



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

REGULAR MONTHLY BOARD MEETING

February 13, 2019

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

**February 13th, 2019
RUSA Board Room
4:00 p.m.**

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griese

Kelsey Wood

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. January 9th, 2019 Board Meeting
- 4. 2831 NW Aviation – Account No. 63-6003**
 - a. Owner's request to waive fees
- 5. 2019 – 2020 Budget**
 - a. Appointment of Budget Officer
 - b. Appointment of Budget Committee Member
 - c. Approval of Budget Calendar
- 6. Agreement**
 - a. Sale of CCTV Van to City of Winston
- 7. General Managers Report**
 - a. Back Nine Sanitary Sewer Extension Phase I
 - b. NW Black Avenue Sanitary Sewer Replacement
 - c. Downtown Improvements Sanitary Sewer Replacement Phase II
 - d. Winchester Pump Station Force Main Replacement
 - e. Loma Vista Pump Station Study
 - f. Wastewater Treatment Plant Fuel Tank Removal
 - i. Status update
- 8. New Developments**
- 9. Staff Report**
- 10. ch2m (Jacobs) Plant Operations Report**
- 11. Accounts Payable**
- 12. Executive Session, General Manager Evaluation**
- 13. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

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



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

**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 January 9, 2019 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

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

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, December 12, 2018.

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, December 12, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Special Districts Insurance Services Report to the Board

Staff requested the Board Chair allow the presentation of Special Districts Insurance Services Comparison Report to be added to the Agenda. The Board Chair allowed the addition of Special Districts Insurance Services Report.

Ron Cutter of Brown and Brown Insurance presented the proposed Special Districts Premium/Rate Comparison, Schedule of Other Policies and Terms, Conditions and Recommendations.

Brown and Brown and Staff recommended that RUSA purchase tail coverage for two years at a cost of \$10,525.65 for the underground fuel tanks that were removed at the WWTP. The tail coverage is nonrefundable and would provide coverage for two years after the previous coverage expired.

The Board discussed the cost of tail coverage and any possible risk of the pollution in detail. The Board also considered the cost of tail coverage for one year at the cost of \$7,894.49.

David Campos moved to approve one year of tail coverage insurance. The motion to approve one year of tail coverage insurance died for lack of a second.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

We have received all the documentation required to finalize the project. The Back Nine Industrial Park project has now entered the 12-month warranty period. Utility power is still pending Pacific Power installation. The Back Nine LLC has requested that RUSA fill out an IRS form 8283 (Donation Property Over \$5,000). RUSA has not been asked to previously complete this form, and as such we are asking Jeff Pugh (Authority's Attorney) and Isler CPA (Authority's Auditor) for their professional opinion on RUSA signing form 8283.

NW Black Avenue Sanitary Sewer Replacement Project

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has not provided the final project closeout documentation.

Downtown Improvements Phase II

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has not provided the final project closeout documentation.

Winchester Pump Station Force Main Replacement Project

RUSA staff and i.e. Engineering have reviewed the comment from the DEQ and included the recommendation in the design. The project will be put out to bid by Douglas County in the near future.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer has provided RUSA a map showing the possible relocation and upgrade of the Loma Vista Pump Station and the expanded service area that could be served once the pump station is moved.

Wastewater Treatment Plant Fuel Tank Removal

RUSA has received notification that DEQ has received our payment and the file is pending assignment. We have not been given any schedule for the review of the file and close out of the removal permit.

FOG Inspection Program

The Engineering Department has completed two follow up inspections, and five inspections of food service establishment during December. The staff have also started working with the food truck businesses to inform them of the approved method of dumping their holding tanks.

CH2M Report

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 96% CBOD removal and 96% Total Suspended Solids removal. On December 14th, a wind storm caused power issues with equipment and the plant was put on generator power. Also, a tree near the entrance toppled onto power lines. A tree removal crew removed two damaged trees after the storm. Rags in the primary digester continue to be problematic.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the January 9, 2019 Accounts Payable.

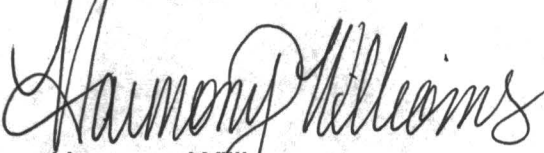
David Campos made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion.
The motion passed unanimously.

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

Other Business

An annual evaluation is due for the General Manager.

Respectfully submitted,



Harmony Williams
Office Assistant

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: OUTSTANDING FEES FOR 2831 NW AVIATION - ACCOUNT NO. 63-6003

DATE: WEDNESDAY, FEBRUARY 06, 2019

CC:

In 1996, R.E. Noah & Co. applied for a permit with the City of Roseburg. The permit was to construct a hangar at the Roseburg Regional Airport. Ron Thames requested clarification from the contractor to confirm if there would be sanitary plumbing in the building. Based on the information that there would be bathroom facilities in the hangar, RUSA completed a "Site Review Check Sheet" outlining the fees that would be required to be paid. A connection fee of \$1,400 and other related fees of \$105 for a total of \$1,505 were calculated. The contractor did not pay the fees, request a service tap on the mainline or call for an inspection of the installation of the building sewer. When the fees were not paid, and no inspection called for the assumption was that the bathroom was omitted from the building and that sanitary sewer service was not required. The contractor installed the bathroom and made an illegal connection on the neighboring building's building sewer without RUSA's knowledge.

The hangar has changed ownership several times over the years and our records do not show that a title company has requested a title clearance on any of the sales including the current sale around May 2018. The first time that RUSA was informed that there was a bathroom in the hangar was when the new owners (Jim and Roberta Diemert) advised that they had traded hangars and requested that the sanitary sewer bill be sent to them for 2381 NW Aviation. The Diemert's had owned their previous hangar at the airport for several years and had been paying the sewer bill regularly. We researched the property and found the information cited above.

We have informed the owners that the system development charge would need to be paid by them if they wish to have the bathroom remain. The Diemert's purchased the property with the understanding that there were bathroom facilities and were not party to the illegal connection to the sewer system or the fact that the sewer fee has not been paid for over twenty years.

The Diemert's wish to have the system development charge waived, as they were not party to the violation of RUSA's ordinances and simply tried to pay the sanitary sewer fee for the building that they purchased. As it is not within my authority to forgive the system development charge, I am presenting this to the Board for their consideration.

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: APPOINTMENT OF A BUDGET OFFICER

DATE: WEDNESDAY, FEBRUARY 06, 2019

CC:

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare of supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff would recommend that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2019 – 2020 Budget preparation.

