



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

REGULAR MONTHLY BOARD MEETING
May 11, 2022

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

May 11th, 2022
RUSA Board Room
4:00 p.m.

The May 11th, Board meeting will be held in person and broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's website, rusa-or.org

AGENDA
REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griesse

1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Audience Participation – In-Person / via Zoom**
4. **Consider Minutes**
 - a. April 13th, 2022
5. **Resolution 22-01**
 - a. A Resolution Amending Resolution No. 21-01 Regarding System Development Charge
6. **General Managers' Report**
 - a. Hooker Road Rehabilitation Project
 - b. New Chemical feed building - Sodium Bisulfite System Relocation
 - c. Storm drain isolation project WWTP
 - d. Chadwick Street Sewer Rehabilitation
 - e. Atlanta Street Sewer Extension
 - f. 2022-23 Jacobs Contract Amendment No. 17 Wastewater Facilities Operations, Maintenance, and Management Services
7. **Professional Development**
8. **New Developments**
9. **Staff Report**
10. **Jacobs 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 April 13, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, David Campos and Jerry Griesse

Absent: Rob Lieberman and Kelsey Wood

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collections Superintendent Steve Lusch, Jacobs Project Manager Jade Mecham and Lead Operator Vanessa Jordan.

Consideration of the March 9, 2022, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for March 9, 2022 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Jerry Griesse seconded the motion.

The motion passed unanimously.

Resolution 22-01; A Resolution Adopting a Budget Policy to Establish a Methodology for a “Reserved for Future Expenditure” Line Item

Staff presented Resolution 22-01 which proposed a budget policy to include a line item “reserved for future expenditures” in the General Fund Budget. The target amount of this line item would 50% of the budgeted General Fund Expenditures less Capital Outlay plus Contingency. The primary reason for establishing the policy would be to provide a source of funding for the Authority’s operations in the event of an emergency situation in the future.

The Board Chair had concerns that not all Board members were present to voice their thoughts and opinions. It was decided by the Board to consider this Resolution at a later date when all members could be present.

General Managers Report

Hooker Road Rehabilitation Project

The Contractor has completed all the work included in the contract. Staff has compiled a punch list of corrections that need to be completed. The contractor is working on the punch list items. The contractor did not submit a pay estimate before the cutoff date.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. We will advertise the project for a May/June start date when the plans and specifications are complete.

Storm Drain Isolation Project WWTP

We have entered into an agreement with i.e. Engineering to provide plans and specification to reroute all of the storm drain lines to the main influent sewer main. We feel that this is the best way to provide site control in the event of an emergency that overflows the treatment equipment within the plant. This will eliminate the chance of an overflow leaving the treatment plant site and flowing into the South Umpqua River.

Chadwick Street Sewer Rehabilitation

We have entered into an agreement with i.e. Engineering to provide a contract document to install a short one block sewer main. There are four homes that are connected to a nonconforming community sewer system that was approved when that area was in the City's sanitary sewer system. The sewer line has been problematic over time. The installation of a sewer main on Chadwick Street and connecting the existing homes will correct this problem.

2022-23 Jacobs Contract for Plant Operation

In Amendment No. 13 to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services signed on March 14th, 2018, Article 4.6 states "The Base Fee for the last year of this five-year period beginning in 2022 will be the same as the previous year with exception of changes to the scope of work."

Jacobs has requested some relief from this obligation due to the unprecedented increase in chemical costs that were not anticipated in 2018. Jacobs is proposing a total cost of \$1,601,227 which represents a cost increase of 2.9%. Jacobs has held to the 2023 estimated costs for all items except for chemicals.

David Campos moved to approve the requested 2.9% increase for Jacobs unprecedented chemical costs.

Jerry Griesse seconded the motion.

The motion passed unanimously.

Low-Income Housing Water Assistance Program

United Community Action Network has request RUSA to participate in the Low-Income Housing Water Assistance Program. This program will offer eligible households to apply for assistance to pay delinquent utility bills. This program was funded as part of the 2021 Consolidated Appropriations Act and the 2021 American Rescue Plan. To participate in this program RUSA would need to agree to refer customers to UCAN and release customer billing information for those customers that wish to participate in the program.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 95% BOD removal and 96% Total Suspended Solids removal during January. The total Effluent flow was 135.03 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the April 2022 Accounts Payable.

David Campos moved to approve the Accounts Payable Report and Addendum as presented.
Jerry Griesse seconded the motion.
The motion passed unanimously.

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Jacobs Wastewater Treatment Facility Emergency Response Plan

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO APRIL 13, 2022 BOARD MEETING

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 4/13/2022 3:28 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50818	WATER INV15308	City of Roseburg Right of way permit-1431 NW Brown	04/13/2022	40.00
Total for Check Number 50818:				40.00
50819	F3B CONS 3872	F3B Construction LLC Police week banner	04/13/2022	100.00
Total for Check Number 50819:				100.00
50820	DEQ DFreeman Coll	Oregon DEQ Grade 1 Collection App-Devin Freeman	04/13/2022	240.00
Total for Check Number 50820:				240.00
50821	PAC AIR i9592	Pacific Air Comfort, Inc. Install new Thermostat	04/13/2022	284.04
Total for Check Number 50821:				284.04
50822	RSBG-DIS 1235495	Roseburg Disposal Company Garbage Service-March	04/13/2022	61.00
Total for Check Number 50822:				61.00
50823	Walker B 89666	Walker Bros. Auto Repair, Inc. Lube & Oil service-2001 Dumptruck	04/13/2022	207.80
Total for Check Number 50823:				207.80
50824	HUBER CD10022734	Huber Technology Balance-washer compactor rebuild	04/13/2022	720.00
Total for Check Number 50824:				720.00
Total for 4/13/2022:				1,652.84
Report Total (7 checks):				1,652.84



Roseburg Wastewater Treatment Facility Emergency Response Plan

Emergency Response Plan

Table of Contents

1. Responsibility and Emergency Response
2. Facility Maps
3. Emergency Call Out Procedures for Off Duty Hours
4. Emergency Contact Numbers
5. Outside Services
6. Roseburg Employee Roster and Certifications
7. Roseburg Organizational Chart
8. Emergency Response Communications
9. Bomb Threat Emergency
10. Earthquakes Emergency
11. Electrical Emergency
12. Fire Emergency
13. [Fire Prevention Plan](#) (See Link or Binder)
14. Flooding Emergency
15. Petroleum Products Emergency
16. Hydraulic Overload Emergency
17. Toxics Discharges or Shock Loads
18. Sludge Spills
19. Medical Emergency
20. Emergency Evacuation
21. Evacuation Routes and Maps
22. [Critical Equipment Lists](#) (See Link or Binder)
23. [Chemical Hygiene Plan](#) (See Link or Binder)
24. [Workplace Violence Prevention Plan](#) (See Link or Binder)

Responsibility

The Project Manager is responsible for the overall operation of the Roseburg WWTP and Lift stations. In the absence of the Project Manager, the Operations Supervisor is responsible for the facilities.

Emergency Response

For all emergencies the priority order is as follows:

- People
- Equipment
- Property

The Administration building at the Roseburg Wastewater Treatment Plant shall serve as the base of operations for all emergency responses.

The Project Manager has overall responsibility for emergency operations at the Wastewater Treatment Plant and the Lift stations and will report to the RUSA General Manager.

In the event the Project Manager is absent, the Operations Supervisor is responsible for plant emergency operations.

Map of Roseburg Wastewater Treatment Facility



This map is for displaying general information.
For detailed information structures must be field verified and located.

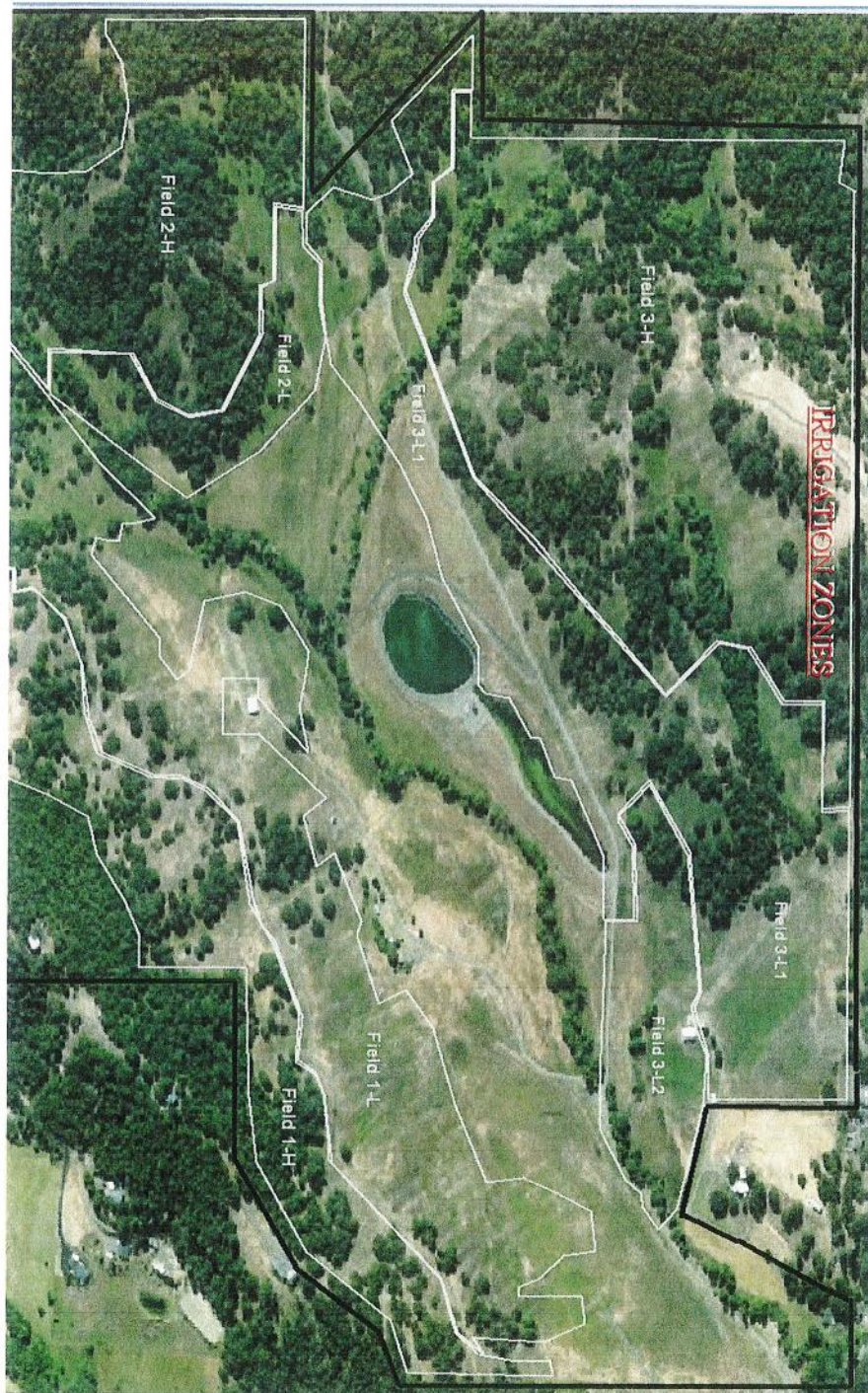


Roseburg Urban Sanitary Authority
1297 Grandview Dr.
PO box 1185
Roseburg, OR 97470
541-672-1551

100 50 0 100 Feet



Map of the Natural Treatment Facility



Emergency Call-Out Procedures for Off Duty Hours

In the event of mechanical or electrical failure in the plant, the following is a personnel list to be used to notify an associate of the failure by starting with the first associate listed until at least one associate has been contacted directly

