



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

## **REGULAR MONTHLY BOARD MEETING**

**January 12, 2022**

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

January 12<sup>th</sup>, 2022  
RUSA Board Room  
4:00 p.m.

The January 12<sup>th</sup>, Board meeting will be held in person and broadcast by Zoom® Meeting.  
In person attendees will be required to always wear a mask when inside the building as required by the Governor's directive.

The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, [rusa-or.org](http://rusa-or.org)

## AGENDA REGULAR MONTHLY BOARD MEETING

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### Board of Directors

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Giese

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1. Call to Order – John Dunn, Board Chair
2. Roll Call
3. Audience Participation – In Person /via Zoom
4. Consider Minutes
  - a. December 8<sup>th</sup>, 2021, Board Meeting
5. General Managers' Report
  - a. Hooker Road Rehabilitation Project
  - b. New Chemical feed building - Sodium Bisulfite System Relocation
  - c. Agreement with Douglas County – Emergency Treatment of Leachate
  - d. Sewer Rate Study – Consultant proposal
6. New Developments
7. Staff Report
8. Jacobs Plant Operations Report
9. Accounts Payable
10. Executive Session
  - a. General Manager Annual Evaluation
11. 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 December 8, 2021. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

**Present:** Board Chair John Dunn, Kelsey Wood, David Campos and  
Jerry Griese

**Absent:** Rob Lieberman

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

**Consideration of the November 10, 2021, Regular Monthly Board Meeting Minutes.**

Jerry Griese moved to approve the minutes for November 10, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**Auditor's Report to the Board**

Paul Nielsen of Isler Certified Public Accountants & Business Advisors presented the Board with the audit report for the fiscal year ending June 30, 2021.

**General Managers Report**

**Hooker Road Rehabilitation Project**

The contractor continued work on the project. The contractor installed 3,487' of 8" CIPP liner, 2,354' of 18" CIPP liner and 30 internal lateral reinstatements. The Contractor also installed the last of the private individual pumping stations. Cradar has submitted pay request #6 in the total amount of \$509,704.10 with \$25,485.21 withheld in retainage for a payment #6 in the amount of \$484,218.89.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #6 as submitted.

Staff has reviewed Pay Estimate #6 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #6 in the amount of \$484,218.89.

Kelsey Wood moved to approve Pay Estimate #6 in the amount of \$484,218.89

David Campos seconded the motion.

The motion passed unanimously.

#### Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

The City is moving forward with the Douglas/Deer Creek Bridge project. The initial review is that RUSA will not need to be involved as our sanitary sewer mainline does not cross Deer Creek at that location.

#### New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

#### Agreement with Douglas County – Emergency Treatment of Leachate

Staff has completed a draft agreement to accept leachate from the County's landfill in an "Emergency Condition". I have sent the draft agreement to Eileen Eakins for a review.

#### SDAO Annual Conference

2022 SDAO Annual Conference will be a Hybrid event that takes place February 10-13, 2022 in Eugene at the Graduate Hotel. Pre-Conference will be February 10<sup>th</sup> with the conference the 11<sup>th</sup> and 12<sup>th</sup> of February.

#### Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during October. The total Effluent flow was 107.11 million gallon.

#### Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the December 2021 Accounts Payable.

Kelsey Wood moved to approve the Accounts Payable Report and Addendum as presented.

Jerry Griese seconded the motion.

The motion passed unanimously.

## **Other Business**

The Umpqua Fishery Enhancement Derby committee has requested that RUSA be a Derby Sponsor. Staff recommended that RUSA sponsor the event at the \$500.00 sponsor level.

Jerry Griese made a motion to approve the Umpqua Fishery Enhancement Derby Donation of \$500.00.

Kelsey wood seconded the motion.

The motion passed unanimously.

Respectfully submitted,



Harmony Williams  
Office Assistant

## GENERAL MANAGERS REPORT

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Date: 1/07/22

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

### **Hooker Road Rehabilitation Project**

The contractor is scheduled to return to work on the project on January 18<sup>th</sup>. The contractor has 34 remaining contract days to complete the work for a completion date of February 20<sup>th</sup>, if no further time delays are requested.

### **New Chemical Feed Building**

Rogers Engineering is completing the design and specifications. Staff has evaluated the project's impact to the treatment process and have determined that the best time to construct this project is mid-May through August.

### **Agreement with Douglas County – Emergency Treatment of Leachate**

Staff has completed a draft agreement to accept leachate from the County's landfill in an "Emergency Condition". The County has reviewed the final draft agreement and does not have any further requests for changes.

### **Sewer Rate Study**

Staff met with Lance Colley of JMEC Consulting regarding providing consulting services to conduct a sewer rate study. Lance has completed many rate studies in the past for the City of Roseburg, Green Sanitary, Roberts Creek Water and Tri-City Water and Sewer to name a few. The proposed scope would be to provide a comprehensive Rate Study, with multi-year financial projections and recommended rates increase to support the projected expenditures. The proposed agreement would be for a not to exceed amount of \$10,000 with an anticipated billable hour of 80-100 at an hourly rate of \$85.00. The projected cost would be \$6,800 - \$8,500 with \$1,500 for any unanticipated additional work. (See included proposal from JMEC)

## **EMERGENCY DISPOSAL**

### **LEACHATE TREATMENT AGREEMENT**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between Douglas County (“County”) and Roseburg Urban Sanitary Authority (“RUSA”), and shall be effective upon signing by both parties hereto

#### **RECITALS**

- A. County desires to use RUSA’s Wastewater Treatment Facilities to treat leachate generated at the County landfill in an emergency until such time as the leachate can be treated by the County’s normal treatment provider (“the Provider”).
- B. For purposes of this Agreement, “Emergency” shall be defined as follows:
  - (1) The amount of leachate requiring treatment exceeds the Provider’s ability to treat it according to the terms of the County’s agreement with the Provider; or
  - (2) Unforeseen circumstances prevent the Provider from accepting some or all the leachate. “Unforeseen circumstances” shall include significant mechanical failures at Provider’s treatment facilities; strikes; and extreme weather and other events of force majeure; but shall not include Provider’s failure or refusal to perform under the Provider’s contract with the County.

#### **AGREEMENT**

- 1. COUNTY’S OBLIGATIONS. During the term of this Agreement, County will:
  - 1.1 Deliver leachate from the landfill to a pump station, manhole or treatment plant designated by RUSA.
  - 1.2 Follow RUSA’s direction and any special instructions with respect to such delivery.
  - 1.3 Measure the quantity of leachate delivered using flow meters.
  - 1.5 Sampling of constituents will be conducted as detailed in Exhibit “A” Sampling and Calibrations Schedule.
  - 1.4 Measure the pH and Ammonia based on the Sampling and Calibration Schedule (Exhibit “A”) and report the results to RUSA before discharging leachate at the designated location. Test results must be within the discharge limits of; pH 5.5-11, Ammonia <500 mg/L. Test results that do not fall within the discharge limits will not be allowed to be discharged. RUSA may direct the County to an alternative discharge

method if the level of pH and ammonia can be altered with pretreatment or a controlled release that will not upset the treatment process.