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: APPOINTMENT OF BUDGET COMMITTEE MEMBER

DATE: WEDNESDAY, FEBRUARY 06, 2019

CC:

Lee Holmes has informed us that he will not be able to fulfill his duties as the Position 5 Budget Committee Member. We must fill his position for the remainder of his term which will expire June 30, 2021.

Ron Thames has expressed an interest in servicing RUSA as a budget committee member. As you know, Ron served RUSA in various positions for over three decades and brings a wealth of knowledge to the position.

Staff would like to present Ron Thames as a candidate to fill Position 5 on the Budget Committee.

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: REVIEW OF THE DRAFT BUDGET PROCESS CALENDAR

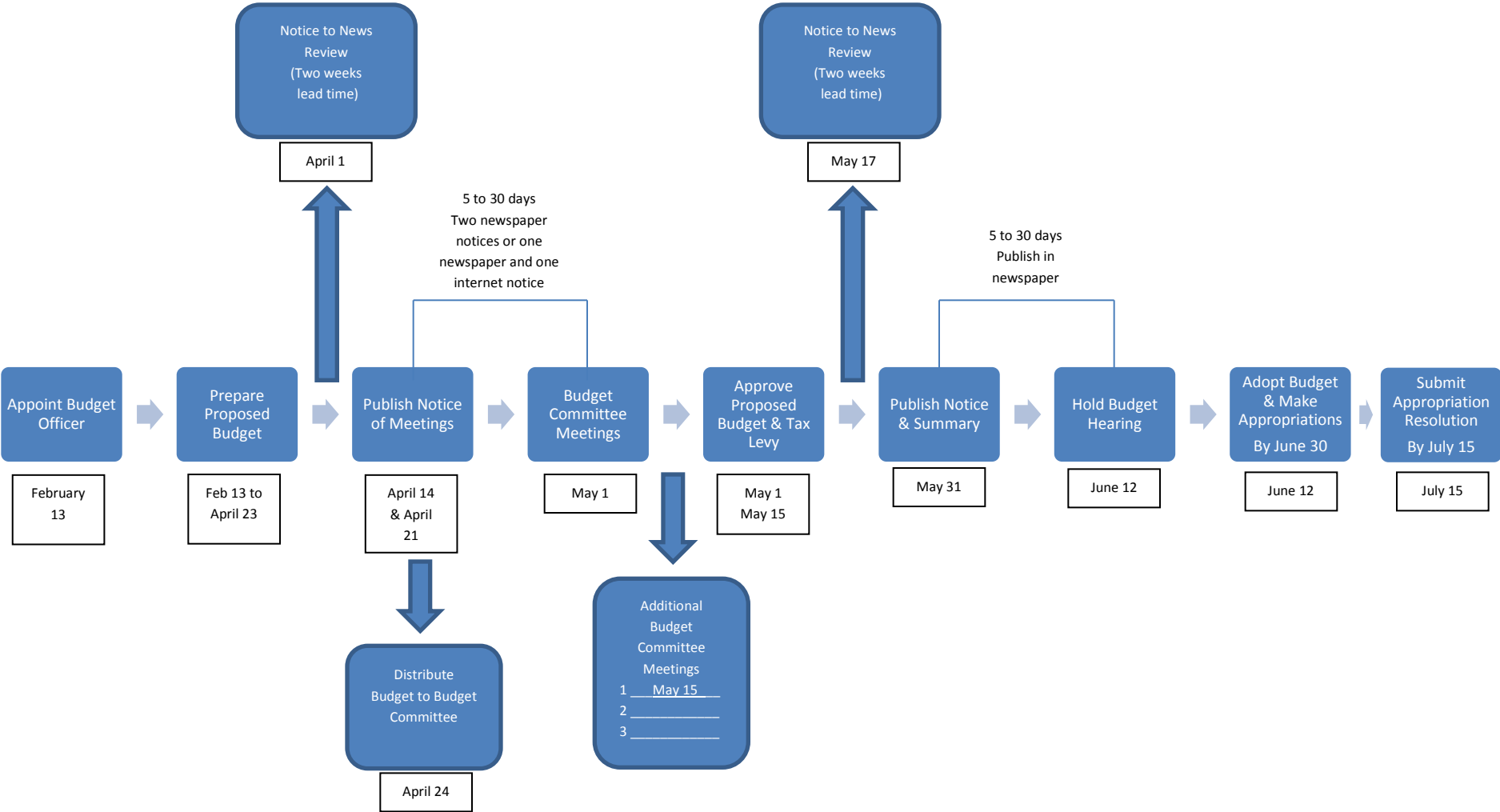
DATE: WEDNESDAY, FEBRUARY 06, 2019

CC:

The staff has completed a draft budget process calendar for your review. We would ask the Board to provide any comments or corrections to the calendar so that a final calendar can be approved.

Staff would recommend, if there are no corrections or changes, the Board approve the draft budget process calendar.

2019 – 2020 BUDGET PROCESS



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: AGREEMENT WITH CITY OF WINSTON FOR THE PURCHASE OF THE 2008 CCTV VAN
DATE: WEDNESDAY, FEBRUARY 06, 2019
CC:

The City Manager, Mark Bauer, of the City of Winston has reviewed the agreement to purchase RUSA's 2008 Freightliner Sprinter CCTV van. The City does not have any comments or corrections and has approved the agreement form.

Once the RUSA Board has approved the agreement form, I will send the signed agreement to the City Manager and he will present it to the City Council for their approval and signature by the City Manager.

Staff recommends that the Board approve the agreement and direct me to administer the document with the City of Winston.

AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2019 by and between Roseburg Urban Sanitary Authority, a municipal corporation in the state of Oregon (hereinafter "RUSA") and the City of Winston, a municipal corporation in the state of Oregon (hereinafter "City").

1. RUSA hereby agrees to sell and City hereby agrees to purchase a closed circuit television van specifically, a 2008 Freightliner Sprinter van, together with the Envirosite CCTV equipment, three transporters, two pads and tilt cameras.

2. The purchase price is \$50,000.00 cash. The purchase price shall be paid on the transfer of the property. City will pay the transfer fees to transfer title from RUSA to City 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/ City will prepare the Department of Motor Vehicles paperwork to transfer the Freightliner Sprinter van. RUSA will prepare the Bill of Sale covering the Envirosite CCTV equipment, three transporters, two pads and tilt cameras. City 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

CITY OF WINSTON

By: Jim Baird, General Manager

By: Mark Bauer, City Manager

GENERAL MANAGERS REPORT

Date: 2/07/19
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Back Nine Sanitary Sewer Extension Phase I

Utility power is still pending Pacific Power installation. I have asked RUSA's Attorney, Jeff Pugh, as well as Isler CPA to review the request from Back Nine LLC to fill out an IRS form 8283 (Donation Property Over \$5,000). Both our Attorney and Audit Accounting firm do not have any concerns with the request to sign the form. I have signed the form and attached the required documentation as requested.