For Process Problems:

On-Call Phone	541-643-6573
Randy Turner Cell	541-679-9688
Randy Turner Home	541-643-6570
Rusty Marples	541-459-1308
Brian Anderson	541-817-6598
Jade Mecham	208-280-2713

For Maintenance Problems:

On-Call Phone	541-643-6573
Kevin Bruton Home	541-672-8657
Kevin Bruton Cell	541-530-7557
Jim Hilburn	541-643-9072
Jade Mecham	208-280-2713

Emergency Contact Numbers

Fire Department	911
Police	911
Ambulance	911
Poison Control	1-800-222-1222
Chemical Spill/ Douglas County HazMat Team	911
Spill Clean up/ First Strike Environmental	541-673-9892
OERS	1-800-452-0311

Other Important Numbers

Jacobs Roseburg On Call Phone	541-643-6573
RUSA	541-672-1551
RUSA On Call Phone	541-672-1551
PP&L Emergency Hotline	541-679-5762
Avista Natural Gas	1-800-227-9187
BHEC (fuel)	541-673-5536
City of Roseburg Water Department	541-672-7701
Brian Helliwell Area Manager	541-409-3102

Outside Services Roster

Organization	Services	Contact
Roseburg Urban Sanitary Authority (RUSA) P.O. Box 1185 1297 NE Grandview Dr. Roseburg, OR 97470	Heavy Equipment, Pumps, Spill Clean Up	Office: 541-672-1551 Jim Baird: 541-430-1551 Steve Lusch: 541-430-4253 Ryon Kershner: 541-430-4256
Department of Environmental Quality (D.E.Q.)	Process Failure	Office: 541-776-6010 Andrew Ullrich: 541-776-6189
Environmental Protection Agency (E.P.A.)	Process Failure	1-206-553-1200 1-800-424-4372
Jacobs Emergency Compliance Hotline	Emergency Water, Wastewater, & Spills	1-855-590-3791
National Response Center	Emergency Spill Notification	1-800-424-8802
Oregon Emergency Response System (OERS)	Emergency Spill Notification	1-800-452-0311
First Strike Environmental 256 Quarry Rd. Roseburg, OR 97470	Spill Clean Up	541-673-9892
Heard Farms 189 Rogers Rd. Roseburg, OR 977471	Spill Clean Up	541-4459-8813
Roseburg Police 205 SE Jackson St. Roseburg, OR 97470	Emergency Response/ Traffic Control	911
Douglas County Sheriff's Office	Emergency Response	911 Dispatch
Jacobs Nurse	First Aid	1-888-449-7787
Roseburg Fire Dept. 700 SE Douglas Roseburg, OR 97470	Fire Fighting, fire hose, first aid	911
Bay Cities Ambulance 2233 W. Harvard Ave. Roseburg, OR 97471	First Aid, Emergency Transport	541-637-5332
Douglas County HazMat Team	Chemical Spill	911 Dispatch
PP&L	Electrical Repair, Power Outage	Business Hours: 1-877-200-5958 Emergency: 1-877-508-5088
Avista	Natural Gas	1-800-227-9187
Protection One P.O. Box 219044 Kansas City, MO 64121-9044	Security Service	1-877-200-5958 1-877-776-1911
City of Roseburg	Water- After Hours Emergency	541-673-0397

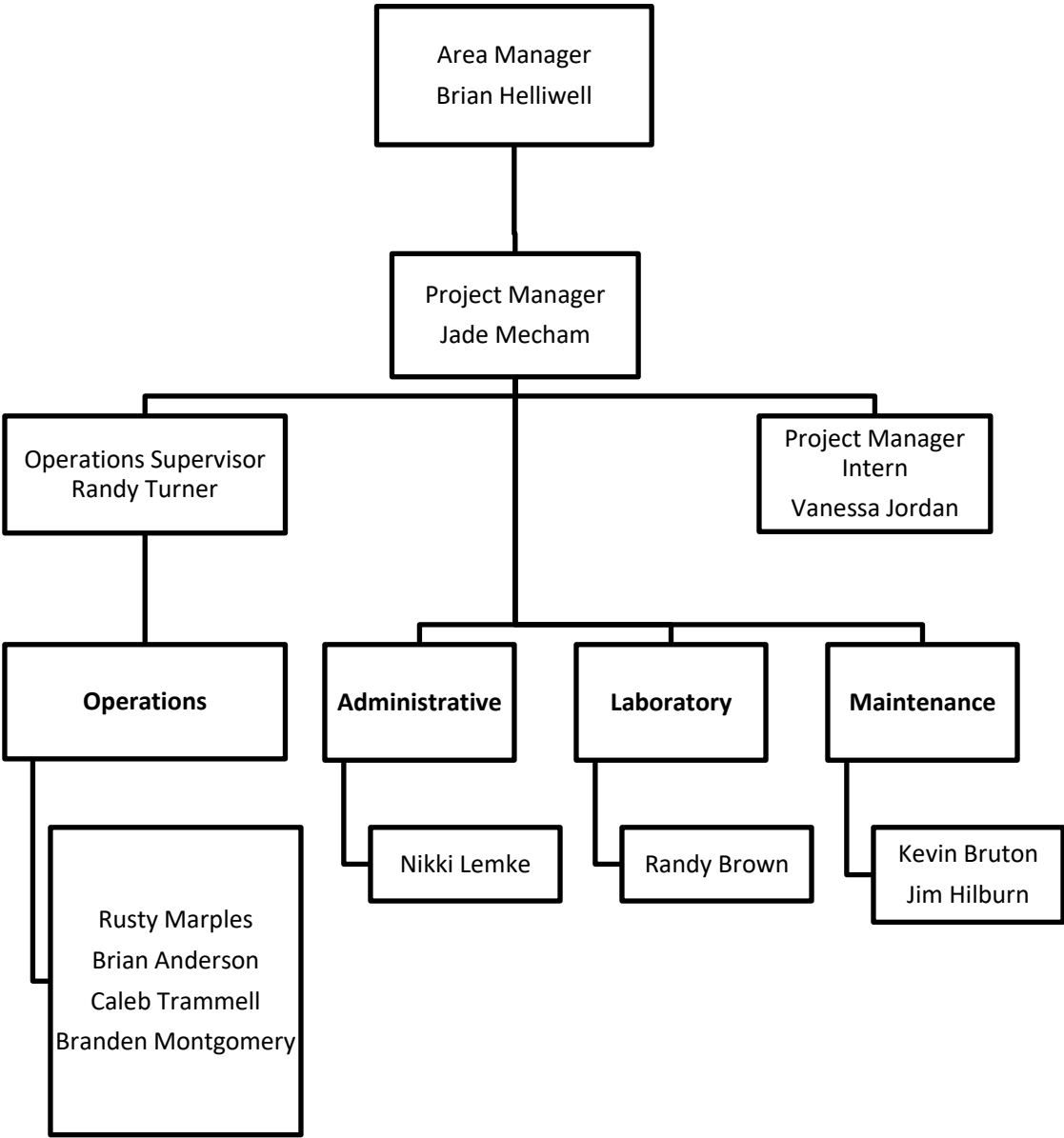
Roseburg Disposal	Garbage/ Cardboard Removal	541-673-7122
BHEC	Petroleum Fuel	541-673-5536 1-800-588-3837
Polydyne	Polymer	1-360-931-5566
HASA (Chemtrech)	Hypochlorite	1-800-424-9300
Univar	Sodium Bisulfite	1-503-222-1721
Yaeger's Plumbing P.O. Box 1707 Roseburg, OR 97470	Plumbing	541-672-8460
Neilson Research Corp. 245 S. Grape Street Medford, OR 97501-3123	Lab Services	541-770-5678
Joe's Towing 4440 Douglas Ave. Roseburg, OR 97470	Towing Service	541-672-4388 1-877-220-8697
Service Center Locksmiths 1162 NE Walnut St. Roseburg, OR 97470	Locks/Keys	541-673-4155
Camtronics	Control Systems	Terry Nelson: 1-541-445-2824
Douglas Fast Net 480 Oakland Ave. NE Roseburg, OR 97470	Internet Service	541-673-4242
CenturyLink	Phone Service	Repair: 1-800-223-7508
Les Schwab Tire Center	Truck Tires	541-672-6745
Roseburg Refrigeration	HVAC	541-672-8939
Godwin Pumps 2754 Pacific Highway Hubbard, OR 97032	Pump Rental	1-503-981-0341
Southern Oregon Diesel 7151 Old Highway 99N Roseburg, OR 97470	Truck Repair	541-672-7400
Electrical Professional Services (EPS) 2250 NW Aviation Dr. Roseburg, OR 97470	24 Hr. Emergency Electrical Issues	541-637-5050 541-530-3586 541-817-7381 541-863-9090
Sim's Electric 721 SE Oak Ave. Roseburg, OR 97470	24 Hr. Emergency Electrical Issues	541-673-5521
Kunert Electric 200 NE Channon Roseburg, OR 97470	24 Hr. Emergency Electrical Issues	541-672-3333
JACOBS	SCADA Issues	Office: 1-541-768-3467 Don: 1-541-740-0171 Fran Miller: 541-768-2394 (Day) 541-609-0846 (Cell)

Roseburg Employee Roster and Certifications

EMPLOYEE	STATE	TITLE	CERTIFICATION	LEVEL
Brian Anderson	OR	Operator	WWT	IV
Randy Brown		Lab Technician II	N/A	
Kevin Bruton	OR	Lead Mechanic	LME WWC Oregon Maintenance	III IV
Jim Hilburn	OR	Mechanic	LME Oregon Maintenance	II
Jade Mecham	OR WA	Project Manager	WWT WWT	IV III
Vanessa Jordan	OR	Lead Operator	WWT	IV
Nikki Lemke		Admin. Specialist	Accounting Tech.	AS
Charles "Rusty" Marples	OR	Operator II	WWT	III
Branden Montgomery	OR	Operator	WWT	I
Caleb Trammell	OR	Operator	WWT	I
Randy Turner	OR OR	Operations Supervisor	WWT WWC	IV II

ROSEBURG TELEPHONE LIST		
Personnel	Phone Number	LIFT STATIONS
Brian Anderson	541-817-6598	HIGHLAND 1056 NW Hicks St. Meter #2997135
Randy Brown	541-680-1514	
Kevin Bruton	541-672-8657	
Kevin's Cell Phone	541-530-7557	NORTH BANK 6315 Old Highway 99 North Meter #23609829
Jim Hilburn	541-643-9072	
Vanessa Jordan	541-600-2348	
Nikki Lemke	541-817-7459	LOMA VISTA 1143 NW Troost St. Meter #1170653
Rusty Marples	541-391-9203	
Jade Mecham	208-280-2713	
Branden Montgomery	541-863-1855	FAIRGROUNDS 110 River Street Meter #28974170
Caleb Trammell	541-530-4081	
Randy Turner	541-679-9688	
Randy's Cell Phone	541-643-6570	SOUTH BANK 5793 NE Stephens St. Meter #1664042
Roseburg Plant Line #1	541-673-6570	
Roseburg Plant Line #2	541-673-3480	
Roseburg FAX	541-673-0386	WINCHESTER 5793 NE Stephens St. Meter #1664042
On Call Phone	541-643-6573	
Plant Autodialer Line	541-672-8658	
Answering Service	1-541-766-3777	WILBUR #1 7207 Old Hwy 99 North Meter #21210093
PP&L Emergency hotline	1-877-508-5088	
RUSA On-Call Phone	541-672-1552	
CenturyLink Service Request	1-800-954-1211	WILBUR #2 210 Wilbur Rd Meter #1164562
Biosolids Phone	541-643-6558	
ROSEBURG PLANT	Natural Treatment System/ 411	KEADY COURT 860 Keady Court Meter# 82290283 BOURBON 250 Bourbon Street Meter# 000000
3485 W. Goedeck Rd. Roseburg, Oregon 97471	Long Meadows & Old Melrose Rd Roseburg, Oregon 974717341 NTS Door #4525 or 9	

Roseburg Organizational Chart



Emergency Response Communications and Public Information

COMMUNICATIONS

The main office will act as the relay communicator. He/she will assign emergency priorities to all incoming calls. In a disaster situation, only emergency incoming calls will be permitted. Should there be a call from corporate or regional offices, he/she should inquire as to the nature of the call and inform the calling party what has happened. All other calls or inquiries are to be handled by the Project Manager or Operations Supervisor.