- 1.5 Record each load of leachate as to quantity, pH, Ammonia, date and provide such data to RUSA for each load using the RUSA Tank Waste Hauler Waste Manifest Form, during period of discharge for the duration of the Emergency.
- 1.6 County will also test leachate for the constituents included in RUSA's Local limits and any other constituent which might tend to cause a violation of RUSA's permits or plant operations guidelines base on Exhibit "A" Sampling and Calibration Schedule. Testing will include the following list of Limitations on Wastewater Discharges "Local Limits".

Pollutant	Discharge Limitation mg/L
Arsenic	0.23mg/L
Cadmium	0.17 mg/l
Chromium	22.79 mg/L
Copper	5.13 mg/L
Cyanide	0.27 mg/L
Lead	1.25 mg/L
Mercury	0.018 mg/L
Nickel	1.97 mg/L
Silver	0.16 mg/L
Zinc	12.03 mg/L
Total Fats, Oil and Grease (FOG)	100 mg/L
Hydrocarbon Fats, Oil and Grease (FOG)	25 mg/L
Benzene	ND
Toluene	ND
Ethylbenzene	ND
Xylene	ND

- 1.7 Allow RUSA spot test leachate at RUSA's sole discretion for up to four (4) spot tests per year at County's expense, the total cost of which shall not exceed \$2,000.00 per year.
  - 1.8 On a monthly basis, pay to RUSA the price per gallon for "Bulk Discharge" stated in RUSA's then-current Fee Schedule for leachate delivered during the previous month.
2. RUSA'S OBLIGATIONS: During the term of this Agreement, RUSA will:
    - 2.1 Accept leachate delivered pursuant to this Agreement and treat it during the Emergency. However, if accepting County leachate would cause RUSA to violate its NPDES permit, or if, in its sole discretion RUSA determines that accepting such



leachate is not in the best interests of RUSA or its customers, RUSA may refuse to accept leachate.

2.2 Designate the appropriate pump station, manhole or other site for delivery of leachate and provide direction to County as needed to facilitate delivery.

2.3 Bill County by written invoice monthly for services provided under this Agreement.

3. TERM:

3.1 The initial term of this agreement shall commence on January 1<sup>st</sup>, 2022 and shall continue through December 31<sup>st</sup>, 2022.

3.2 The parties may extend this Agreement annually by written memorandum signed by an authorized representative of each party. Each extension shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> and shall be subject to the same terms and conditions provided herein, or as such terms or conditions are modified by written amendment signed by both parties.

3.3 Unless the context clearly indicates otherwise, any references to this Agreement shall be interpreted to include the initial term and any duly executed extensions.

3.4 Either party may terminate this Agreement with sixty (60) days' written notice to the other party.

4. PAYMENT:

4.1 Payment from the County shall be made monthly based on a written invoice from RUSA. Payment is due within thirty (30) days of receipt of invoice.

4.2 No payment shall be made under this Agreement unless funds have been duly appropriated in accordance with ORS 294.305 *et seq.* (Local Budget Law). The County has appropriated funds for the services that will be provided during the current fiscal year. In the event no funds or insufficient funds to pay for the services are appropriated for subsequent fiscal years, the County shall immediately notify RUSA, and this Agreement shall terminate on the last day of the fiscal year for which appropriations are made.

4.3 County shall not be obligated to make any payment under this Agreement in violation of the debt limitation imposed by Article XI, Section 10 of the Oregon Constitution.

5. COMPLIANCE WITH LAW: This Agreement is governed by and shall be construed in accordance with laws of the State of Oregon. All parties shall comply with all applicable laws, orders, regulations, rules, and ordinances of federal, state, and local governments with respect to the obligations covered by this Agreement.

6. TORT CLAIMS: Each party to this Agreement shall be responsible for its own negligence and other torts, and, subject to the limitations and conditions of the Oregon Tort Claims Act and Oregon Constitution, shall indemnify the other party from and against third-party claims resulting from the indemnifying party's intentional or negligent acts or omissions.
7. COUNTY OFFICERS, AGENTS. AND EMPLOYEES: County officers, agents and employees are prohibited from receiving any pecuniary or material benefit from RUSA in violation of ORS Chapter 244 or the County's policy on employee ethics set forth in the County Personnel Rule 20.2. RUSA shall not confer any appreciable pecuniary or material benefit on any officer, employee, or agent of the County during the term of this Agreement.
8. DEFAULT:
  - 8.1 It shall be a default under this Agreement if either party fails to perform any act or obligation required by this Agreement within fifteen (15) days after the other party gives written notice specifying the incident of default. If the default specified in the notice cannot be completely cured within the 15-day period for cure, no default shall occur if the party receiving the notice begins compliance within such period for cure and thereafter proceeds with reasonable diligence and in good faith to cure the default as soon as practicable.
  - 8.2 Notwithstanding subsection 8.1, either party may declare a default by written notice to the other party, without allowing an opportunity to cure, if the other party repeatedly and materially breaches the terms of this Agreement.
  - 8.3 If a default occurs, before either party may bring an action in any court concerning any obligations under this Agreement, such party must first seek in good faith to resolve the issue through negotiation, mediation, or other non-binding alternative dispute resolution process.
  - 8.4 If a default occurs and it is not resolved under subsection 8.3, the party injured by the default may elect to terminate this Agreement and pursue any equitable or legal rights and remedies available under Oregon law. All remedies shall be cumulative.
  - 8.5 Any litigation arising out of this Agreement shall be conducted in Circuit Court of the State of Oregon for Douglas County.
9. AUTHORIZED REPRESENTATIVES:
  - 9.1 For the County: The Public Works Director of the Douglas County Public Works Department shall have the authority to represent the County on all matters concerning administration of this Agreement. The Director may give notices under the Agreement, interpret the provisions of the Agreement, implement County policies with respect to the Agreement, and take any action authorized by the Board of County Commissioners. The Director may approve extensions of the term of this Agreement.

9.2 For RUSA: The General Manager of RUSA shall have the authority to represent RUSA on all matters concerning administration of this Agreement. The General Manager may give notices under the Agreement, interpret the provisions of the Agreement, implement RUSA's policies with respect to the Agreement, and take any action authorized by the RUSA's Board of Directors. The General Manager may approve extensions of the term of this Agreement.