NW Black Avenue Sanitary Sewer Replacement Project

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period.

Downtown Improvements Phase II

The Engineer's test reports, letter of certification of completion and as-built drawings are still pending. Once we receive the outstanding documentation, we can place the project in the one-year warranty period. The City has provided the final project closeout documentation. The final payment is \$11,405.05 for increases in quantities.

Winchester Pump Station Force Main Replacement Project

The project is out to bid by Douglas County and will close February 20th.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer has provided RUSA a map showing the possible relocation and upgrade of the Loma Vista Pump Station and the expanded service area that could be served once the pump station is moved.

Wastewater Treatment Plant Fuel Tank Removal

RUSA has contacted the ODEQ requesting the status of our file and been informed that we are the next in line to be assigned a project manager. Jennifer Clausen with the ODEQ stated that a project manager would be assigned soon.

FOG Inspection Program

The Engineering Department has completed one follow up inspection of the Dairy Queen. The interceptor had not been pumped, we followed up the second inspection with a letter of violation requiring that the interceptor be scheduled to be pumped within the next 10 days. The management has not responded to the letter of violation to date.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Newton Creek Manor
 - This project is 98 percent complete. The mainline and manholes are in place.
- Umpqua Health Newton Creek Campus
 - This project was extended and is waiting on final testing.
 - The initial pipe and manholes have been tested and we are waiting on asbuilts
- Woodside Village is 100 percent complete we are waiting on as-builts

PRELIMINARY DESIGN:

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

PROJECTS:

- Cascade Court main line extension – Joint City-RUSA project
 - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
 - The lift station is waiting for power service.
- NW Black Avenue Sanitary Sewer Improvement
 - Black Street is 100 percent complete we are waiting to as-builts to final the project.
- Downtown Intersection Improvements Phase II.
 - This project is complete and waiting on as-Builts
- Winchester Pump Station Pressure Line Replacement
 - Project out to bid. Biding period end 2-20-2019

ROSEBURG URBAN SANITARY AUTHORITY

January 2019 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 48 work orders.
- Completed CCTV of 18,342 feet of mainline.
- Completed cleaning of 77,919 feet of mainline.
- Completed 79 manhole inspections.
- Conducted the annual confined space training.
- Rick, Andrew, Kyle Vatland and Leland attended a Fats, Oil and Grease (FOG) workshop at Umpqua Community College (UCC) in January.

ENGINEERING DEPARTMENT:

- Completed 237 underground utility locate requests.
- Issued 10 permits and completed 7 inspections.
- Back Nine Sanitary Sewer Extension project. The lift station is waiting for power service. The sewer system has been tentatively accepted and put in its warranty period.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner. The As-Built drawings and Engineer's letter of certification is pending.
- Black Avenue sewer replacement is 100 percent complete, waiting as-builts and closeout.
- Downtown Phase II sewer replacement Construction, is complete waiting on as-builts.
- Newton Creek Manor mainline extension is now complete waiting on final testing.
- Umpqua Health mainline has been extended. An additional 60 feet of pipe will be constructed. The original line has been completed. The extension has been complete. We are waiting final testing
- Hwy 99 pressure main is out to bid. Bids are Due February 20,2019
- FOG inspections: Served Dairy Queen with a violation letter, there is no response at this time.

FINANCE DEPARTMENT:

- Vacancy Credits: 16 were processed for a total of \$3,372.66 in January.
- Credit cards/eChecks: 734 payments totaling \$41,845.66 were collected in January. 70 payments received at the counter, 27 by voice response system, and 637 on-line.
- Automatic Payments: 1,987 customer accounts are signed up. Received \$79,919.78 or approximately 14.4% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: February 6, 2019
SUBJECT: January 2019 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 96% BOD removal and 96% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for January 2019, was 250,000 KWHRS with a total Effluent flow of 171.82 million gallons, all of which went to Outfall 001 (South Umpqua River). The January 2018 electrical consumption was 207,000 KWHRS with a total Effluent flow of 142.75 million gallons, all of which went to the river at Outfall 001.
- The plant experienced one high flow event on the 20th, with a peak flow of 25 MG.
- Two annual reports were sent in January: Pretreatment and Fire Marshall reports.
- The Beall 6000-gallon tanker was sandblasted and repainted.
- A 4" cast iron drain line in the heat exchanger room appears to be deteriorating and causing flow problems.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in January:

- *Pape Truck Shop*: They are equipped with an oil water separator at a covered washdown rack. They maintain their own system and do not wash any engines or oily items.
- *Sunset Tavern*: At the manhole downstream, the FOG buildup was minimal. We looked for a clean out and did not find one.
- *Linus Oaks*: At the manhole downstream, the FOG buildup was minimal.
- *True Kitchen*: In the clean out at the curb, there was considerable FOG buildup. True Kitchen was notified, RUSA will follow up.
- *Kodiak Bar*: Very little FOG build up in the clean out.
- *Dutch Bros, NE Stephens*: They have a lot of foamy milk products in the clean out that was seen by using the push camera. We spoke with them and they do not have a grease trap inside and nothing outside.

NATURAL TREATMENT SYSTEM (NTS)

- The Annual Farm Operations Plan is being worked on and is due to the DEQ this month for review.

MAINTENANCE ACTIVITIES

- Replaced the air cylinder for the #1 chute on the Sludge Conveyor.
- Replaced all the metal racks in the Labs steam scrubber.
- Replaced the broken hydraulic line for the #1 GBT hydraulic unit.
- Replaced the hard drive for the SCADA system work station #2.
- Repaired the banding for the main vent piping for the odor control system.
- Replaced the ultrasonic unit for the Highland station with a Pulsar ultrasonic unit.
- Replaced the thermostat for the Blower buildings space heater.
- Finished installing the new Secondary Sludge pump in the lower level of the RAS building. (see attachment)
- Replaced the VFD for the #2 Influent pump.
- Repaired the horn for the Fork lift truck.
- Installed kick panels for the stairs in the shop.
- Built a guard for the front of the shops Hydraulic press.

LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- Number of QAQC results for permit: 109
15 BOD's 31 pH 14 Fecal/E. Coli
15 TSS 31 Cl2 Res. 3 Ammonia
- Precision results: Accuracy Results:
In Control: 109 In Control: 95
Out of control: 0 Out of Control: 0
- On 1/8/19, lab water was sampled and shipped to NRC for testing.
- On 1/17/19, we sampled storm water. Dissolved Cadmium samples were filtered and preserved along with arsenic samples. They were shipped out to NRC for testing. Samples for E. Coli were tested that day. BOD samples were preserved and set up the next day.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin Bruton spent three days in Sweet Home.
- Jade Mecham, Terry Robeson, Randy Turner and Brian Anderson attended a FOG training at UCC.