The plant emergency numbers listed in this plan will be permanently posted for reference in the plant.

An intercom system is located throughout the facility and the phone system has outside call capacity in the event of a power failure.

PUBLIC INFORMATION

The Project Manager and/or the Operations Supervisor responsible for releasing information to the press and the public concerning any disaster. All information to be released to the press or public must be cleared by the Project Manager in conjunction with RUSA.

On site information will be gathered by the office manager to assist the Project Manager and/or Operations Supervisor. Under no condition is information to be released without the Project Manager's approval.

In the event of a serious injury or a fatality, the Project Manager and the Safety Committee Leader will notify the family immediately. An effort will be made to have a close friend or minister accompany them to the associate's home.

Emergency Response for Bomb Threats

1. Call 911
2. Notify Project Manager immediately.
3. Evacuate all associates to the Redeemer's Fellowship (old Harvard Cinema's) evacuation area.
4. Notify RUSA's General Manager.
5. One supervising associate should remain behind at the front gate assembly area "A" or the back gate assembly area "B" to meet the emergency personnel when they arrive.
6. Emergency personnel will inform associates when it is safe to return to work.

Bomb Threat Checklist

If threat is called in:

- Pretend difficulty in hearing the caller
- Be courteous
- Take Notes

Ask Questions such as:

What kind of bomb is it?

Where is it located?

What building or area?

When will it go off?

Why was it placed there?

What does it look like?

Notes:

Notified: Project Manager ☐ Local Law Enforcement ☐

Call Details:

Name of Person who Received the Call:

Date of Call: Time:

Male/Female/Unknown: Estimated Age:

Identity if Available:

Phone Number:

Did the caller seem familiar with the plant? Please specify how:

Voice characteristics:

Loud	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Childish	<input type="checkbox"/>	Deep	<input type="checkbox"/>
Raspy	<input type="checkbox"/>	Pleasant	<input type="checkbox"/>	Intoxicated	<input type="checkbox"/>	Muffled	<input type="checkbox"/>
Distorted	<input type="checkbox"/>	Robotic	<input type="checkbox"/>	High-pitched	<input type="checkbox"/>	Other:	

Speech:

Fast	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Distinct	<input type="checkbox"/>	Stutter	<input type="checkbox"/>
Nasal	<input type="checkbox"/>	Lisp	<input type="checkbox"/>	Slurred	<input type="checkbox"/>	Other:	

Language:

Articulate	<input type="checkbox"/>	Good	<input type="checkbox"/>	Fair	<input type="checkbox"/>	Poor	<input type="checkbox"/>
Vulgar	<input type="checkbox"/>	Not English	<input type="checkbox"/>	Incomprehensible	<input type="checkbox"/>	Other:	

Accent:

Local ☐ Regional ☐ Foreign ☐ Other:

Manner:

Calm	<input type="checkbox"/>	Angry	<input type="checkbox"/>	Rational	<input type="checkbox"/>	Irrational	<input type="checkbox"/>
Coherent	<input type="checkbox"/>	Incoherent	<input type="checkbox"/>	Chatty	<input type="checkbox"/>	Deliberate	<input type="checkbox"/>
Emotional	<input type="checkbox"/>	Hesitant	<input type="checkbox"/>	Civil	<input type="checkbox"/>	Teasing	<input type="checkbox"/>
Other:							

Background Noise:

Office Machines	<input type="checkbox"/>	Factory Noise	<input type="checkbox"/>	Animals	<input type="checkbox"/>	Traffic	<input type="checkbox"/>
Heavy Equipment	<input type="checkbox"/>	Partying	<input type="checkbox"/>	Voices	<input type="checkbox"/>	Music	<input type="checkbox"/>
Mixed Noises	<input type="checkbox"/>	Airplanes	<input type="checkbox"/>	Trains	<input type="checkbox"/>	Bedlam	<input type="checkbox"/>
Alarms/Ringing	<input type="checkbox"/>	Children	<input type="checkbox"/>	Water	<input type="checkbox"/>	Other:	

Unusual Words or Phases:

Other Details:

Emergency Response for Earthquakes

In case of Earthquake, all associates should **DROP** down low to the ground, take **COVER** under sturdy furniture or crouch with your head covered by your arms along inside walls. Stay away from falling objects or breakable items such as doors, windows, light fixtures and unstable equipment. **HOLD ON** until shaking has subsided. Do not attempt to move during the earthquake due to the high risk of injury, unless it is to escape immediate danger. Move outside once the shaking stops and it is safe to do so. If outside, stay away from buildings, wastewater treatment equipment, electrical and natural gas lines, trees, streetlights and utility wires. Make your way to the assembly points, A or B. Know with whom you are working and make sure all associates are present and accounted for.

Beware of aftershocks. They can measure as much as the initial shock. Once the tremors have passed, a minimum of two associates should work together to determine damage. The following inspections should be made:

1. Conduct a site wide inspection of damage. Do not approach an area, equipment, pipeline etc. unless it is deemed safe to do so.
2. Check all buildings, tanks, etc., for structural damage. Document details.
3. Check all mountings, flexible couplings and machinery for damage that may result in malfunctions as the equipment is returned to normal service. Document details.
4. Look for signs of underground pipeline failures and document investigation findings.
5. Report any electrical, gas or flow issues.
6. Report results back to the Project Manager. Project Manager will report results to RUSA's General Manager.
7. Repair and return equipment back into normal service. Project Manager will report back to General Manager when equipment is back in service.

Emergency Response for Electrical Failures

The Roseburg plant is equipped with two emergency generators that supply backup power in the event of a power failure at the facilities. These generators are tested by placing the plants electrical load on them once a month. The battery supply to these generators is always maintained in top order, so these generators have the battery capacity needed to start these engines.

The following procedure is for restoring commercial power after the generators have been online:

GENERATOR POWER/COMMERCIAL POWER

Prior to switching back to commercial power, ensure that all associates on site are aware of the procedure about to take place.

1. Prior to any switching, make sure that there is power available from the local utility. This is done by looking at the voltage meter located on either end of the Switchboards in the Influent building labeled **SWBD-1A** or **SWBD-1B** as well as in the Blower building labeled **MCC-3A** or **MCC-3B**.
2. Push the generator reset button, located on the Switchboard and labeled **EG-1** (Blower Building) or **EG-2** (Influent Building) next to the black box that protrudes from the panels. This will open the Generator switch gear and the generator will run for **FIVE** minutes.
3. Charge the Main breaker spring. To charge the spring, pull out handle on breaker and move it up and down until it is charged up and the handle breaks free. When it is charged the indicator on the panel will read "**CHARGED**".
4. Depress the "Push to Close" button on whichever Switchboard you are trying to close. (**Close the breaker with the interlock key in it only**).
5. After these procedures are followed and power is restored, you will need to go around to every building to ensure that everything is operating properly.

The following equipment will need to be reset:

Influent Pumps	Clarifiers
Grit Classifier	Boiler
Grit Pump	Polymer system
Cyclone De-gritter	Chlorine System
W-3 Pumps	Biofilter Pumps
W-3 Strainer	Blowers
RAS Pumps	D.O. Alarms
WAS Pumps	Screw press Bldg. Alarms
Gravity Belts	012 Analyzers
Chlorine residual PID's need to be toggled on the SCADA System	

Emergency Response for Electrical Failures at Pump Stations

The RUSA collection systems pump stations are each equipped with emergency generators that supply backup power in the event of a power failure. These generators are tested by running them once a week during the station checks and with a full load once a month. The minimum allotted run time for the generators is 30 minutes. The battery, oil and fuel supply to these generators is checked weekly to ensure they are ready to go in the event of an emergency.

The generators at Highland and Winchester stations are the only two that will automatically start due to a loss of power. An operator must check these stations to verify generator start and check for proper operation. All other generators do not automatically start when a power outage occurs and will need to be turned on by hand by an operator.

The following procedure is for switching to generators at the pump stations when commercial power is offline:

GENERATOR POWER/COMMERCIAL POWER

1. Prior to switching back to generator power, check the oil level in the generator.
2. Confirm there is no power available from the local utility.
3. Start generator by placing it in RUN mode, allowing it to run for 3 to 5 minutes to warm up.
4. Open the PP&L breaker (turn off) on main #1 and remove key. Stand aside and turn head away when switching the PP&L breaker in case there is an arc flash.
5. Insert key into Main #2 labeled "Generator" and unlock.
6. Close generator breaker, stand aside and turn head away when switching the breaker in case there is an arc flash.
7. Generator should be supplying the power for the station.
8. Acknowledge and reset any alarms.
9. Allow pumps to pump down wet well and restore systems to normal operations. Make sure auxiliary equipment is functioning.
10. Contact Power Utility to inform them of the outage and to get an estimated time for when power is restored.
11. Monitor station until power is restored and remove station from running on generator power. Refuel generators as needed.

Emergency Response for Fire

Prevention Plan

12. Routine inspection and preventative maintenance of all electrical equipment, vehicles and fire safety equipment.
13. Proper storage and disposal of all flammable materials.
14. Grass and weed control on and around plant grounds.
15. Assignment and enforcement of designated smoking areas.

Potential Problem Areas - In plant

1. All Vehicles.
2. All Buildings.
3. All electrical panels pull boxes and motors.
4. Grassy areas on and around plant grounds.
5. Fuel storage area.











General Guidelines for all fires requiring Fire Department response:

1. Evacuate all associates from the area.
2. Call 911. Relay the location is the Roseburg Wastewater Treatment Plant.
3. Turn off power and natural gas lines to the affected areas ONLY IF NO POTENTIAL DANGER EXISTS IN DOING SO.

Response Guidelines for fires in Specific Areas

Electrical Panels, Vaults & Motors

1. If the room is filled with smoke, DO NOT ENTER.
2. Call 911.
3. When possible, attempt to extinguish or contain fire with proper class of fire extinguisher. The fire extinguishers at this facility are all multi-use A,B,C class.
4. NEVER USE WATER ON AN ELECTRICAL FIRE.

		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
		Combustible Metal	Magnesium, Aluminum, Etc.
		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

5. Notify supervisor.
6. Notify maintenance so they can inspect damage to equipment.
7. You may use water on a yard debris fire.

Building Fires

1. Evacuate area to assembly sites, A or B.
2. Call 911.
3. Do not allow anyone in the area until Fire Department arrives.
4. Refer to Fire Prevention Plan for further details.

Vehicle Fires

1. If a fire starts while a vehicle is being driven, pull off the road so traffic is not obstructed.
2. If possible, attempt to extinguish the fire with extinguisher in vehicle.
3. Call 911, if necessary.
4. Notify Project Manager.
5. Refer to Fire Prevention Plan for further details.

Oil and Grease

1. Attempt to extinguish or contain fire with a **Class B** fire extinguisher. NEVER USE WATER.
2. Call 911, if necessary
3. Notify Project Manager.
4. Refer to the Fire Prevention Plan for further details.