10. NOTICES:

10.1 Any notice required to be given under this Agreement shall be in writing and shall be given by personal delivery, mail, or facsimile transmission. Any notice required by law, shall be given in the manner specified by the applicable law.

10.2 Notices shall be given as follows:

A. To the County: Public Works Director, Douglas Public Works Department, 1036 SE Douglas, Roseburg, Oregon 97470.

B. To RUSA: General Manager, PO Box 1185, Roseburg, Oregon 97470.

11. NO WAIVER: No provision of this Agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach by either party, whether expressed or implied, shall not constitute waiver of any other breach.

12. SEVERABILITY: If any provision of this Agreement is held by a court to be invalid, such invalidity shall not affect any other provisions of this Agreement. This Agreement shall be construed as if such invalid provision had never been included.

13. ENTIRE AGREEMENT: This Agreement and the exhibits incorporated in this Agreement constitute the entire and final Agreement between the parties. This Agreement may be changed only by written amendments or modifications that are signed by both parties.

IT IS HEREBY AGREED.

ROSEBURG URBAN SANITARY  
AUTHORITY

BOARD OF COUNTY COMMISSIONERS  
DOUGLAS COUNTY, OREGON

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name and Title*

\_\_\_\_\_  
*Print Name and Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

## EXHIBIT “A” SAMPLING AND CALIBRATION SCHEDULE

### Douglas County Leachate Sampling and Calibration Schedule

Frequency	Parameter
Per Load	pH
Daily, 1 <sup>st</sup> Load, 4 <sup>th</sup> Load and 8 <sup>th</sup> Load (8 <sup>th</sup> Load test omitted if it is the last load for the day)	Ammonia
Weekly	2 Inspections of all equipment and calibration of flow meter. *Check online pH probe and calibrate as needed.
Monthly	TSS, BOD, S-BOD, Ammonia, and BTEX. Calibrate online pH meter
Quarterly	RUSA Local Limits
Semi-Annually	EMP Sampling

\*Calibration must be performed if online probe is off by **0.2 or more**. If the pH reads 5.5 or 11.0 on the online pH probe and the check shows that it is off it must be calibrated **no matter** the difference.

RUSA reserves the right to change the above sampling requirements if it is deemed necessary to maintain its NPDES permit. All changes or request for changes will be communicated both verbally and in writing before changes are considered or made.

## Roseburg Urban Sanitary Authority (RUSA) Fee Schedule

### Public Information Requests

#### **Copies:**

Miscellaneous photocopies, up to 8-1/2" X 14": 1-5 copies at no charge	\$ 0.25 per page
Aerial Maps-photocopy, large format copy	\$5.00 per sheet
Aerial Maps-digital format, minimum \$20 (up to 4 sheets)	\$20.00 minimum
Additional sheets	\$5.00 per sheet
As-Built Construction drawing-photocopy, large format	\$5.00 per sheet
Audio digital copy	\$10.00 per meeting
Base Maps-photocopy	\$5.00 each
Digital Photographs	\$5.00 each
USB Flash Drive-8GB	\$10.00 each

#### **Personnel Cost:**

Research Fees: Request for records requiring more than 15 minutes - 1 hour minimum.	\$60.00/hr. min
Additional charges in 15-minute increments.	\$15.00
Additional Charges: Requests of a magnitude and nature that disrupt normal operation of RUSA.	Actual Cost
Computer Mapping Time	\$50.00 per hour
Research time requiring attorney review or assistance	Attorney rate

### Finance Department

Duplicate Bill Fee (renter copy)	\$5.00
Late Payment Fee (per EDU)	\$5.00
Title Clearance Fee	\$15.00
Exception: Search conducted on the same parcel of property by the same title company within 45 days of initial search	
New Account Fee (set-up charge)	\$25.00
Returned Payment Fee (NSF, closed accounts, etc.)	\$25.00
Bulk Discharge Fee	\$0.15 per gal



**ROSEBURG URBAN SANITARY AUTHORITY  
TANK WASTE HAULER  
WASTE MANIFEST FORM**

Hauler Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_  
Permit No. \_\_\_\_\_

Waste Type:

Holding Tank  
Other

Leachate

Describe: \_\_\_\_\_  
\_\_\_\_\_

Waste Generator Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Truck Capacity: \_\_\_\_\_ gallons      pH: \_\_\_\_\_ (acceptable pH range 5.5 – 11)  
Ammonia: \_\_\_\_\_ (acceptable <500 mg/L)

I certify that the above waste manifest information is accurate and that no other waste is included in the hauled waste.

Hauler Signature: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

I certify that I have accepted no waste other than those described above.

Manifest Reviewed by: \_\_\_\_\_  
Printed Name: \_\_\_\_\_

Roseburg Urban Sanitary Authority  
Water Reclamation Facility  
3485 W. Goedeck Avenue, Roseburg OR. – Phone (541) 673-6570  
Administrative Office  
1297 NE Grandview Drive, Rosburg OR. – Phone (541) 672-1551

JMEC Consulting  
545 Jade Drive  
Roseburg Oregon 97471

For your consideration

Proposed scope and fee for services- Rate Study and financial analysis

I am one of two principal members in the consulting firm JMEC Consulting, LLC. I would anticipate that I would be the only service provider under this scope of work.

In order to provide a comprehensive Rate Study, with multi-year financial projections, I will work closely with RUSA management to review current and historical data relating to:

Revenue History, expenditure history, rate action history, CIP documentation, current and historical budget documents, current and historical audit documents and RUSA rate ordinances.

Work with RUSA to ensure compliance with current ordinances and/or provide recommendations for potential changes to rate ordinance.

Develop a draft rate study and implementation plan to meet future financial needs of the system as provided by RUSA.

Prepare a final rate study report for adoption by the Board.

I anticipate the scope of work will require approximately 80-100 hours of time to review data, develop a draft and refine and publish a final report. The hourly rate currently in effect is \$85.00 per hour and actual costs for outside services will not be charged a markup. I do not currently anticipate any outside services other than possibly some printing. I would propose a not to exceed contract of \$10,000 with billing at the hourly rate above. Payment would be required at the conclusion of work and provision of the final report.

## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Thyme Subdivision – Sewer Mainline almost complete.
- Kenwood Tabor PUD- Construction has resumed, Sewer Main and Manhole Testing not complete.
- Sunshine Road Apartments – Sewer Work has started
- Ash Spring Apartments – Sewer Work has Started
- Back Nine Extension - Pipe and manholes installed. Waiting on Easements and TV inspection
- Additional development at Hanna Heritage Plaza

#### **PRELIMINARY DESIGN:**

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Rosemary Subdivision
- Library Siphon

#### **PROJECTS:**

- Hooker Road Project – Project being suspended until January 17<sup>th</sup>,2022.