UPCOMING EVENTS

OPERATIONS/NTS:

- Placed an order for 2" irrigation tubing to allow for expansion into some additional areas with irrigation.
- Transplant wetlands plants into additional beneficial areas.

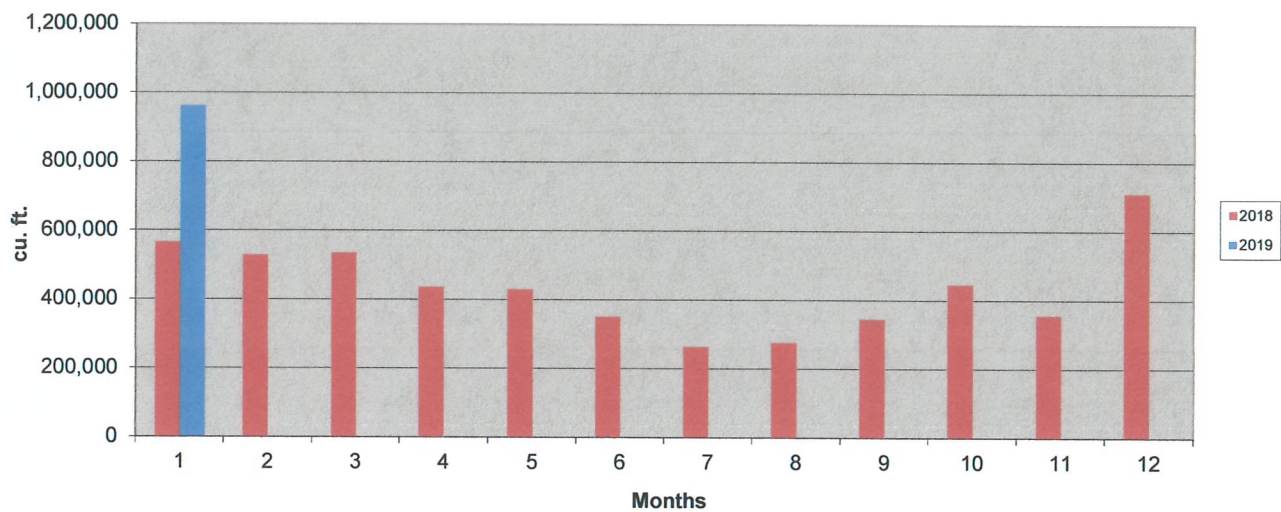
MAINTENANCE:

- Replace Sludge Transfer VFDs
- Put the International sludge truck back together after re-painting.
- Install De-raggers for the #2 and #3 Influent pumps

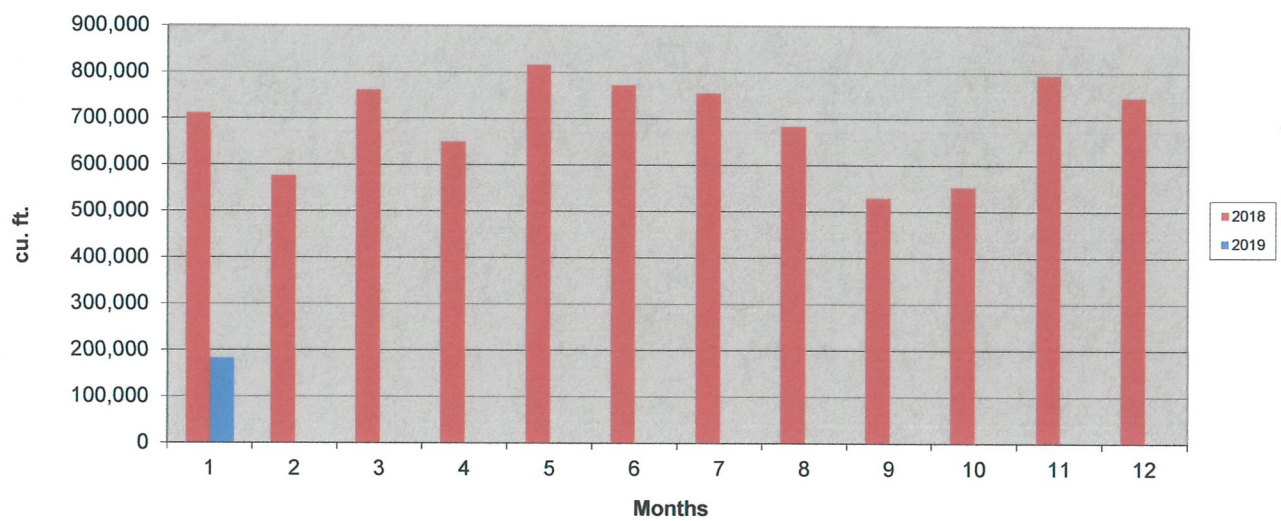
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/CBOD and Effluent Flow Graphs
 12 Month Moving Avg.
 Violation Win-Limit Report
 New Secondary Sludge Pump