Emergency Response for Flooding

The following procedures will be followed in the event of flooding due to mechanical or electrical failure:

Electrical Vaults, Lift Stations and Pull boxes

1. Notify supervisor or Project Manager.
2. Turn off all electrical power into and out of the vault before entering or placing a pump in the area. Check with the Lead Mechanic for available electrical drawings.
3. Determine the cause of the flooding and repair.
4. Set up a portable pump to clean out the affected area.
5. Do not attempt to return equipment to service until it has been thoroughly inspected by a maintenance associate.

Section A- Pump Room and Stations

Includes: RAS Building Lower Level, Influent Building Lower and Middle Level, Heat Exchanger Room Lower Level, and ODS Pump Room.

1. Notify supervisor or Project Manager.
2. Turn off all incoming power sources before entering the area.
3. Locate the cause of the flooding and repair.
4. Pump out area with a portable pump.
5. Have area inspected by a maintenance associate prior to returning to service.

Section B- Buildings

Includes: RAS Building Upper Level, Influent Building Upper Level, Pretreatment Building, Belt Room, Boiler Room, Heat Exchanger Room Upper Level, Gas Compressor Room, and Laboratory.

1. Notify supervisor or Project Manager.
2. Turn off electrical service to the building.
3. Open doors to allow water to drain as much as possible.
4. Check sump pumps and floor drains for blockage.
5. Locate cause of flooding and repair.
6. Have area inspected before restoring equipment to service.

The following procedures will be followed in the event of flooding caused by a natural disaster:

Sections A & B- Buildings

1. Notify supervisor or Project Manager.
2. Turn off all electrical service, natural gas and potable water service to the affected area.
3. Evacuate the area until flooding has receded, or pumping operations are complete.

Emergency Response for Petroleum Products

When spills occur on site or off, proceed as follows:

1. Stay safe, do not enter a dangerous situation.
2. Note spill location, contents, and approximate quantity of spill.
3. Notify Project Manager or Operations Supervisor if PM is not available. If Project Manager or Operations Supervisor are unavailable or unable to respond within a short period of time, contact OM Services Spill Guidance Hotline:

C & R Emergency Compliance Phone Number 855-590-3791

4. If instructed to, report spill to the National Response Center within 15 minutes of spill discovery.

National Response Center 800-424-8802

5. If Project Manager determines the spill is significant, First Strike Environmental of Roseburg should be notified immediately. Their number is **541-673-9892**.
6. If instructed to, gather clean up materials and contain the event. Spill kits are located in the HazMat room, Laboratory, and Mechanic Shop. Booms and drain covers are located in the chlorine building.
7. Note spill location, time, date, contents and approximate quantity in the Operations Log and highlight entry. Include any other pertinent data.

Emergency Response for Hydraulic Overload

The following procedures should be followed when the Roseburg plant experiences High Flow conditions:

If the plant flow exceeds 18 MGD, the following operational procedures shall be used.

1. Ensure that all Influent, RAS, and Biofilter pumps are fully operational.
2. If flow continues to rise above 18 MGD, the primary clarifiers will start to back up. If flows continue to rise and you receive high Biofilter wet well alarms you will need to divert some of the flow from the tower. This is done by opening BF2, only open BF2 enough to relieve the desired flow.
3. If the clarifiers continue to rise, it will be necessary to route some of the influent flow through the RAS wet well. To route the flow through the RAS wet well, open RHF1 and then RHF2, this will allow flow from the Primary splitter box to the RAS wet well and up to the aeration basins. This should relieve the flow to the clarifiers and ensure that we don't overflow #2 primary.

Notify your Supervisor as soon as possible.

4. Once the Flow is diverted through the RAS wet well, the RAS gates should be lowered to hold some solids into the Secondary clarifiers.
5. If flows in the plant exceed 18 MGD we will need to staff the plant around the clock. At that time call your supervisor and determine who will be called into the plant after your scheduled shift.
6. Once the flows go below 18 MGD we will no longer staff the plant around the clock and should be able to resume normal plant operations. The only people authorized to deviate from these procedures shall be the Lead Operator or the Project Manager.
7. When flows reach 24 MGD and Influent wet well is above 10 feet, the plant overflow and Influent pump station shall be checked every hour and logged in the plant logbook.

Emergency Response for Toxic Discharge or Shock Loads

Upon notification that there has been a spill of toxic material into the collection system, the person receiving the notification should get as much information as possible. At a minimum, the following information should be obtained:

1. Name of the contact person
2. Type and amount of material discharged
3. Have MSDS/SDS sheet available
4. Date, time and duration of discharge

The professionals responding to a toxic discharge or other shock load to the system must assess what options are available to minimize damage from the discharge. As always, our priorities are to prevent harm to associates and other people, to protect the environment and to protect the plant processes and equipment. If there is a threat to any of the above, immediate action must be taken.

1. If there is a threat of explosion or toxic fumes in the collection system, CALL 911 and then notify Project Manager and RUSA. If an associate is at the site of the discharge, every effort should be made to also clear the area of all personnel. No other actions should be taken at the site until the HAZ MAT team has arrived. It is important to remember that the HAZ MAT Team is the expert, not us.
2. If there is a threat that a toxic shock load will hit the plant, the plant flow should be diverted around the biotower and into an empty aeration basin until the threat passes
3. If a toxic load hits the plant, the flow should be diverted into an empty aeration basin and steps should be taken to find a source of healthy bugs for the activated sludge system
 - Check the RAS first under the microscope. If there is good activity, use the RAS to seed the new aeration basin.
 - If the RAS is unhealthy, contact Winston Green or Sutherlin to see if they have any WAS or RAS they can give us.
4. If the toxic spill or shock load occurs on a weekend or after-hours, at least one additional associate should be called in to assist.

Emergency Response Contingency Plan for Sludge Spills

In case of biosolids spill during transport:

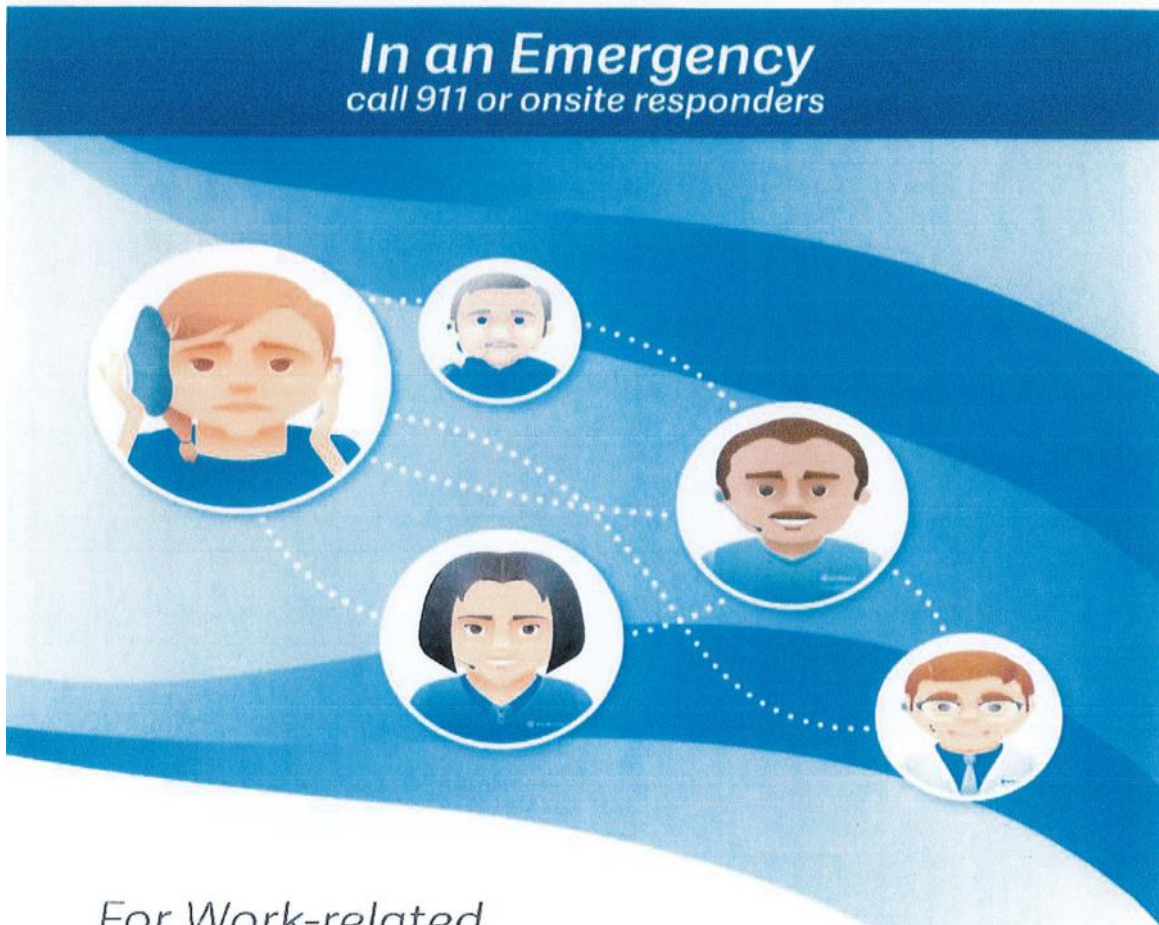
1. Attempt to contain spill and isolate the area.
2. If spill is large and traffic is impeded; call the City, County or State Police to direct traffic until help arrives.
3. Notify the Project Manager of spill and location.
4. The Project Manager will contact the necessary reporting authorities.
5. The Project Manager or supervisor will get help with cleaning biosolids up.
6. Contact RUSA for the assistance of their Vac Truck(s) if the volume calls for it. It may be necessary to have RUSA use the Backhoe & Dump truck to assist with the spill also.
7. Sand may have to be used to spread around the spill and then be picked up with a front-end loader.
8. After the spill is picked up and removed to the storage site, it will be necessary to wash down the area of biosolids residual.
9. As soon as possible, begin filling out the Spill Report ([see Sanitary Sewer Overflow Report](#)) and provide it to the Project Manager.
10. The Project Manager is responsible for completing and sending a copy of Spill Report to D.E.Q. with the Compliance Report.

Emergency Response for Medical Emergencies



RIGHT CARE • RIGHT TIME • RIGHT SETTING

In an Emergency
call 911 or onsite responders



*For Work-related
Injuries or Illnesses*

888.449.7787

Occupational nurses, physicians & technicians 24/7

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Emergency Evacuation Routes and Assembly Points

1. Evacuation maps are placed near doors in every room in the plant and at all lift stations.
2. In the event of an evacuation, it is important to remain calm and proceed carefully.
3. In the event of a general evacuation, all associates will meet at the front gate entrance marked "Emergency Assembly Point- A". If the hazard is at the front of the facility, all associates will meet at "Emergency Assembly Point-B" located just outside the back gate.
4. In the event of an off-site mass evacuation, all associates will meet at the Redeemer's Fellowship Church (Old Hard Cinemas) parking lot on Harvard Avenue.

See attached diagrams and evacuation maps.




This map is for displaying general information.
For detailed information structures must be field verified and located.