# ROSEBURG URBAN SANITARY AUTHORITY

## DECEMBER 2021 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 28 work orders.
- Completed CCTV and cleaning of 20,741 feet or 3.93 miles of mainline.
- Completed jetting/cleaning of 13,161 feet or 2.49 miles of mainline.
- Completed 97 manhole inspections.
- Completed 2 service taps.
- Completed monthly trouble spot inspections.
- Completed 147 underground utility locate requests.
- Cleaned debris from jail manhole 3 times.

### ENGINEERING DEPARTMENT:

- Issued 14 permits and completed 9 inspections.
- Hooker Road project still underway, Private Lift station complete. Mainline lining complete. Project is on hold until January 17<sup>th</sup>, 2022.
- FOG Report:
  1. KFC Harvard was pumped
  2. KFC Garden Valley Pumped
  3. Dairy Queen Pumped
  4. Rodeo Steakhouse Pumped
  5. Mercy Needs Pumped. Have been unable to contact maintenance Department
  6. Kowloons's Need Pumped

### FINANCE DEPARTMENT:

- Vacancy Credits: 6 were processed for a total of \$400.00 in December.
- Credit cards/eChecks: 1181 payments totaling \$61,540.50 or approximately 10.9% of monthly billing was collected in November. 106 payments were received by voice response system, 6 payments received at the counter and 1069 on-line.
- Automatic Payments: 2,110 customer accounts are signed up. Received \$93,720.75 or approximately 16.7% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager-Jacobs  
DATE: January 5, 2022  
SUBJECT: December 2021 Monthly Report

### **OPERATIONAL ACTIVITIES**

- We met all permit parameters this month.
- The treatment facility averaged 92% BOD removal 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 December 2021, was 230,000 KWHRS with a total Effluent flow of 174.53 million gallons all of which went to the river at Outfall 001. The December 2020 electrical consumption was 207,000 with a total Effluent flow of 137.96 million gallons all of which went to the river at Outfall 001.
- The #2 secondary clarifier was put into service this month.
- Jacobs went through an audit on safety and expenditures with the project recently. There were no findings.
- The digester gas pressure has been increased to help with the boiler operation.
- The plant experience two power outages for short periods of time, due to the recent snowstorm. The generators operated correctly.

### **PRETREATMENT ACTIVITIES**

The following pretreatment inspections were completed in December:

- Casey's: Their interceptor was recently pumped.
- AM/PM market NE Stephens: Spoke with manager about maintenance on the inside grease trap, the manager told us that they just use roto-rooter for trap and line maintenance.
- Linus Oaks: Their discharge line looked Ok.
- DC Farmers food mart: Their discharge at the nearest manhole was Ok.
- Garden Valley Bar and Grill: The sludge judge showed the tank to be at 25%.
- Dutch Bros Harvard: With the push camera, the downstream line had a lot of foamy FOG.
- Smokin Friday's: The push camera showed the line to be clean, however there was a lot of FOG on the top of the discharge line indicating there had been a FOG buildup previously.
- Ami Japanese Restaurant: Their discharge line was Ok.

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

- We are cultivating some large (6 feet) willow trees to grow on into the spring in preparation for planting.

### **LIFT STATIONS**

- Total Flow from all Lift Stations for the month – 79 Million Gallons
- Average Daily Flow from all Lift Stations per day – 2.8 Million Gallons

### **MAINTENANCE ACTIVITIES**

- Replaced the skimmer tube seal with a new style for the #2 Secondary Clarifier.
- Cleaned out the Y strainers for the Operations building room heaters.
- Replaced the fuse indicating light for the motor heaters on all three-irrigation pump at the Natural Treatment System.
- Repaired the locked biofilter distribution arm and got it turning again.
- Replaced the filter belt for the #1 Gravity Belt Thickener.
- Adjusted the #1 boiler hot water mixing valve to the proper ratio.
- Replaced the battery in the chlorine building emergency light.

### **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.
- 108 permit tests were completed during the month.
- On 12/13/21, lab water samples were collected and shipped to NRC for testing.
- On 12/13/21, we sampled and tested stormwater samples. Metals samples were sent to NRC for analysis.

### **BIOSOLIDS**

- We continue to operate the screw press. Digester pumping to the press has experienced some problems, that we continue to work on.
- The sludge trucks have been winterized and are under cover at this point.

## UPCOMING EVENTS

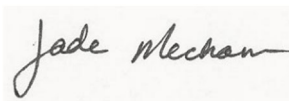
### OPERATIONS/NTS:

- Potting of the willow tree cuttings.
- Clean the downstairs of 411

### MAINTENANCE:

- Replace the check valve for the #1 pump at Wilbur #1
- Repair the discharge pipe for the #4 Influent pump.
- Mount the rigid mounts for the Auger Conveying system.

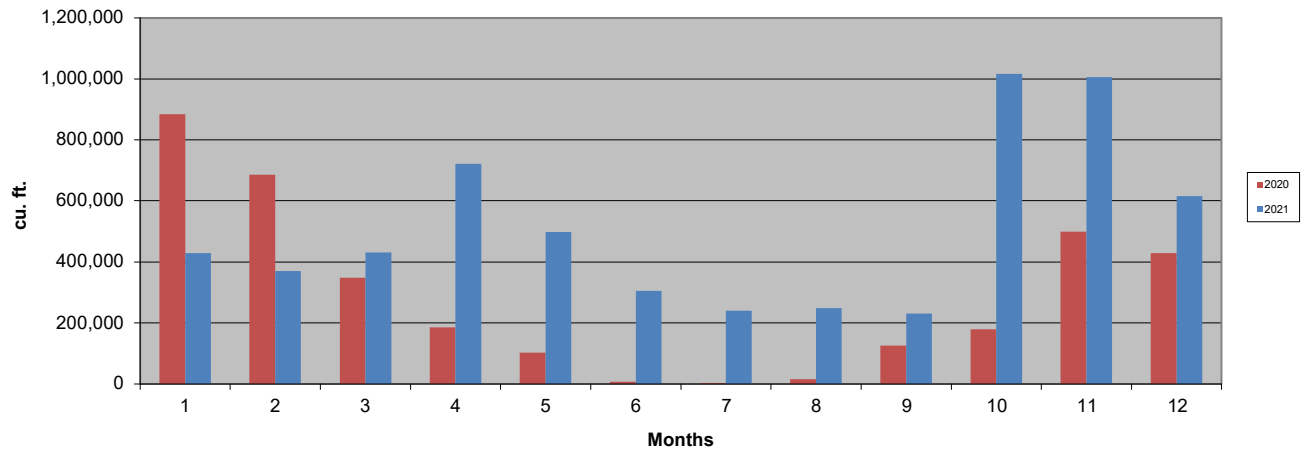
Enclosures:      Boiler/Flare Gas Usage graphs  
                         Influent TSS/BOD and Effluent Flow Graphs  
                         12 Month Moving Avg.