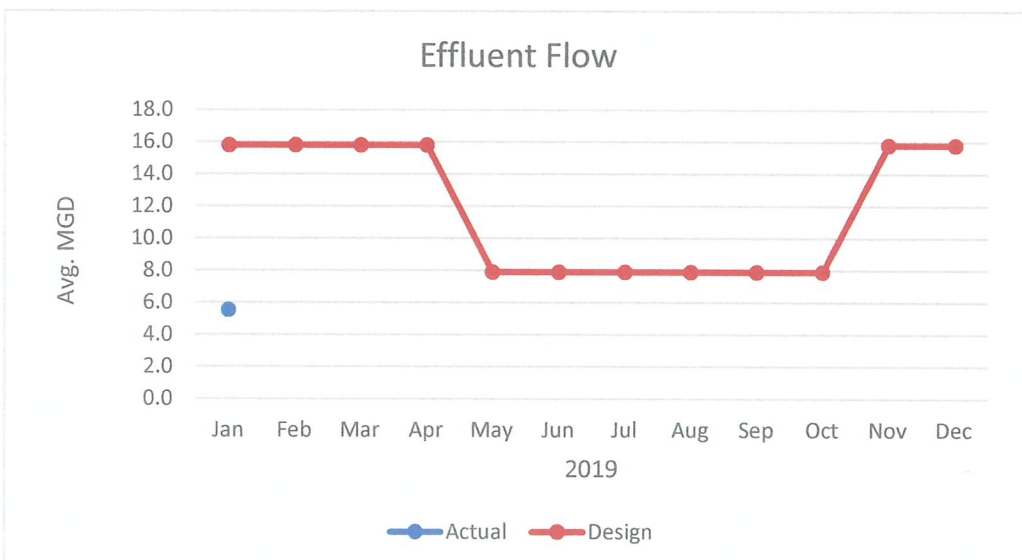
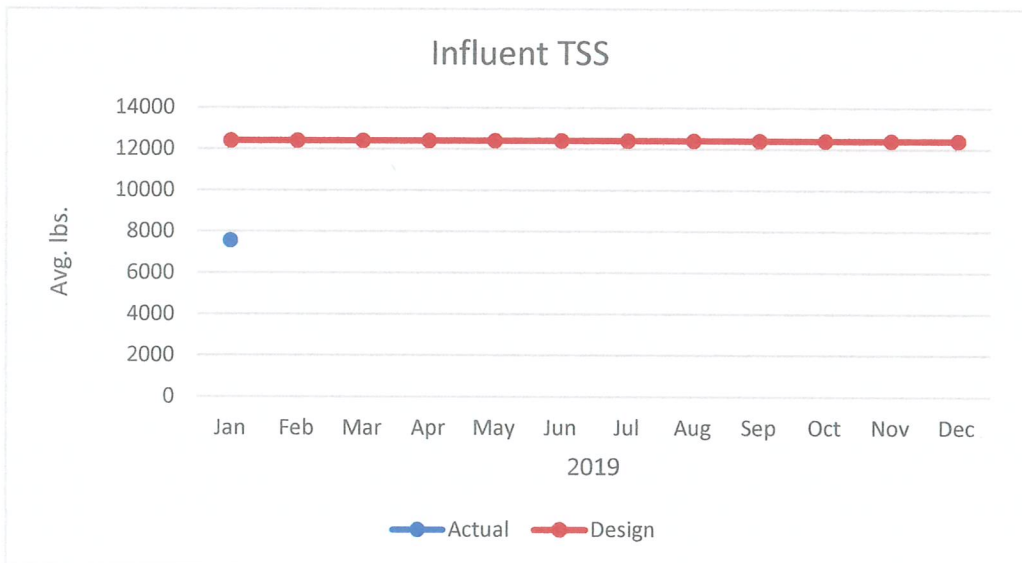
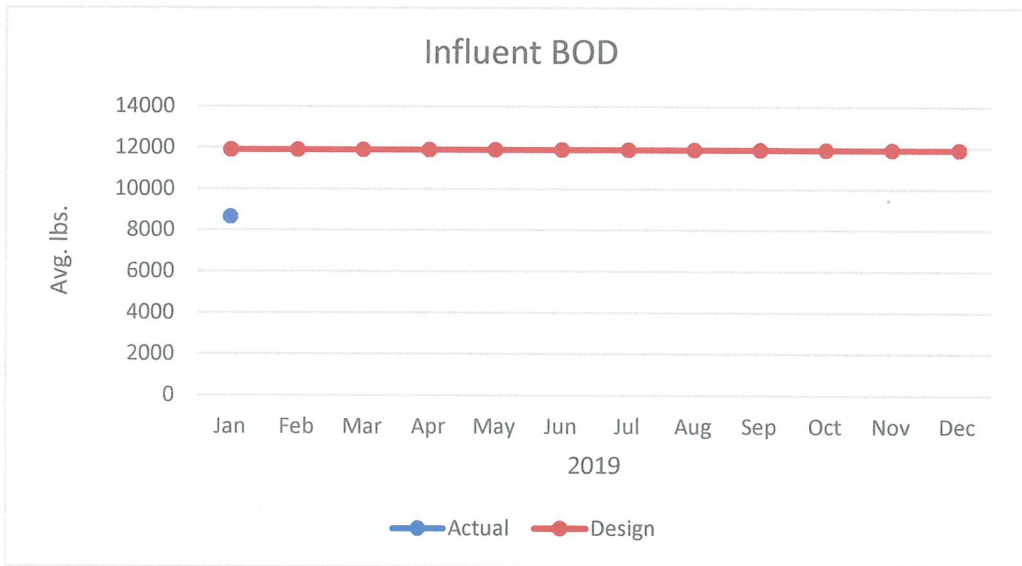

Jade Mecham
Project Manager
Jacobs

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
Feb-18	4.39	9702	7725
Mar-18	5.72	10343	8779
Apr-18	4.08	9078	6784
May-18	3.15	7012	6919
Jun-18	2.87	7027	6826
Jul-18	2.76	6345	6937
Aug-18	2.76	6849	6849
Sep-18	2.65	7770	8030
Oct-18	2.66	6406	6481
Nov-18	3.13	8615	6288
Dec-18	4.83	8939	7443
Jan-19	5.55	8653	7574
SUM	44.55	96737	86634
AVE	3.71	8061	7219
MAX	5.72	10343	8779
MIN	2.65	6345	6288

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

Location/Parameter	Units	Limit	Actual
Plnt Ef			
BOD 5 - BOD 5 Day 20 Deg C			
Average	MG/L	30	10.80
Max Weekly Avg (Wed Rule) , Beginning: 12/30/2018	MG/L	45	14
Average Loading	lb/day	3800	398
Max WeeklyAvg (Wed Rule) Loading, Beginning: 1/20/2019	lb/day	5600.00	461
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 1/14/2019	S.U.	6.10	6.62
Maximum , 1/21/2019	S.U.	8.50	7.12
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	7.80
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 12/30/2018	MG/L	45.00	10.33
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	292.37
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	5
Max Weekly Avg (Wed Rule) , Beginning: 12/30/2018	MPN	406.00	12
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	96
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	96
South Bank 004			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Maximum	MGD	0.00	
Outfall #3 Flow			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Sum	MGD	0.00	

New Install of a Rotary Lobe Pump



A brand-new type of pump was installed, called a Rotary Lobe pump. This pump was put in, where there was no pump before. The need for this type of pump has become evident over many years of dealing with the difficulty in draining the Secondary Clarifiers. In years past, the WAS pumps were used to pump down the contents on the bottom of the Secondary Clarifiers. Many times, the old WAS pumps would stop pumping due to the suction lift condition with no head. They were designed to have a flooded suction and worked quite well while the Clarifier is on line. It was the draining and cleaning of the Clarifier that proved more than a challenge at times. This new pump is designed to pump thick sludge in a suction lift condition and will not be needed to be primed due to it's a self-priming pump. The maintenance staff did the install, first by laying out and installing the pump on an elevated pedestal, along with the piping that had to be connected into the existing lines. Then they coordinated the electrical installation along with the VFD (variable frequency drive) to run the pump. The new pump then needed a name that made sense and was unanimously decided on "Secondary Sludge Pump".