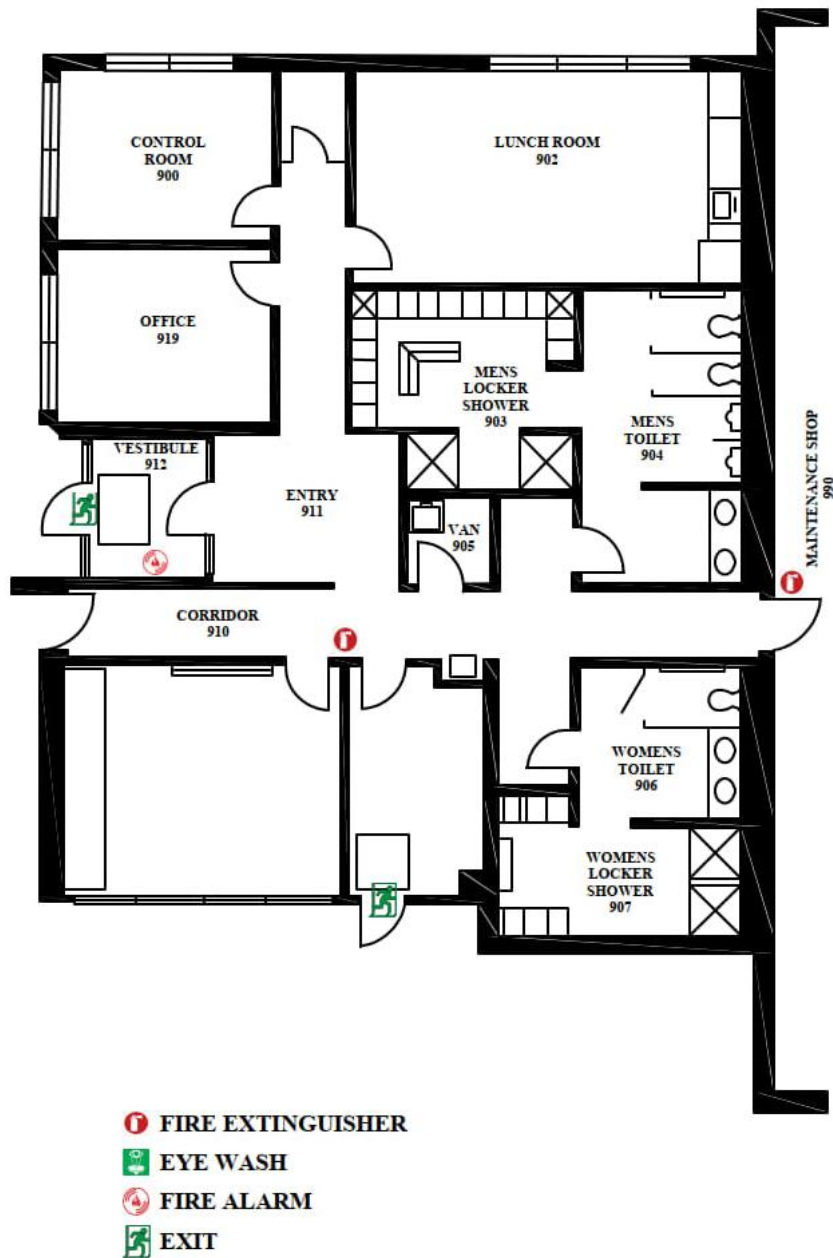


Roseburg Urban Sanitary Authority
1297 Grandview Dr.
PO box 1185
Roseburg, OR 97470
541-672-1551

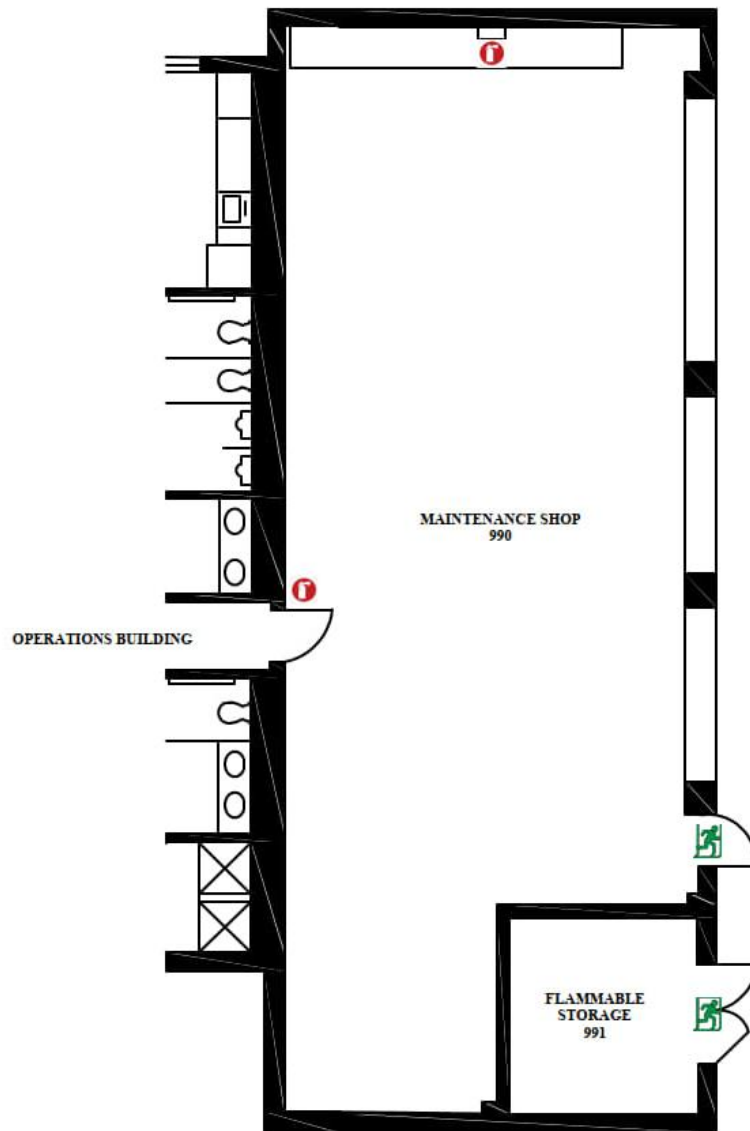
EMERGENCY EVACUATION MAP






1 inch = 100 feet

OPERATIONS BUILDING

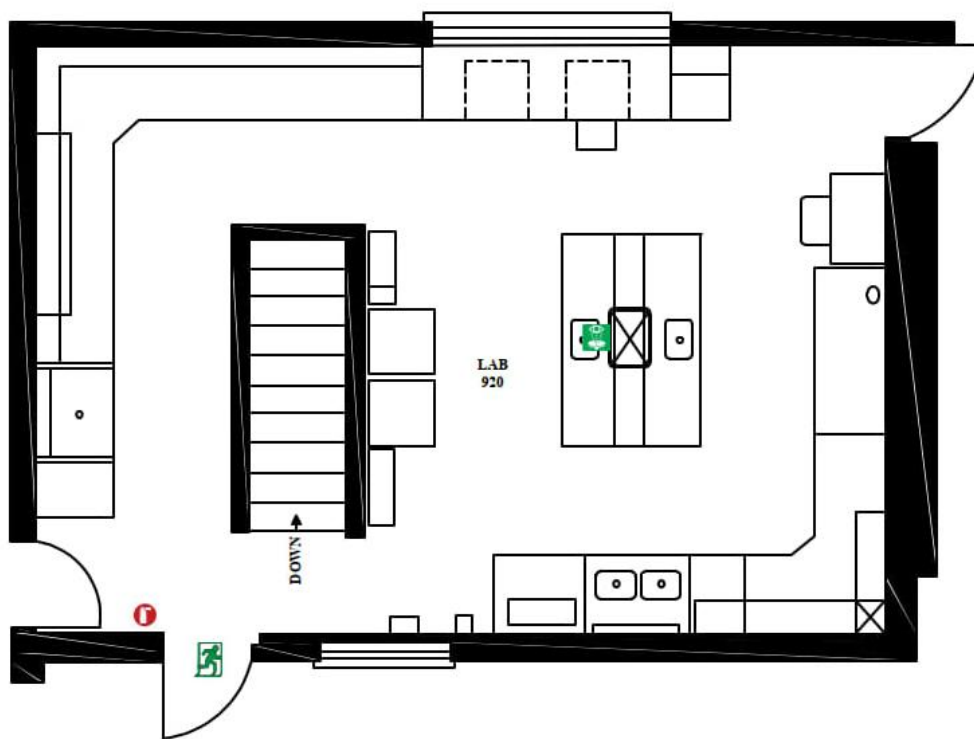






MAINTENANCE BUILDING



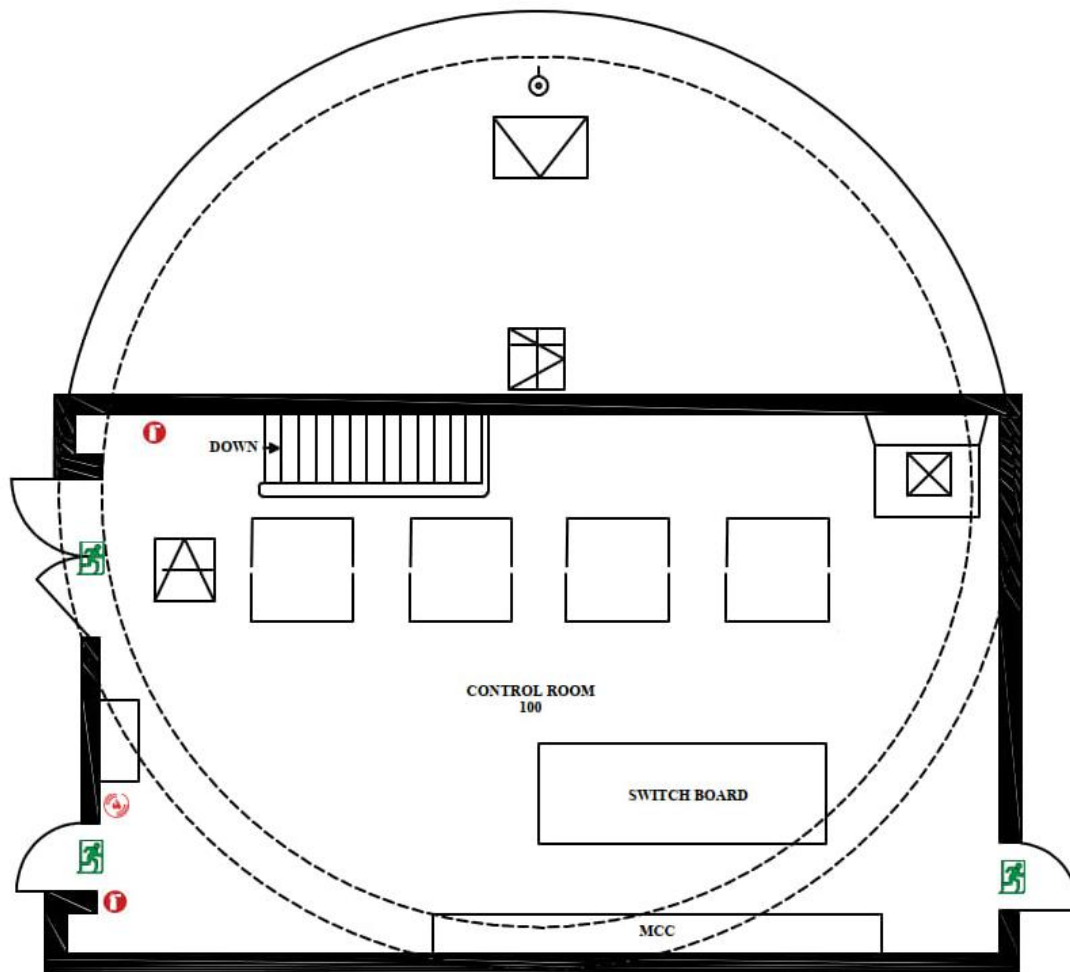
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-  EYE WASH
-  FIRE ALARM
-  EXIT