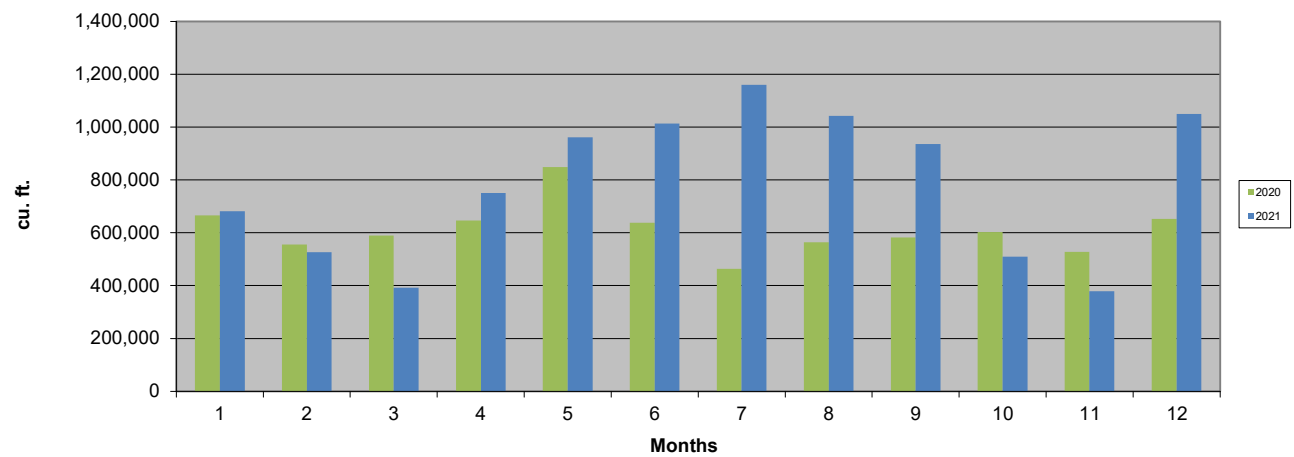
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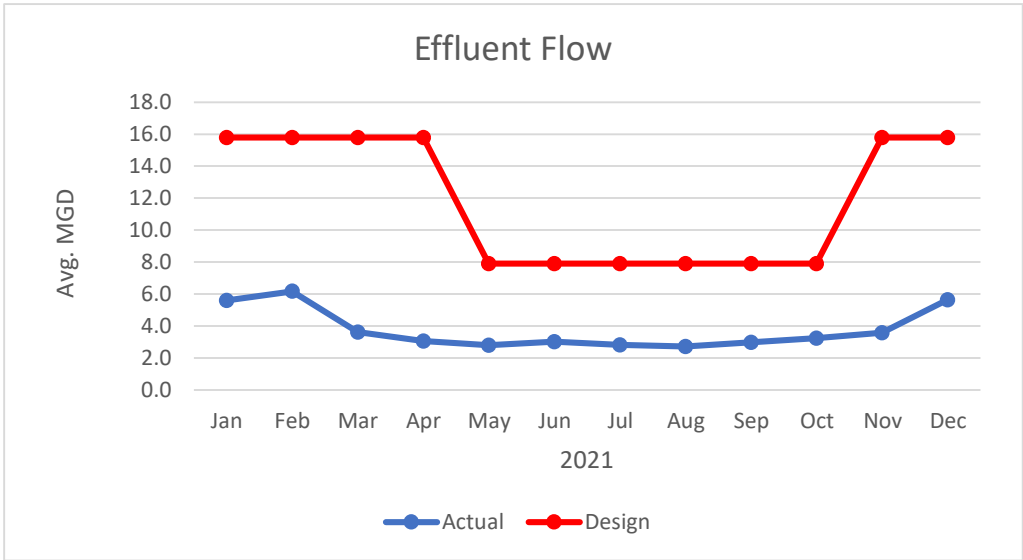
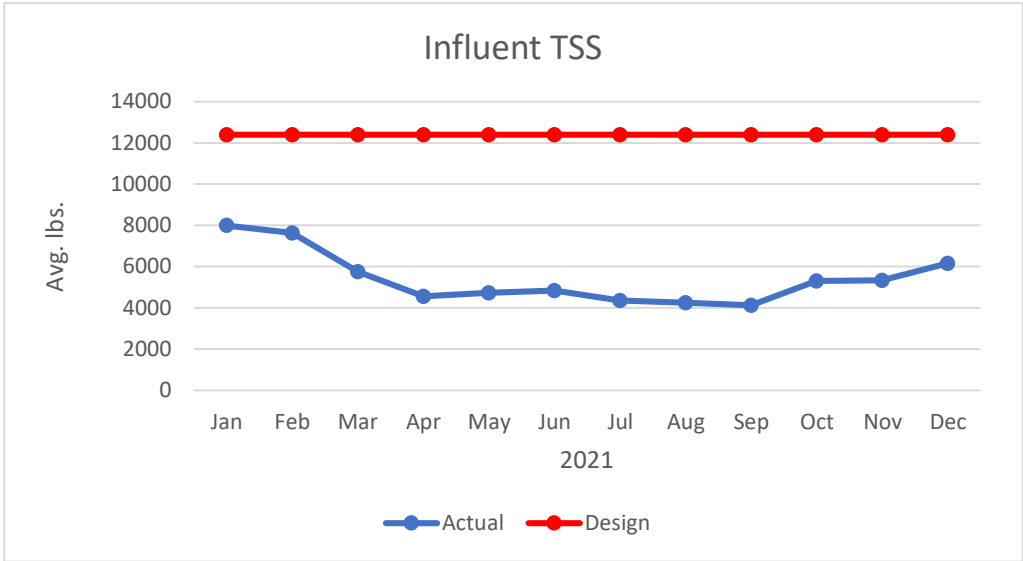
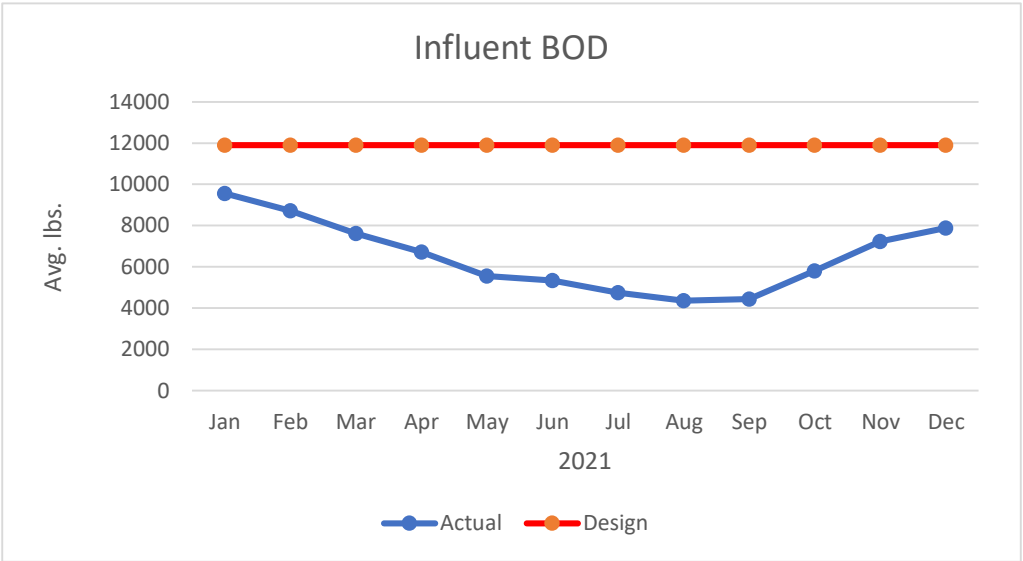
Jade Mecham  
Project Manager  
Jacobs