CASH DISBURSEMENT RECAP BOARD MEETING FEBRUARY 13, 2019

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	84,174.64
Total of Regular Checks & ACH Transactions	<u>238,491.87</u>

Total Expenditures (not including Payroll)	<u><u>322,666.51</u></u>
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Payroll:

Net Payroll - January 2019	58,104.13
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All Checks & ACH Transactions since the Board Meeting of January 9, 2019	<u><u>380,770.64</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 2/8/2019 11:19 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	01/11/2019	
	DEC 18 PR	PR Batch 00001.12.2018 PERS - Not W/Held	PR Batch 00001.12.2018 PER	6,619.02
	DEC 18 PR	PR Batch 00001.12.2018 PERS W/Held	PR Batch 00001.12.2018 PER	4,027.88
	DEC 18 PR	PR Batch 00001.12.2018 OPSRP-Not W/Held	PR Batch 00001.12.2018 OPS	4,537.64
	DEC 18 PR	PR Batch 00001.12.2018 PERS Pick-Up	PR Batch 00001.12.2018 PER	677.28
	DEC ROUNDING	December PERS Contribution-Rounding Adjust		0.03
Total for this ACH Check for Vendor 02669:				15,861.85
Total for 1/11/2019:				15,861.85
ACH	PPL	Pacific Power	01/22/2019	
	DEC 2018 NTS PS	Power usage - NTS PS		1,658.18
Total for this ACH Check for Vendor PPL:				1,658.18
Total for 1/22/2019:				1,658.18
ACH	OR-REV	Oregon Dept. of Revenue	01/25/2019	
	4th Qtr TT	4th Qtr Transit Tax Withholding		228.66
Total for this ACH Check for Vendor OR-REV:				228.66
Total for 1/25/2019:				228.66
ACH	OR-REV	Oregon Dept. of Revenue	01/29/2019	
	4th Qtr SUTA	4th Qtr OR Qtr Unemployment tax		474.73
	4th Qtr WC	4th Qtr OR Qtr Workers Comp		194.54
Total for this ACH Check for Vendor OR-REV:				669.27
Total for 1/29/2019:				669.27
ACH	ASIFLEX	ASIFlex	01/31/2019	
	A00032588C0CAB6	FSA Admin fees		45.00
	Jan 19 PR	PR Batch 00001.01.2019 Dependent Care FSA	PR Batch 00001.01.2019 Dep	83.33
	Jan 19 PR	PR Batch 00001.01.2019 Flexible Spending Acco	PR Batch 00001.01.2019 Flex	1,479.13
Total for this ACH Check for Vendor ASIFLEX:				1,607.46
ACH	DNB	Internal Revenue Service	01/31/2019	
	Jan 19 PR	PR Batch 00001.01.2019 Federal Income Tax	PR Batch 00001.01.2019 Fed	5,637.44
	Jan 19 PR	PR Batch 00001.01.2019 FICA - Employee	PR Batch 00001.01.2019 FIC	5,190.72
	Jan 19 PR	PR Batch 00001.01.2019 FICA - Employer	PR Batch 00001.01.2019 FIC	5,190.72
	Jan 19 PR	PR Batch 00001.01.2019 Medicare - Employee	PR Batch 00001.01.2019 Med	1,213.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 19 PR	PR Batch 00001.01.2019 Medicare - Employer	PR Batch 00001.01.2019 Med	1,213.95
		Total for this ACH Check for Vendor DNB:		18,446.78
ACH	OR-Rev Jan 19 PR	Oregon Dept. of Revenue PR Batch 00001.01.2019 Oregon W/Held	01/31/2019 PR Batch 00001.01.2019 Ore	4,781.52
		Total for this ACH Check for Vendor OR-Rev:		4,781.52
48794	CIS INS Jan 19 PR Jan 19 PR Jan 19 PR Jan 19 PR Jan 19 PR Jan 19 PR Jan 19 PR Jan 19 PR Jan 19 PR	CIS Trust PR Batch 00001.01.2019 Voluntary Dependent L PR Batch 00001.01.2019 CCIS Insurance Long- PR Batch 00001.01.2019 Life Insurance - Spous PR Batch 00001.01.2019 Life Insurance - er PR Batch 00001.01.2019 Voluntary Life Insuran PR Batch 00001.01.2019 Medical Ins w/RX PR Batch 00001.01.2019 Dental & Vision PR Batch 00001.01.2019 CCIS Insurance AD&I PR Batch 00001.01.2019 Short-Term Disability	01/31/2019 PR Batch 00001.01.2019 Volt PR Batch 00001.01.2019 CCI PR Batch 00001.01.2019 Life PR Batch 00001.01.2019 Life PR Batch 00001.01.2019 Volt PR Batch 00001.01.2019 Med PR Batch 00001.01.2019 Den PR Batch 00001.01.2019 CCI PR Batch 00001.01.2019 Sho	31.92 221.18 142.00 105.68 249.50 28,591.10 3,341.00 21.77 124.51
		Total for Check Number 48794:		32,828.66
48795	PEBSCO Jan 19 PR	Nationwide Retirement Solutions PR Batch 00001.01.2019 Nationwide-Deferred C	01/31/2019 PR Batch 00001.01.2019 Nati	3,850.00
		Total for Check Number 48795:		3,850.00
48796	Comspan JAN 2019	Comspan Communications, Inc. Monthly analog telephone service for fax, fire &	01/31/2019	125.92
		Total for Check Number 48796:		125.92
48797	PETTY Jan 2019 \$ Tree Jan 2019 Costco Jan 2019 Costco Jan 2019 Pier 1 Jan 2019 Staple	Petty Cash c/o Harmony Williams Dollar Tree - 1st Citizen table supplies Costco - Office supplies Costco - Laundry supplies Pier 1 - 1st Citizen table supplies Staples - 1st Citizen table supplies	01/31/2019	5.00 19.99 45.67 2.68 13.98
		Total for Check Number 48797:		87.32
48798	SHRED-IT 8126430484	Shred-It USA Monthly shredding service	01/31/2019	86.89
		Total for Check Number 48798:		86.89
48799	USPS Jan 2019	US Postal Service Postage for mailing February 2019 bills	01/31/2019	2,453.92
		Total for Check Number 48799:		2,453.92
48800	VERIZON Jan 2019 Jan 2019 Backup Jan 2019 EQ Jan 2019 TV Van	Verizon Wireless Monthly cellular telephone services Essentials suite for backing up and managing ph Ipad & Case for Jim Wireles for TV Van	01/31/2019	634.21 405.00 409.98 39.02
		Total for Check Number 48800:		1,488.21
		Total for 1/31/2019:		65,756.68