LABORATORY



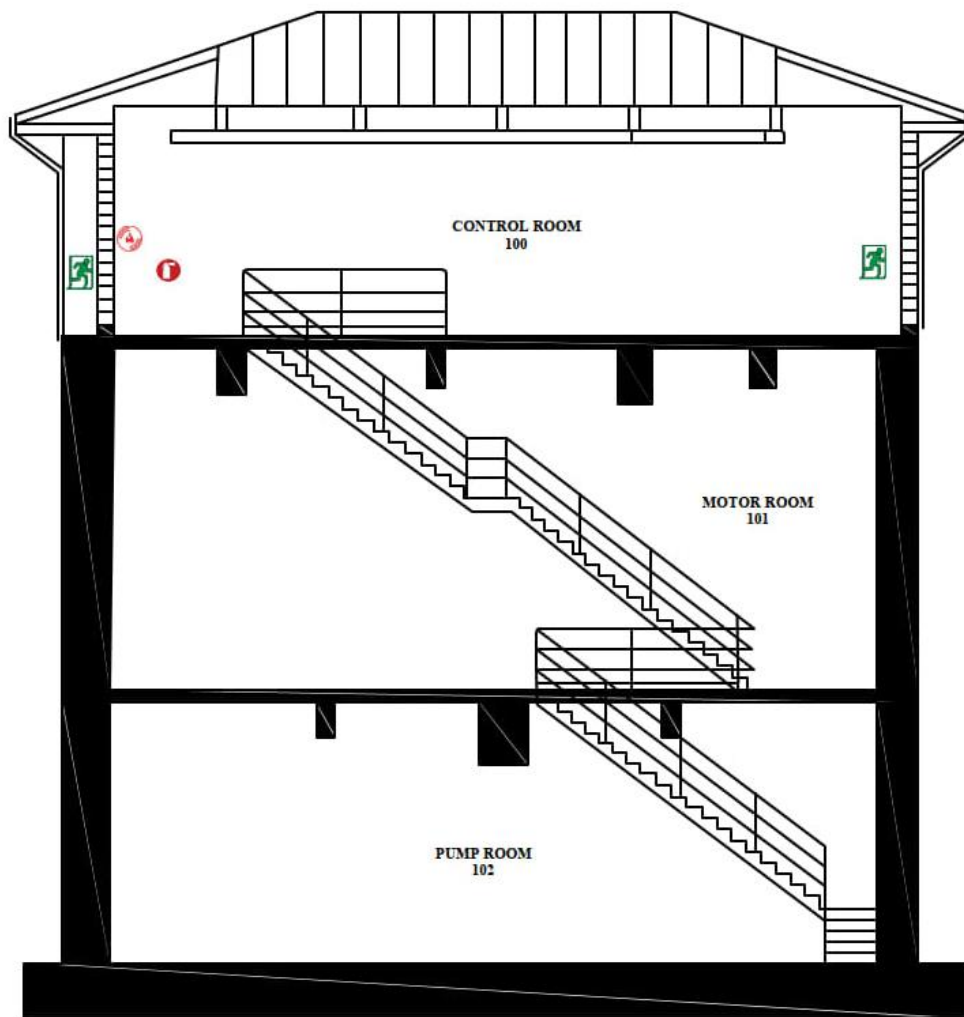
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-  EYE WASH
-  FIRE ALARM
-  EXIT





INFLUENT BUILDING (UPPER LEVEL)



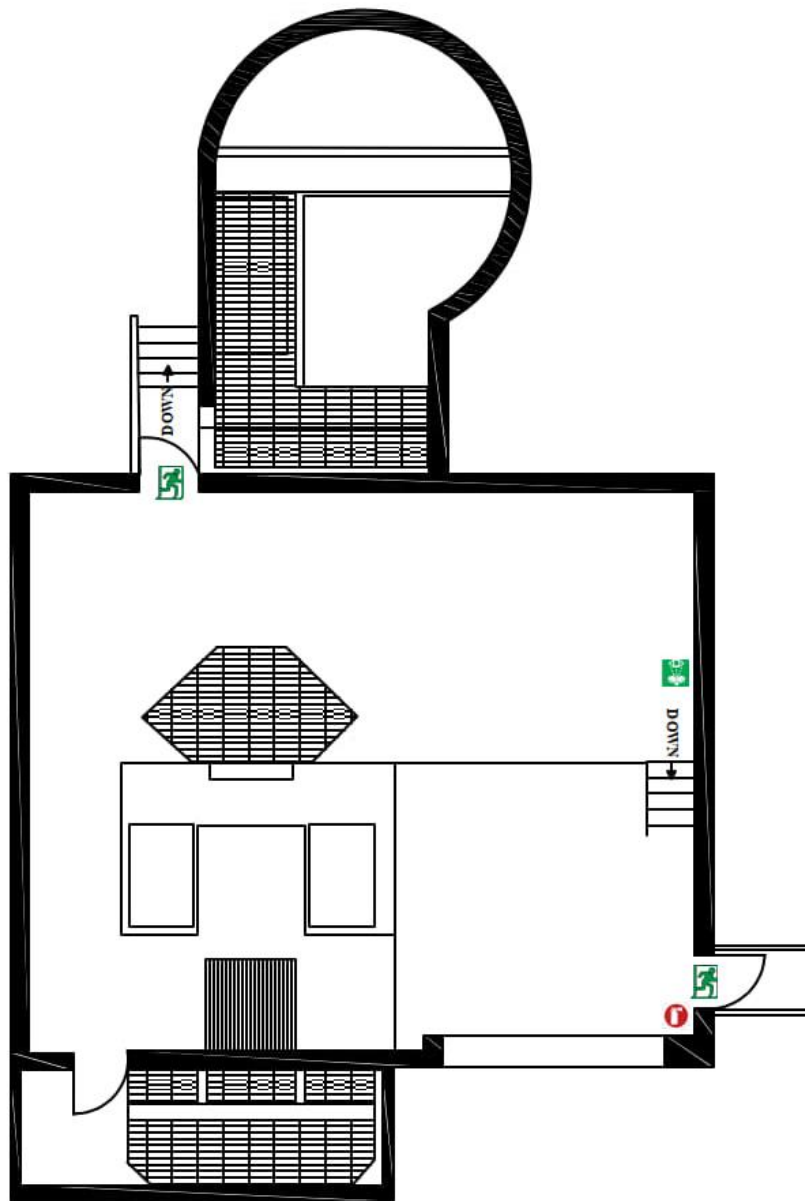
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-  EYE WASH
-  FIRE ALARM
-  EXIT





INFLUENT BUILDING (LOWER LEVELS)



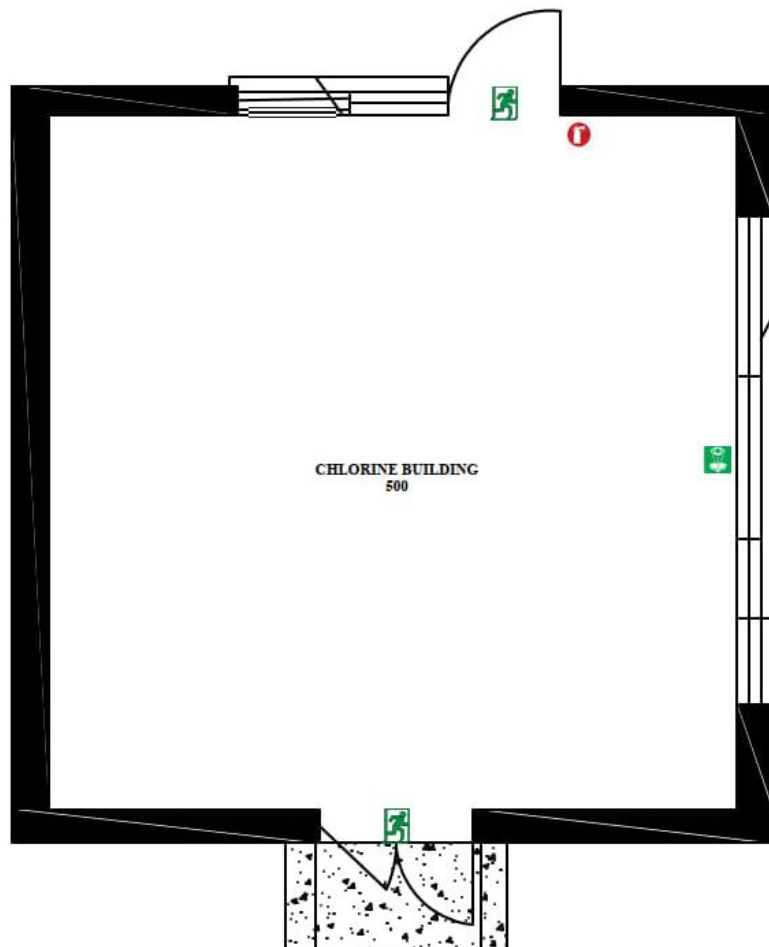
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-  EYE WASH
-  FIRE ALARM
-  EXIT





PRETREATMENT BUILDING



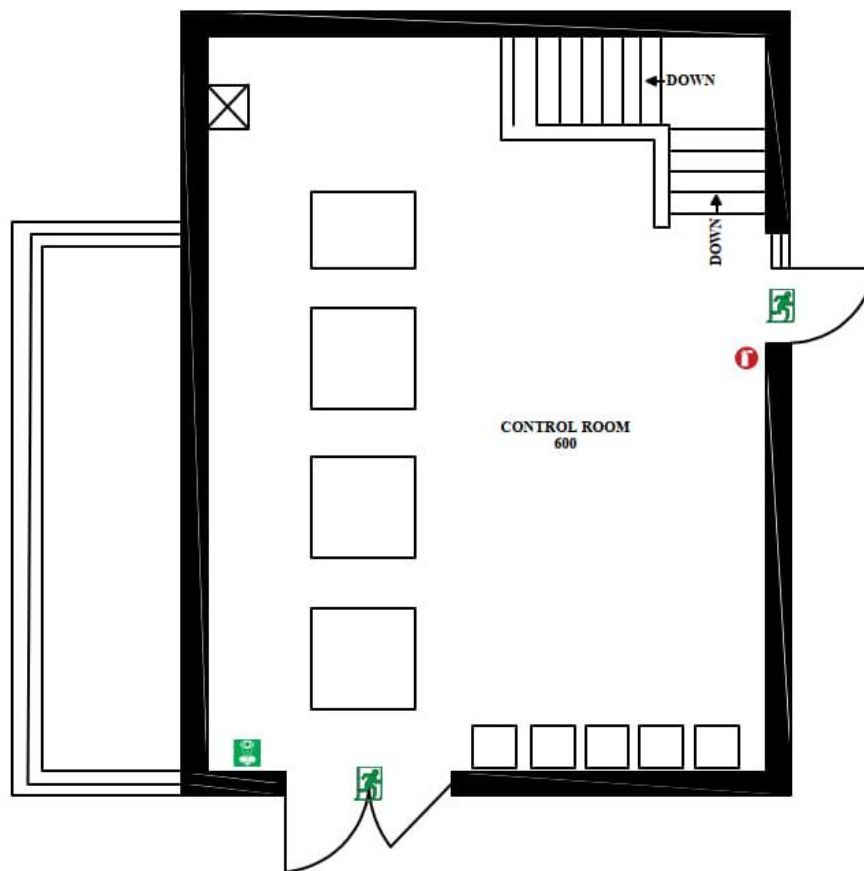
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-  EYE WASH
-  FIRE ALARM
-  EXIT