### BOILER GAS USAGE



### FLARE GAS USAGE





## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD/BOD</b>	Plnt Inf Average lbs/day TSS
Dec-20	4.46	9120	7241
Jan-21	5.61	9562	7996
Feb-21	6.18	8714	7626
Mar-21	3.91	7609	5760
Apr-21	3.07	6708	4550
May-21	2.79	5551	4735
Jun-21	3.01	5334	4837
Jul-21	2.81	4741	4362
Aug-21	2.72	4356	4254
Sep-21	2.97	4451	4126
Oct-21	3.24	5795	5301
Nov-21	3.58	7231	5331
Dec-21	5.63	7882	6154

SUM	49.98	87054	72273
AVE	3.84	6696	5559
MAX	6.18	9562	7996
MIN	2.72	4356	4126

## **CASH DISBURSEMENT RECAP BOARD MEETING JANUARY 12, 2022**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	114,961.92
Total of Regular Checks & ACH Transactions	<u>319,564.96</u>

Total Expenditures (not including Payroll)	<u><u>434,526.88</u></u>
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Payroll:

Net Payroll - December 30, 2021	65,130.18
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All Checks & ACH Transactions since the Board Meeting of December 8, 2021	<u><u>499,657.06</u></u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 1/7/2022 1:35 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032581B0B9Ga	ASIFlex FSA fees - November 2021	12/10/2021	45.00
Total for this ACH Check for Vendor ASIFLEX:				45.00
ACH	02669	PERS Deposit	12/10/2021	
	NOV 21 PR	PR Batch 00001.11.2021 PERS - Not W/Held	PR Batch 00001.11.2021 PER	9,354.53
	NOV 21 PR	PR Batch 00001.11.2021 PERS W/Held	PR Batch 00001.11.2021 PER	4,544.94
	NOV 21 PR	PR Batch 00001.11.2021 PERS Pick-Up	PR Batch 00001.11.2021 PER	863.04
	NOV 21 PR	PR Batch 00001.11.2021 OPSRP-Not W/Held	PR Batch 00001.11.2021 OPS	8,248.46
Total for this ACH Check for Vendor 02669:				23,010.97
Total for 12/10/2021:				23,055.97
ACH	VEBA TR Report 104803	HRA VEBA Trust Prorated 2021 HRA-VEBA Contribution-Nick S	12/29/2021	20.83
Total for this ACH Check for Vendor VEBA TR:				20.83
Total for 12/29/2021:				20.83
ACH	ASIFLEX DEC 2021 PR	ASIFlex PR Batch 00001.12.2021 Flexible Spending Acco	12/30/2021 PR Batch 00001.12.2021 Flex	1,071.16
Total for this ACH Check for Vendor ASIFLEX:				1,071.16
ACH	DNB	Internal Revenue Service	12/30/2021	
	DEC 2021 PR	PR Batch 00001.12.2021 FICA - Employer	PR Batch 00001.12.2021 FIC	5,060.23
	DEC 2021 PR	PR Batch 00001.12.2021 Federal Income Tax	PR Batch 00001.12.2021 Fed	7,695.21
	DEC 2021 PR	PR Batch 00001.12.2021 FICA - Employee	PR Batch 00001.12.2021 FIC	5,060.23
	DEC 2021 PR	PR Batch 00001.12.2021 Medicare - Employer	PR Batch 00001.12.2021 Med	1,389.35
	DEC 2021 PR	PR Batch 00001.12.2021 Medicare - Employee	PR Batch 00001.12.2021 Med	1,389.35
Total for this ACH Check for Vendor DNB:				20,594.37
ACH	OR-Rev DEC 2021 PR	Oregon Dept. of Revenue PR Batch 00001.12.2021 Oregon W/Held	12/30/2021 PR Batch 00001.12.2021 Ore	5,759.57
Total for this ACH Check for Vendor OR-Rev:				5,759.57
ACH	CENTURY Dec 2021 Dec 2021	CenturyLink Along phone service for NTS Gate Along phone service for fax/alarm	12/30/2021	59.22 135.64
Total for this ACH Check for Vendor CENTURY:				194.86
50642	CIS INS	CIS Trust	12/30/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	DEC 2021 PR	PR Batch 00001.12.2021 Medical Ins w/RX	PR Batch 00001.12.2021 Med	27,379.85
	DEC 2021 PR	PR Batch 00001.12.2021 Short-Term Disability	PR Batch 00001.12.2021 Sho	135.17
	DEC 2021 PR	PR Batch 00001.12.2021 Trauma	PR Batch 00001.12.2021 Trau	25.00
	DEC 2021 PR	PR Batch 00001.12.2021 Accident Insurance	PR Batch 00001.12.2021 Acc	134.46
	DEC 2021 PR	PR Batch 00001.12.2021 Voluntary Life Insuran	PR Batch 00001.12.2021 Volu	360.21
	DEC 2021 PR	PR Batch 00001.12.2021 Voluntary Dependent I	PR Batch 00001.12.2021 Volu	29.26
	DEC 2021 PR	PR Batch 00001.12.2021 Hospital Indemnity	PR Batch 00001.12.2021 Hos	96.50
	DEC 2021 PR	PR Batch 00001.12.2021 Critical Illness Insuran	PR Batch 00001.12.2021 Criti	54.00
	DEC 2021 PR	PR Batch 00001.12.2021 Trauma - Bronze	PR Batch 00001.12.2021 Trau	10.00
	DEC 2021 PR	PR Batch 00001.12.2021 Identity Protection	PR Batch 00001.12.2021 Iden	99.70
	DEC 2021 PR	PR Batch 00001.12.2021 Life Insurance - Spous	PR Batch 00001.12.2021 Life	163.43
	DEC 2021 PR	PR Batch 00001.12.2021 Dental & Vision	PR Batch 00001.12.2021 Den	2,626.57
	DEC 2021 PR	PR Batch 00001.12.2021 Life Insurance - er	PR Batch 00001.12.2021 Life	94.82
	DEC 2021 PR	PR Batch 00001.12.2021 CCIS Insurance Long-	PR Batch 00001.12.2021 CCI	150.40
	DEC 2021 PR	PR Batch 00001.12.2021 CCIS Insurance AD&I	PR Batch 00001.12.2021 CCI	16.00
Total for Check Number 50642:				31,375.37
50643	PEBSCO DEC 2021 PR	Nationwide Retirement Solutions PR Batch 00001.12.2021 Nationwide-Deferred C	12/30/2021 PR Batch 00001.12.2021 Nati	4,950.00
Total for Check Number 50643:				4,950.00
50644	NBS IN93738	National Business Solutions Maintenance contract for Konica Copier	12/30/2021	274.39
Total for Check Number 50644:				274.39
50645	PostDue Dec 2021	Postmaster Refill Postage Due Account for Address Servicin	12/30/2021	150.00
Total for Check Number 50645:				150.00
50646	UB*00054	MISTY PRICE Refund Check	12/30/2021	30.00
Total for Check Number 50646:				30.00
50647	QUILL 21557892 21558428	Quill Corporation Office supplies Kitchen supplies	12/30/2021	127.78 27.45
Total for Check Number 50647:				155.23
50648	SIERRASP 21794341 121121	Sierra Springs Bottled water delivery	12/30/2021	65.70
Total for Check Number 50648:				65.70
50649	SHRED-IT 8000596356	Stericycle, Inc. Shred it Service for November & December	12/30/2021	147.91
Total for Check Number 50649:				147.91
50650	UFED 2022	Umpqua Fishery Enhancement Derby Derby Chinook Sponsor for 2022	12/30/2021	500.00
Total for Check Number 50650:				500.00
50651	USPS Dec 2021	US Postal Service Postage for mailing utility bills	12/30/2021	2,917.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50651:				2,917.85
50652	VERIZON	Verizon Wireless	12/30/2021	
	9895067475	Wireless telephone service		641.14
	9895067475eq	Wireless telephone equipment		99.99
Total for Check Number 50652:				741.13
Total for 12/30/2021:				68,927.54
ACH	02669	PERS Deposit	01/12/2022	
	DEC 2021 PR	PR Batch 00001.12.2021 PERS Pick-Up	PR Batch 00001.12.2021 PER	863.04
	DEC 2021 PR	PR Batch 00001.12.2021 OPSRP-Not W/Held	PR Batch 00001.12.2021 OPS	8,343.26
	DEC 2021 PR	PR Batch 00001.12.2021 PERS - Not W/Held	PR Batch 00001.12.2021 PER	9,212.76
	DEC 2021 PR	PR Batch 00001.12.2021 PERS W/Held	PR Batch 00001.12.2021 PER	4,538.52
Total for this ACH Check for Vendor 02669:				22,957.58
Total for 1/12/2022:				22,957.58
Report Total (19 checks):				114,961.92

