number 49778:				82.50
49779	FASTENAL ORROS212362	Fastenal Company Gloves & hand sanitizer	08/12/2020	
				271.52
Total for Check Number 49779:				271.52
49780	FLURY E 6141 E 6282 E 6298	Flury Supply Company Fittings & repair Flusher fill hose Flusher fill hose	08/12/2020	
				120.37
				129.50
				342.15
Total for Check Number 49780:				592.02
49781	GRAPHDIM 2819	Graphic Dimensions, Inc. Cut bills to mailing size	08/12/2020	
				37.50
Total for Check Number 49781:				37.50
49782	HANDY 109443 109538	Handyman Hardware CCTV Equipment repair O-rings	08/12/2020	
				2.39
				1.50
Total for Check Number 49782:				3.89
49783	UB*00042	SARAH HOBERT Refund Check Refund Check Refund Check	08/12/2020	
				1.04
				19.79
				4.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49783:	25.00
49784	LOWES 08046	Lowes Concrete cleaner, spotlight	08/12/2020	81.08
			Total for Check Number 49784:	81.08
49785	Mursmi 19-2728.00 - 7	Murraysmith, Inc. Engineering Services - Hooker Road Project	08/12/2020	16,467.09
			Total for Check Number 49785:	16,467.09
49786	NEWS-REV 2018212	The News-Review Newspaper delivery	08/12/2020	171.18
			Total for Check Number 49786:	171.18
49787	NEXNET 11605	Nexcom, LLC Digital phone service	08/12/2020	332.80
			Total for Check Number 49787:	332.80
49788	NORLAB 83523	Norlab, Inc. Dye strips	08/12/2020	366.00
			Total for Check Number 49788:	366.00
49789	NORTHCOA S010271357.001	NORTH COAST ELECTRIC COMPANY Sump pump & drain for Winchester lift station	08/12/2020	813.06
			Total for Check Number 49789:	813.06
49790	OR-LIN 521718 527366	Oregon Linen, Inc. Laundry service Laundry/mat service	08/12/2020	37.08 54.20
			Total for Check Number 49790:	91.28
49791	ORTRACT 00062999	Oregon Tractor & Equipment Co Inc Excavator - Newton Creek project	08/12/2020	306.00
			Total for Check Number 49791:	306.00
49792	PPL July 2020 411LM July 2020 425LM July 2020 Admin July 2020 Back9 July 2020 Bourb July 2020 Gate July 2020 High July 2020 Keady July 2020 LVPS July 2020 NBank July 2020 NTS July 2020 SBank July 2020 Wilb1 July 2020 Wilb2 July 2020 WWTP1 July 2020 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage- Bourbon St LS Contract Min - Bourbon St LS Power Usage-140 LM-NTS Gate Power Usage-Highland PS Usage-Keady Ct Lift Station 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	08/12/2020	29.51 10.52 557.14 54.85 70.02 20.52 868.24 54.79 169.19 79.18 11,805.16 1,567.72 120.25 120.70 17,465.06 28.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49792:	33,021.07
49793	Premium 23334	Premium Landscape, Inc. Monthly landscape maintenance	08/12/2020	180.25
			Total for Check Number 49793:	180.25
49794	RENCO 195	Renco General Contractors LLC Sidewalk and Curb	08/12/2020	3,846.38
			Total for Check Number 49794:	3,846.38
49795	RITZ 5988313	Ritz Safety HI-VIZ head/face gaiters, disinfecting wipes	08/12/2020	384.91
			Total for Check Number 49795:	384.91
49796	TEKMAN 69674 69674 69674 69674 69674 69674 69674 69674 69674 69674	TEKMANAGEMENT, INC. Office 365 Premium-Engineering Server Maint & monitoring Office 365 Premium-Finance Office 365 Premium-811 user Security awareness training DNS filter Encryption, security Backup & Recovery Services Office 365 Premium-Crew O365 Visio Subscription	08/12/2020	75.00 1,412.82 37.50 12.50 52.16 81.33 134.20 565.00 87.50 15.00
			Total for Check Number 49796:	2,473.01
49797	UBWA July 20 Bourbon July 2020 411LM July 2020 606LM	Umpqua Basin Water Association Water service - Bourbon Street Lift Station Water service - 411 LM Water service - 606 LM	08/12/2020	20.00 20.05 20.00
			Total for Check Number 49797:	60.05
49798	UMP-SAND 77407 78013	Umpqua Sand & Gravel Excavated material from clean-up at WWTP Excavated material from clean-up at WWTP	08/12/2020	89.58 5.88
			Total for Check Number 49798:	95.46
49799	ZOHO 2267190	Zoho Corporation ManageEngine Desktop Central - Computer End	08/12/2020	1,095.00
			Total for Check Number 49799:	1,095.00
			Total for 8/12/2020:	204,966.95
			Report Total (39 checks):	204,966.95