CHLORINE BUILDING



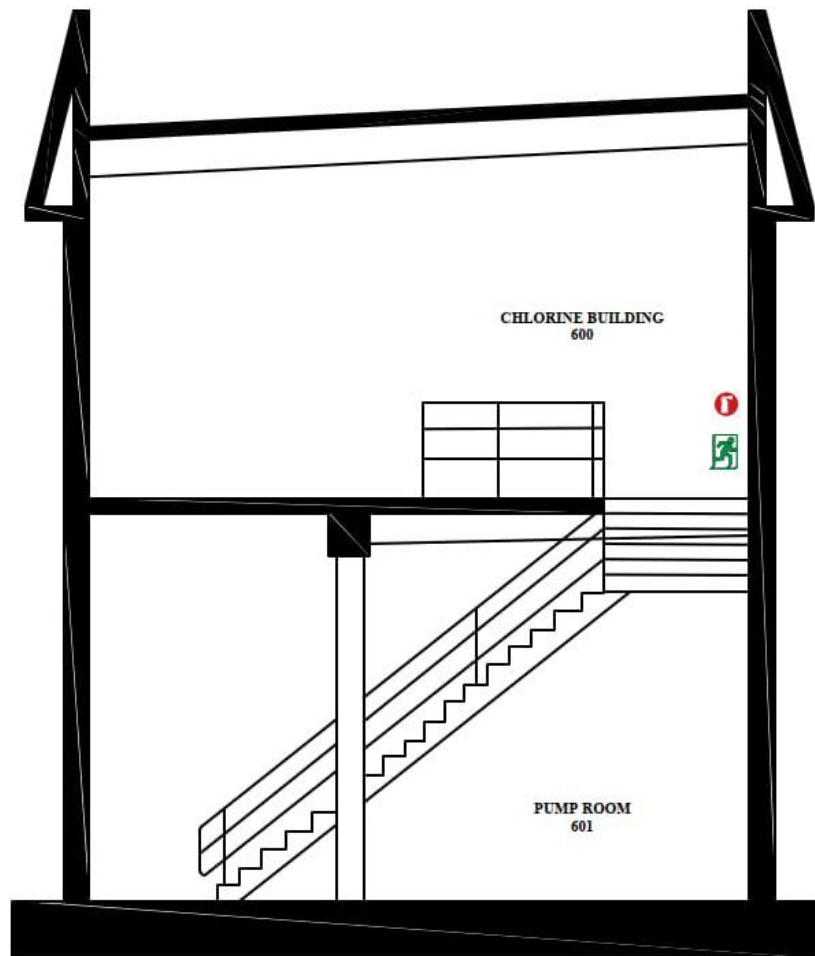
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-  EYE WASH
-  FIRE ALARM
-  EXIT





RAS BUILDING



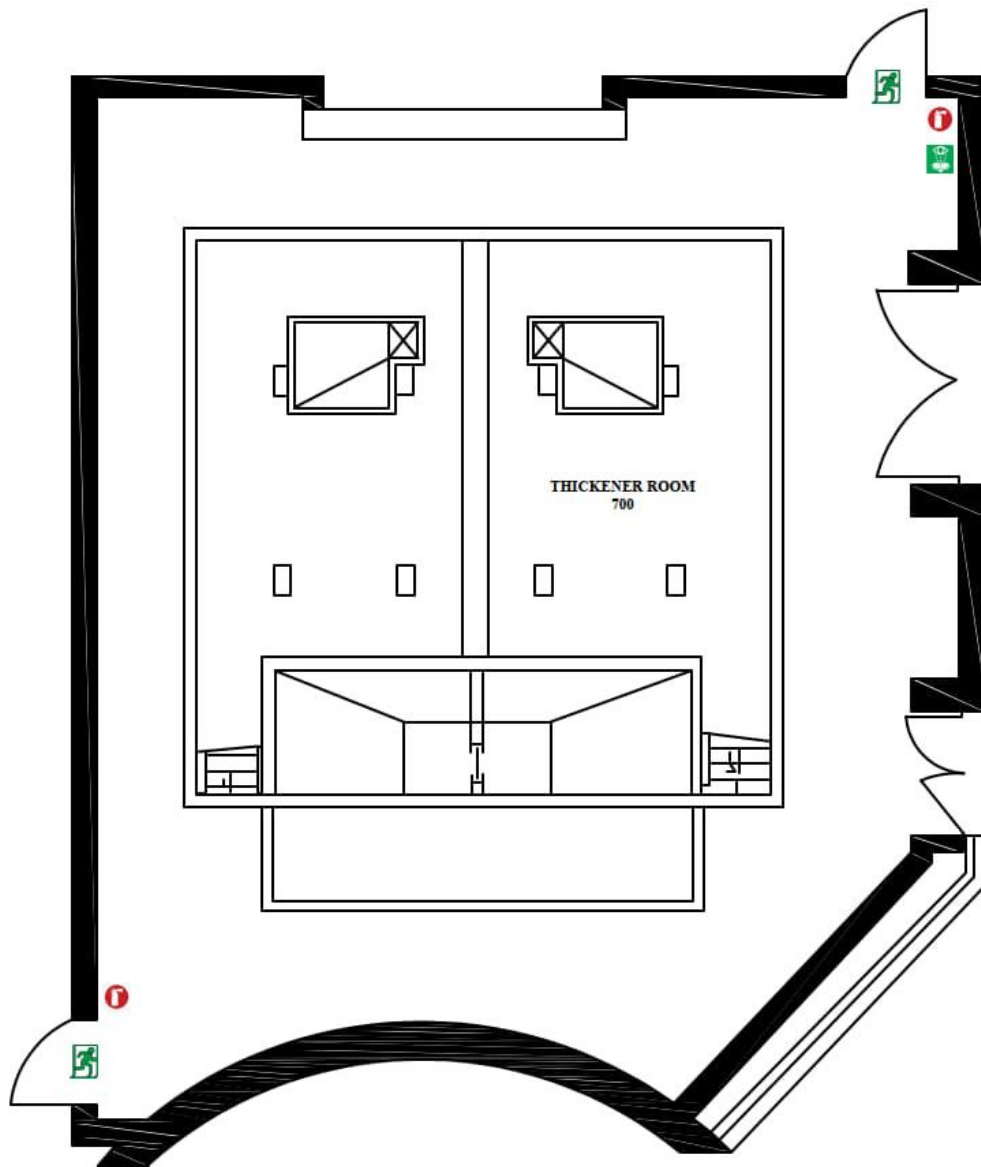
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-  EYE WASH
-  FIRE ALARM
-  EXIT





RAS BUILDING (LOWER LEVEL)



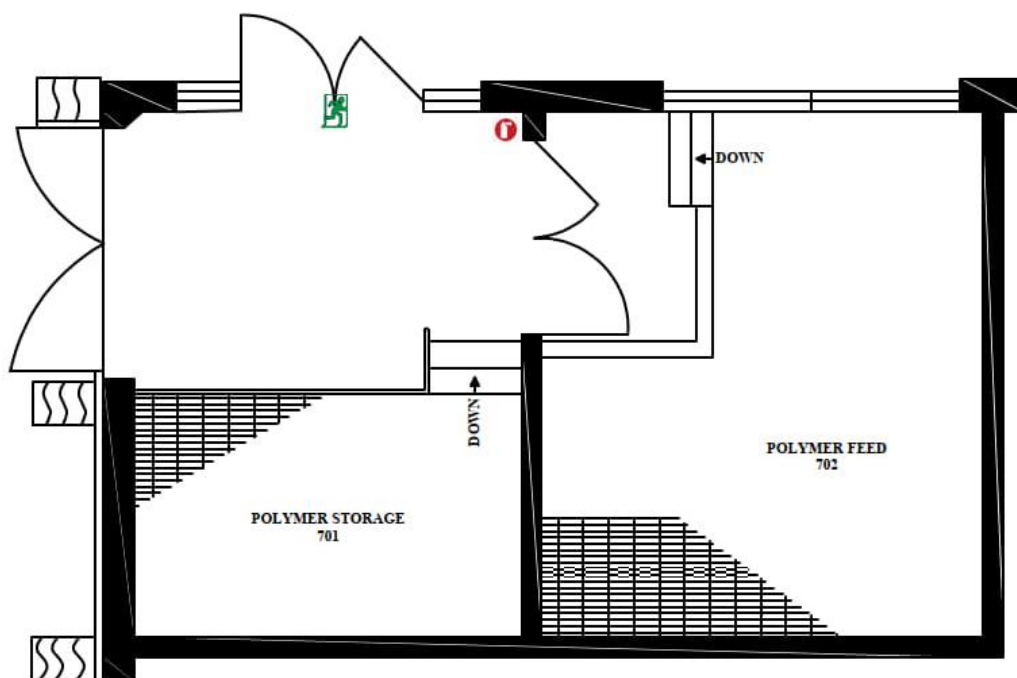
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-  EYE WASH
-  FIRE ALARM
-  EXIT





THICKENER ROOM



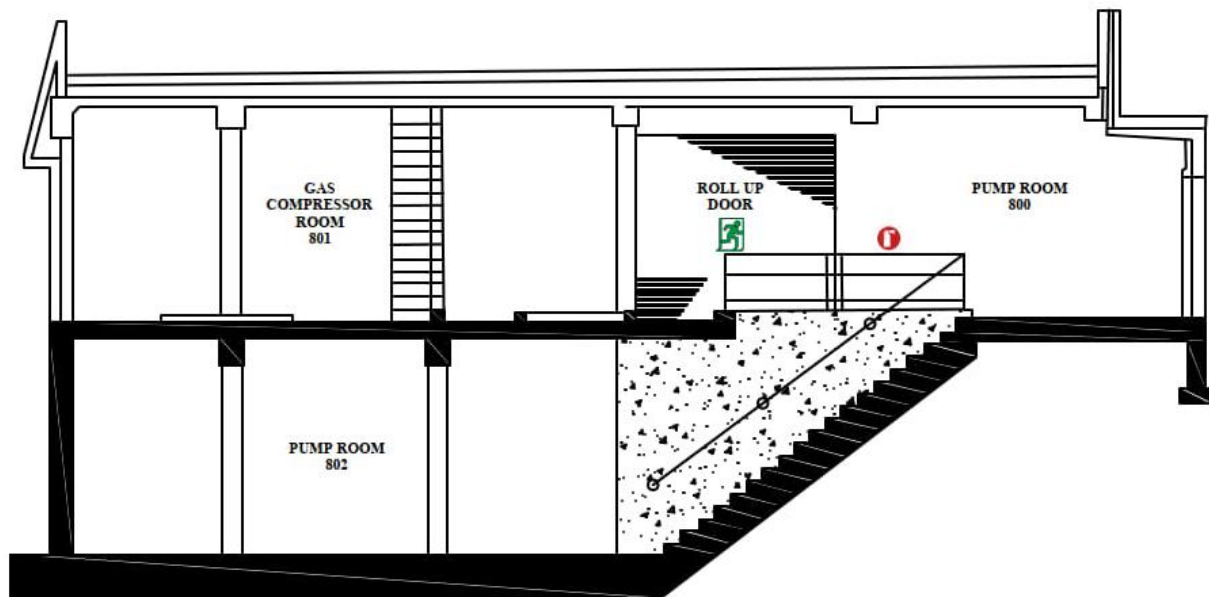
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-  EYE WASH
-  FIRE ALARM
-  EXIT