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 1/7/2022 1:40 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES 2976716771 37792	Staples Credit Plan Calendars/masks/file folders Router for Wilbur I camera system	01/12/2022	141.82 89.99
Total for this ACH Check for Vendor STAPLES:				231.81
50653	WP DEC 2021	Avista Utilities Natural Gas Usage Admin Bldg-December	01/12/2022	302.10
Total for Check Number 50653:				302.10
50654	BANNERMC	BANNER BANK	01/12/2022	
	AA 120121	Walgreens-Masks, Glucose tabs		41.98
	CM 121521	Parkside Flowers-Get well flowers Harmony (su		54.98
	DF 120621a	Amazon-Mouse & cable for Jim B		79.19
	DF 120621b	Amazon-Mouse & cable for Christine		79.18
	DF 120621c	Amazon-Replacement monitor-Ryon		319.00
	DF 120821	Amazon-Docking station-Jim's laptop		69.99
	DF 120921a	Amazon-Fingerprint reader-TV Van		78.00
	DF 120921b	Amazon-Fingerprint reader-stock		78.00
	DF 121421	Amazon-(3) USB C Charging Cables		41.67
	DF 121621	Zoom-Electronic meeting software for board mtg		93.99
	GO 120821	Harbor Freight-Picture hanger, wire, wall mount		9.97
	HW 120821	Safeway-Snacks for board mtg		19.04
	JB 122121a	Expedia-Airfare CentroSquare Conf-John B.		568.29
	JB 122121b	Frontier Airlines-Baggage fees CentralSquare Cc		54.00
	JB 122121c	Superion-CentroSquare Conf Fee-John B.		749.00
	JB 122821a	DC Clerk-Recording fee for Franchise Agreemer		9.25
	JVB 122221	Henry's Bakery-Staff appreciation snack		33.17
	KB 120921	DMV-CDL permit fee for Nick		30.00
	KB 121021	DMV-CDL permit fee for Nick		20.00
	KB 121321	DMV-CDL permit fee for Nick		23.00
	RC 120921	DMV-Brandon K CDL Exam		40.00
	RC 121321	DMV-Brandon K ID CDL Permit Fee		23.00
	RK 120221	Home Depot-ABS pipe & cement		50.71
	RK 121321	Amazon-locking key box for crew area		69.99
	RK 121321a	Amazon-air filter		38.00
Total for Check Number 50654:				2,673.40
50655	BHEC CL03222-IN CL03567-IN	Bassett-Hyland Energy Company Gas Usage 12/1/21-12/15/21 Gas Usage 12/16/21-12/31/21	01/12/2022	750.74 752.78
Total for Check Number 50655:				1,503.52
50656	BATT PLU P47159086	Batteries Plus #208 Trailer battery-12V Lead	01/12/2022	20.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50656:				20.79
50657	BIOMED	bio-MED Testing Services Inc	01/12/2022	
	87597	FMCSA Clearinghouse Queries-1 crew		5.00
	87597b	Background Check/Pre-Employment test-Nick S		69.00
	87597c	Pre-Employment drug test-Freeman (for CDL)		55.00
	87597d	Random drug test-Andy B		55.00
	89118	FMCSA Clearinghouse Queries-4 crew		20.00
Total for Check Number 50657:				204.00
50658	BROWNNW	Brown & Brown Northwest	01/12/2022	
	7555120a	Cyber Security 1/1/22-6/30/22		6,056.05
	7555120b	Cyber Security 7/1/22-12/31/22		6,056.04
	7555478a	Service Agreement 1/1/22-6/30/22		5,166.00
	7555478b	Service Agreement 7/1/22-12/31/22		5,166.00
Total for Check Number 50658:				22,444.09
50659	BUTLERAU	Butler Automotive Inc	01/12/2022	
	0008222	'21 Ford Ranger		31,355.35
Total for Check Number 50659:				31,355.35
50660	Chytka	Chytka Pest Control LLC	01/12/2022	
	142938	Pest Control-January		40.00
Total for Check Number 50660:				40.00
50661	WATER	City of Roseburg	01/12/2022	
	INV14644	Bulk water usage-November		81.88
Total for Check Number 50661:				81.88
50662	DRAUTO	D & R Auto & Truck Supply Corp	01/12/2022	
	124	Turn signal switch-5 yd repair		9.01
	1302	Hub cap & oil-5 yd		57.88
	1389	Break away for trailer		16.49
	302	Return sterling whl puller		-85.99
	79	Sterling whl puller & hook pick		93.28
	999216	Fluids for B-6		47.45
	999383	Windshield wash		8.58
Total for Check Number 50662:				146.70
50663	DCUCC	DCUCC	01/12/2022	
	2022	Membership dues - 2022		300.00
Total for Check Number 50663:				300.00
50664	DC Safet	Douglas County Safety Association	01/12/2022	
	2022-RUSA	2022 Annual Membership dues		25.00
Total for Check Number 50664:				25.00
50665	DFN	Douglas Fast Net	01/12/2022	