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (14 checks):				84,174.64

Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	02/13/2019	
	2221663441	Board room calendar		24.87
	2224141391	Return envelopes		-13.16
	2226778371	Vertical filing cabinet		169.99
	2227488671	Vertical filing cabinet		169.99
	2229132251	Misc 1099 Forms & envelopes		49.98
	2230016531	Ink Cartridge-Christine's printer		105.69
	2232225391	Kitchen & 1st Citizen banquet supplies		51.93
Total for this ACH Check for Vendor STAPLES:				559.29
48801	WP Jan 2019	Avista Utilities Natural gas service	02/13/2019	204.89
Total for Check Number 48801:				204.89
48802	BANNERMC	BANNER BANK	02/13/2019	
	AA 010719	Pitney Bowes - Quarterly postage meter lease		81.00
	AA 012219	Walgreens - Sympathy card for Rob Lieberman's		3.99
	AA 012519	Microsoft - Office 365 Business Essentials Subsc		35.00
	CM 012519	Microsoft - 11 Office 365 Business Premium Sul		137.50
	DF 010919	Network Solutions - Email accounts tied to dom		11.39
	DF 012519	Microsoft - Visio subscription for Dave		15.00
	GO 010819	Ten Down - DCUCC lunch - Greg		13.25
	HW 010919	Safeway - Board meeting snacks		5.00
	JB 011519	Amazon-Chamber dinner decorations		25.96
	JB 011819	Burger King-Meal PNCWA Board mtg		11.74
	JB 012219	Home Depot-Chamber dinner decorations		4.23
	JB 012319	Rsbg Chamber-1st Citizen dinner wine		97.00
	JB 012319	Michaels-1st Citizen dinner decorations		37.98
	JB 012319	Michaels-1st Citizen dinner decorations		9.00
	JB 01719	Amazon-Chamber dinner decorations		57.72
	JJB 010819	Ten Down - DCUCC lunch - John		11.25
	KB 011519	Pizza Palace - UBOS lunch - KB, KV, LM, AB,		57.74
	KB 012919	Nassco - Membership fee - Kyle Bartlett		90.00
	LM 010819	Office of Water Programs - Andy's OWTP 1 Cou		50.00
	LM 011119	Henry's Donuts - Staff meeting snacks		26.00
	MC 010819	WeatherTech - Floormats for 2019 Ford		127.95
	MC 011819	Home Depot - Carbon monoxide detector for shc		19.97
	MC 012919	Baja Fresh - Lunch - Portland trip - Matt		10.54
	RC 011119	Douglas County Solid Waste - Shop clean-up dui		6.00
	RK 010819	Ten Down - DCUCC lunch - Ryon		7.50
	RK 011519a	Cvent - GOSH Conference registration - Ryon		465.00
	RK 011519b	Mod Pizza - Dinner - PLSO Conf - Ryon		13.14
	RK 011619a	BJ's Restaurant - Dinner - PLSO Conf - Ryon		16.25
	RK 011619b	Graduate Hotel - Breakfast - PLSO Conf - Ryon		15.00
	RK 011719	Graduate Hotel - Breakfast - PLSO Conf - Ryon		15.00
	RK 011819	Eugene Hotel - Lodging - PLSO Conf - Ryon		447.42
	RK 013019	Walgreens - Rubbing alcohol for cleaner		3.59