	Jan 2022 Admin	Internet Services-Admin	Service: 14806	213.49
	Jan 2022 Cams	Phones/Security Cams	Service: 141784	98.01
	Jan 2022 High	Internet Services-Highland PS	Service: 105797	74.91
	Jan 2022 Host	Admin Hosting		10.28
	Jan 2022 NBank	Internet Services-No. Bank PS	Service: 105793	71.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2022 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	71.91
	Jan 2022 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Jan 2022 Winch	Internet Services-Winchester P	Service: 105795	71.91
	Jan 2022Keady	Internet Services-Keady Ct	Service: 106289	74.91
	Jan 2022NTS	Internet Services-NTS	Service: 145049	71.79
				<hr/>
Total for Check Number 50665:				831.03
50666	GENEQ 78581 78799	General Equipment Company Valve, swing gate 6"-Repair B-6 Potentiometer & freight-Repair B-6	01/12/2022	
				439.94
				986.61
				<hr/>
Total for Check Number 50666:				1,426.55
50667	GRAPHDIM 3623	Graphic Dimensions, Inc. Cut January UB Bills	01/12/2022	
				32.50
				<hr/>
Total for Check Number 50667:				32.50
50668	Jacobs 351289-051	Jacobs Engineering Group Inc Services per Agreement-January	01/12/2022	
				129,684.00
				<hr/>
Total for Check Number 50668:				129,684.00
50669	COASTAL E41210	John Deere Financial f.s.b. 3 pairs of workpants-Andy B	01/12/2022	
				107.97
				<hr/>
Total for Check Number 50669:				107.97
50670	LOWES 901484 901493 901758	Lowes Hole saw Parts to repair crew room toilet Parts to relocate monitor	01/12/2022	
				85.49
				33.24
				7.97
				<hr/>
Total for Check Number 50670:				126.70
50671	MSTRCR 30485-J	MasterCare Cleaning Co Inc Janitorial services-Dec	01/12/2022	
				292.50
				<hr/>
Total for Check Number 50671:				292.50
50672	NEXNET 15706	Nexcom, LLC Digital phone service for admin-January	01/12/2022	
				332.80
				<hr/>
Total for Check Number 50672:				332.80
50673	OR-LIN 732519 738086	Oregon Linen, Inc. Laundry and mat services Laundry services	01/12/2022	
				56.91
				38.93
				<hr/>
Total for Check Number 50673:				95.84
50674	PKGDEPOT ID 106905	Package Depot Shipping-GPS Receiver service	01/12/2022	
				13.79
				<hr/>
Total for Check Number 50674:				13.79
50675	Premium 24500	Premium Landscape, Inc. Landscaping services-Dec	01/12/2022	
				180.25
				<hr/>
Total for Check Number 50675:				180.25
50676	PRINTS	Prints Charming	01/12/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	33570	High Viz tshirts for crew		240.00
			Total for Check Number 50676:	240.00
50677	SDAO 37P58366-1133 37P58366-1133 P	Special Districts Insurance Services Property & Liability 1/1/22-6/30/22 Property & Liability 7/1/22-12/31/22-prepaid	01/12/2022	50,702.50 50,702.50
			Total for Check Number 50677:	101,405.00
50678	TEKMAN 76940 76940 76940 76940 76940 76940 76940 76940 76940 76940 76940 77076 RUSA-DP-1a RUSA-DP-1b	TEKMANAGEMENT, INC. Backup & Recovery Services Office 365 Premium-Crew Server Maint & monitoring Office 365 Premium-Finance Office 365 Premium-811 user Encryption of laptops DNS Filter (security) Security awareness training Office 365 Online Plan 1 O365 Visio Subscription Office 365 Premium-Engineering Freight charge 1 Laptop & 1 Workstation-Admin 1 Laptop-Finance	01/12/2022	565.00 87.50 1,459.75 37.50 12.50 66.00 40.00 25.65 4.00 15.00 75.00 190.74 5,670.24 2,743.86
			Total for Check Number 50678:	10,992.74
50679	TRUE NOR A10347 E00151	True North Equipment, Inc. CCTV Wheels Envirosight 200' Push Camera	01/12/2022	2,445.65 9,449.00
			Total for Check Number 50679:	11,894.65
50680	UBWA DEC 2021 310B DEC 2021 411LM DEC 2021 606LM	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	01/12/2022	20.00 20.00 20.00
			Total for Check Number 50680:	60.00
50681	MOTORSP 17477	Zoom Motorsports Canopy-Leer 100R	01/12/2022	2,520.00
			Total for Check Number 50681:	2,520.00
			Total for 1/12/2022:	319,564.96
			Report Total (30 checks):	319,564.96