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL 011119	APWA - Membership renewal - Steve		196.00
	SL 011919	Smartsign - Safety signs for ice		69.90
	SL 012519	Water Metrics - Backflow gauge calibration		116.60
			Total for Check Number 48802:	2,310.61
48803	BIOMED 69045	bio-MED Testing Services Inc Background check-Intern	02/13/2019	29.00
			Total for Check Number 48803:	29.00
48804	OMI 351289-005 351289-007	CH2MHill OMI Professional services-per Agreement Anammox and NTS-Out of scope	02/13/2019	121,072.75 12,650.51
			Total for Check Number 48804:	133,723.26
48805	Chytka 129171 129306	Chytka Pest Control LLC Monthly pest control service Pest Control-February	02/13/2019	40.00 40.00
			Total for Check Number 48805:	80.00
48806	C ROSE INV06425	City of Roseburg Final pymt-Downtown Phase II	02/13/2019	11,405.05
			Total for Check Number 48806:	11,405.05
48807	WATER INV06407 INV06580 Jan 2019 Admin	City of Roseburg Bulk Water & permit-December January bulk water and permit fee Water service-Admin	02/13/2019	191.25 179.93 239.62
			Total for Check Number 48807:	610.80
48808	Comspan 39604	Comspan Communications, Inc. Monthly analog telephone service for fax, fire &	02/13/2019	125.92
			Total for Check Number 48808:	125.92
48809	CORIX 17913000596	Corix Water Products (US) Inc. Teflon tape, stainless steel probe	02/13/2019	55.18
			Total for Check Number 48809:	55.18
48810	SHAUN 00002-29559 30800 34964	DC Precision Lube & Tune Oil change - 2011 Ford F450 Oil change - 2018 Ford Edge Oil Change-'10 Silverado	02/13/2019	33.29 28.03 29.24
			Total for Check Number 48810:	90.56
48811	DEQ WQ19STM-1653	Dept of Environmental Quality Water Quality permit annual fee-GEN12Z permi	02/13/2019	1,080.00
			Total for Check Number 48811:	1,080.00
48812	DAutoUp 7233	Diamond Auto Upholstery Fix 2 sections on seat in sign truck - 2011 Ford F	02/13/2019	90.00
			Total for Check Number 48812:	90.00
48813	DCPW	Douglas County Public Works	02/13/2019	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	484216	Grit pit material disposal		118.99
			Total for Check Number 48813:	118.99
48814	DFN	Douglas Fast Net	02/13/2019	
	Feb19 Admin	Internet Services-Admin	Service: 14806	202.71
	Feb19 High	Internet Services-Highland PS	Service: 105797	64.14
	Feb19 Host	Admin Hosting		10.28
	Feb19 Keady	Internet Services-Keady Ct	Service: 106289	64.14
	Feb19 NBank	Internet Services-No. Bank PS	Service: 105793	61.64
	Feb19 NTS	Internet Services-NTS	Service: 23920	46.09
	Feb19 Phones	Internet Services-Phones/Sec Cams	Service: 105794	107.24
	Feb19 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	64.14
	Feb19 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	61.64
	Feb19 Winch	Internet Services-Winchester P	Service: 105795	64.14
			Total for Check Number 48814:	746.16
48815	EARTH	EARTH20	02/13/2019	
	111180	Bottled water delivery		42.24
	243835	Bottled water delivery		42.24
			Total for Check Number 48815:	84.48
48816	FASTENAL	Fastenal Company	02/13/2019	
	ORROS197105	Traffic arrows		145.91
	ORROS197392	Box of earplugs		105.70
			Total for Check Number 48816:	251.61
48817	GENEQ	General Equipment Company	02/13/2019	
	68299	2 - 2x40 Tiger Tails		92.96
			Total for Check Number 48817:	92.96
48818	GRAPHDIM	Graphic Dimensions, Inc.	02/13/2019	
	1792	Cut Feb bills to mailing size		32.00
			Total for Check Number 48818:	32.00
48819	GNTW	Great Northern Trailer Works Inc	02/13/2019	
	S27015	Tanker Trailer Painting - Biosolids trailer		3,500.00
			Total for Check Number 48819:	3,500.00
48820	HRANSWER	HR Answers, Inc.	02/13/2019	
	41969	Professional services-Pay Equity tools		1,800.00
			Total for Check Number 48820:	1,800.00
48821	IE-ENG	i.e. Engineering, Inc.	02/13/2019	
	51608a	Engineering for Winchester Lift Station		1,919.25
	51608b	Engineering for Winchester Lift Station		2,345.75
			Total for Check Number 48821:	4,265.00
48822	PUGH	Jeffrey L. Pugh, Attorney at Law	02/13/2019	
	Dec 2018	Legal Services		672.00
			Total for Check Number 48822:	672.00
48823	LOWES	Lowes	02/13/2019	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	901278	Field Tech supplies		4.74
	908216	Field Tech supplies		37.96
				<hr/>
Total for Check Number 48823:				42.70
48824	LUCITY	Lucity, Inc.	02/13/2019	
	88429-1	Constant Connection Program 5/1/19-6/30/19		2,319.26
	88429-1 Prepaid	Constant Connection Program 7/1/19-4/30/20 pr		11,596.31
				<hr/>
Total for Check Number 48824:				13,915.57
48825	MSTRCR	MasterCare Cleaning Co Inc	02/13/2019	
	81676C	Janitorial Services-January		390.00
				<hr/>
Total for Check Number 48825:				390.00
48826	Occu	OccuHealth	02/13/2019	
	4328	Hep A & B Titers-Leland M		97.00
	4595	Hep A Titer-Andy B		36.00
				<hr/>
Total for Check Number 48826:				133.00
48827	ICALL	One Call Concepts, Inc.	02/13/2019	
	9011046	Locate tickets for January		500.00
				<hr/>
Total for Check Number 48827:				500.00
48828	OR-LIN	Oregon Linen, Inc.	02/13/2019	
	295617	Laundry Services		51.62
	301462	Laundry Services		35.30
				<hr/>
Total for Check Number 48828:				86.92
48829	OR-TOOL	Oregon Tool & Supply	02/13/2019	
	425967	Locating paint		4.95
	782489	Shovel for inspector truck		39.95
				<hr/>
Total for Check Number 48829:				44.90
48830	OR-RSBG	Oregonian-Roseburg Distributor	02/13/2019	
	March-April	Newspaper Subscripton March-April		67.00
				<hr/>
Total for Check Number 48830:				67.00
48831	PPL	Pacific Power	02/13/2019	
	Jan 2019 411LM	Usage-411 LM-Storage Bldg		31.05
	Jan 2019 425LM	Power Usage-425 Long Meadow		10.48
	Jan 2019 Admin	Power Usage-Admin Bldg		584.31
	Jan 2019 Gate	Power Usage-140 LM-NTS Gate		20.05
	Jan 2019 High	Power Usage-Highland PS		2,194.60
	Jan 2019 Keady	Contract Min&Usage-Keady Ct PS		195.16
	Jan 2019 LV	Power Usage-Loma Vista PS		185.47
	Jan 2019 NBank	Power Usage-North Bank PS		190.52
	Jan 2019 NTSPS	Contract/Power Usage-NTS PS		1,621.79
	Jan 2019 SBank	Power Usage-South Bank PS		2,913.02
	Jan 2019 Wilb1	Power Usage-Wilbur 1 PS		165.14
	Jan 2019 Wilb2	Power Usage-Wilbur 2 PS		151.82
	Jan 2019 WWTP1	Power Usage-WWTP 1		21,024.40
	Jan 2019 WWTP2	Power Usage-WWTP 2		28.10
				<hr/>
Total for Check Number 48831:				29,315.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48832	PAPEKEN 576589 576635	PAPE GROUP INC Troubleshoot check engine light for B-6 Repair to B-6	02/13/2019	781.44 1,385.46
Total for Check Number 48832:				2,166.90
48833	PARKSIDE 6711	Parkside Flowers & Gifts Center piece for 1st Citizen Banquet	02/13/2019	80.00
Total for Check Number 48833:				80.00
48834	PLATT2 Y104790	Platt Electric Supply Variable Frequency Drive - 75Hp	02/13/2019	5,785.79
Total for Check Number 48834:				5,785.79
48835	PPI INV79106	PPI Group Charging cable for GPS	02/13/2019	24.59
Total for Check Number 48835:				24.59
48836	Premium 22044	Premium Landscape, Inc. Landscaping services - January	02/13/2019	180.25
Total for Check Number 48836:				180.25
48837	ROCKYS 9869	Rocky's Auto Repair Lube/Oil & Filter-'01 GMC 5yd dump truck	02/13/2019	149.68
Total for Check Number 48837:				149.68
48838	A&I 826281 827922 829556 829585	Roseburg Auto & Truck Supply Install materials for inverter Tire tube Hydraulic oil-tap machine DEF Fluid	02/13/2019	42.22 10.49 51.99 19.78
Total for Check Number 48838:				124.48
48839	RSBG-DIS 1054962	Roseburg Disposal Company Garbage Disposal	02/13/2019	56.50
Total for Check Number 48839:				56.50
48840	TEKMAN 56895	TEKMANAGEMENT, INC. Network assessment	02/13/2019	444.00
Total for Check Number 48840:				444.00
48841	TRUE NOR E00033 P01655	True North Equipment, Inc. CCTV Quickview Air HD System Reterrmination Kit	02/13/2019	16,600.00 1,254.00
Total for Check Number 48841:				17,854.00
48842	UBWA Jan 19 310 Jan 19 411LM Jan 19 606LM	Umpqua Basin Water Association Water Base Rate-310 Bourbon St Water Base Rate-411 Long Meadows Water Base Rate-606 Long Meadows	02/13/2019	20.00 20.05 20.00
Total for Check Number 48842:				60.05
48843	WECO	WECO	02/13/2019	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	CP-00058565	Fuel Usage-January		1,281.87
			Total for Check Number 48843:	1,281.87
48844	MOTORSP RO #12540	Zoom Motorsports Canopy, strobe and compressor install-'18 Ford F	02/13/2019	3,860.00
			Total for Check Number 48844:	3,860.00
			Total for 2/13/2019:	238,491.87
			Report Total (45 checks):	238,491.87