POLYMER ROOMS



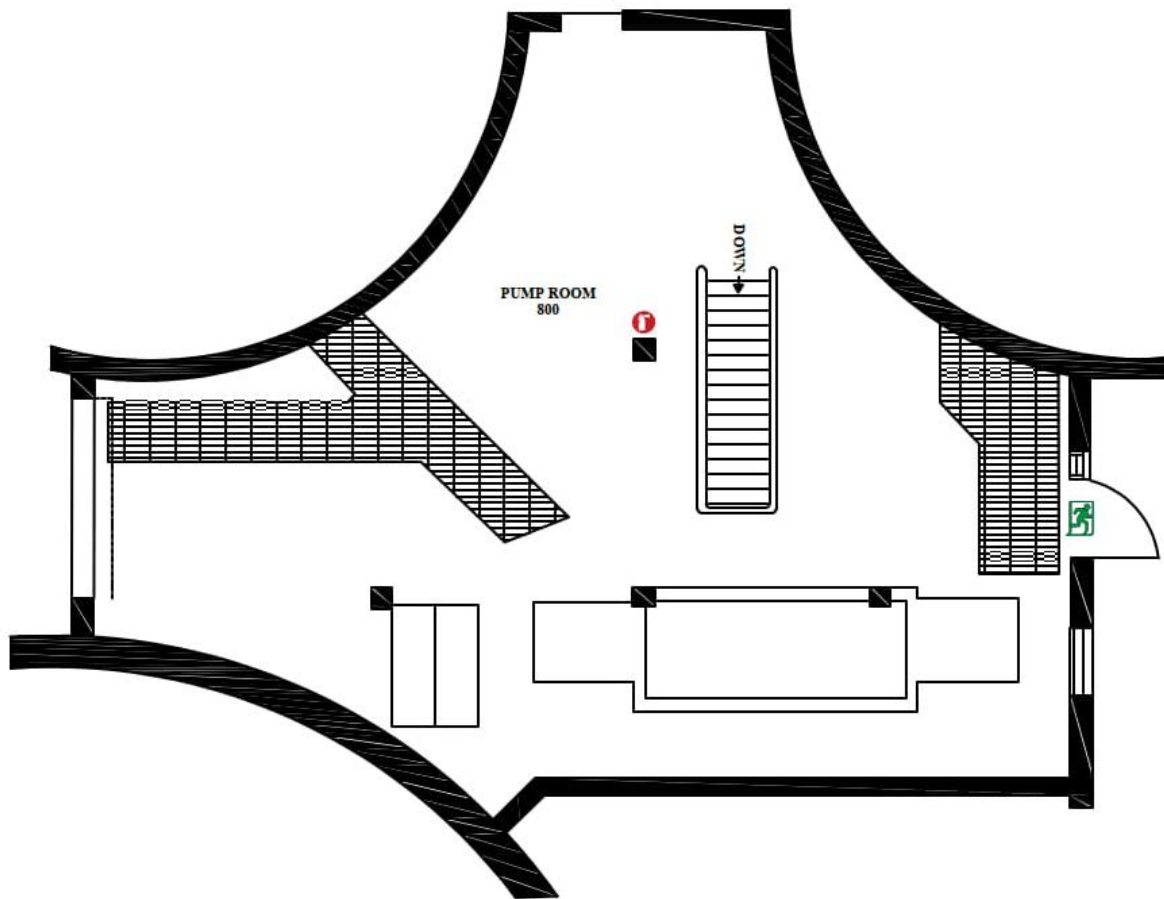
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-  EYE WASH
-  FIRE ALARM
-  EXIT





TRANSFER PUMP ROOM



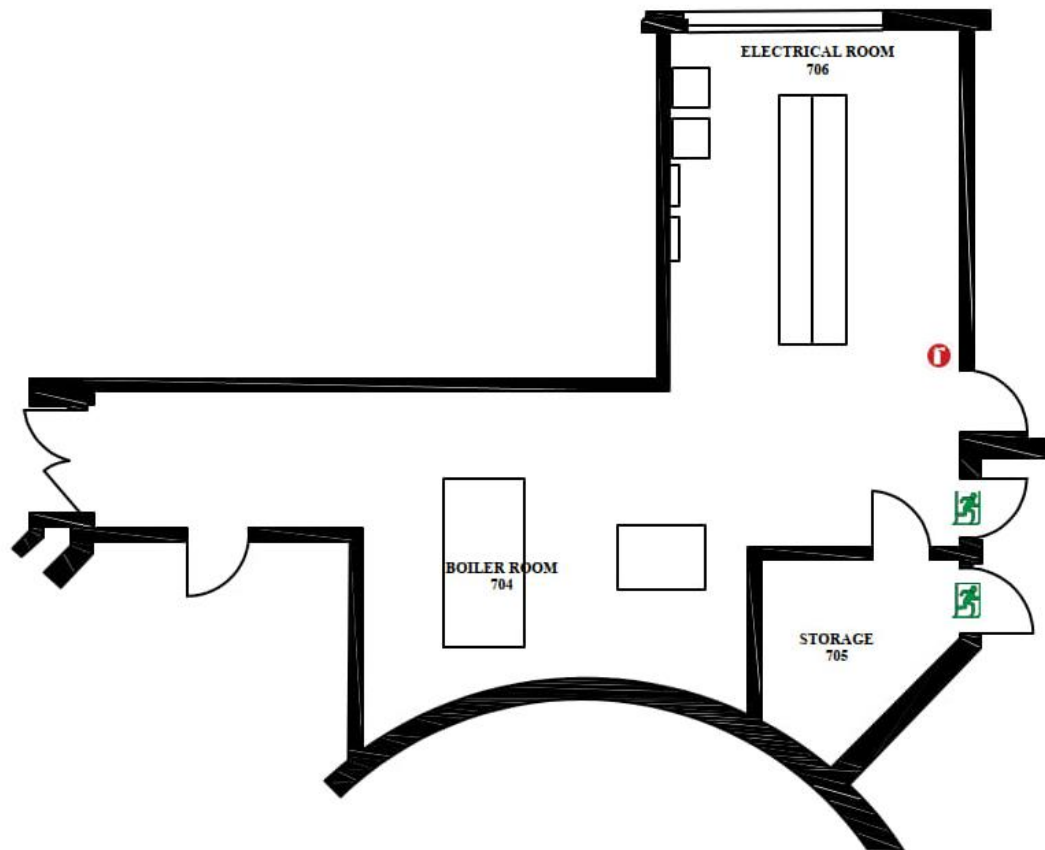
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-  EYE WASH
-  FIRE ALARM
-  EXIT

HEAT EXCHANGER ROOM



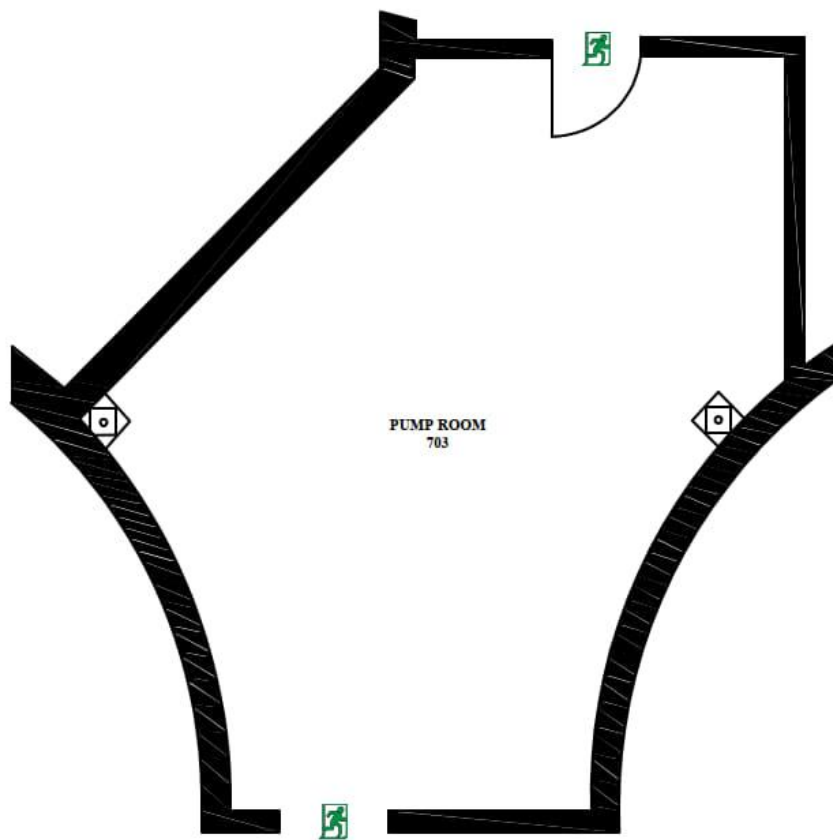
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-  EYE WASH
-  FIRE ALARM
-  EXIT





BOILER ROOM



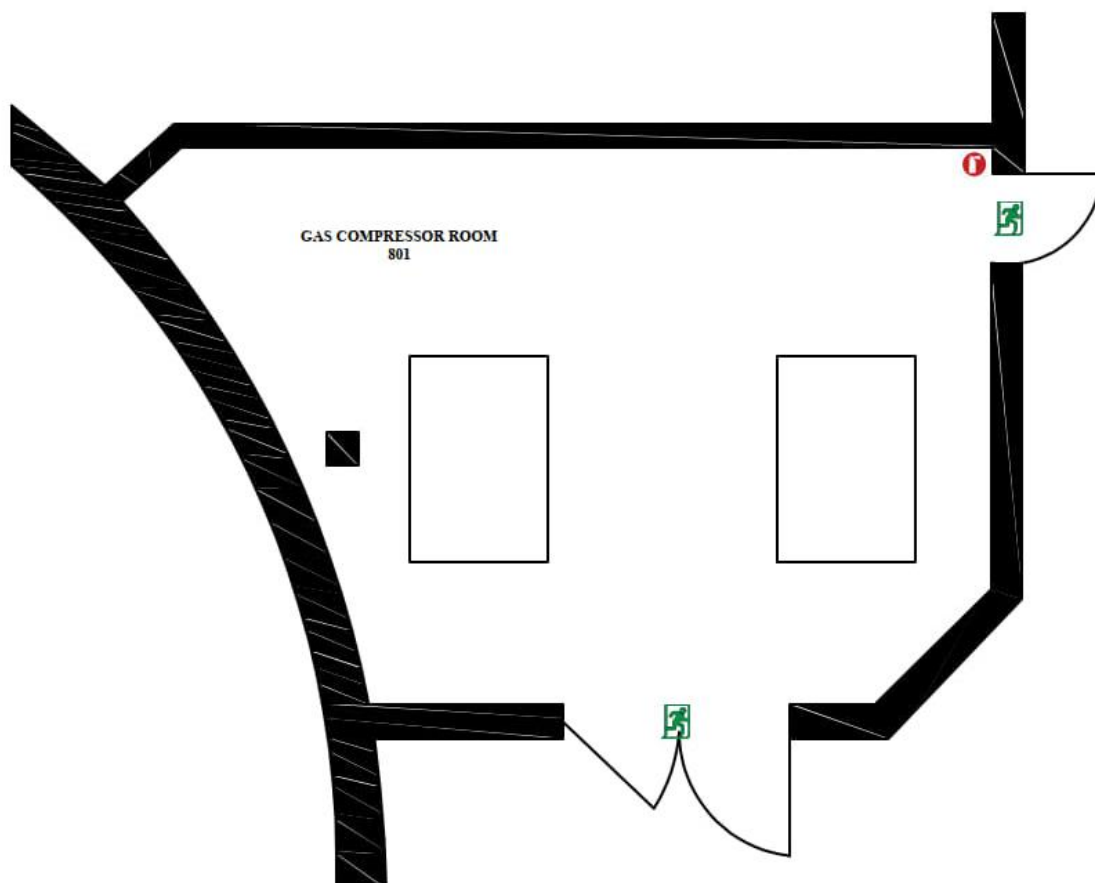
- FIRE EXTINGUISHER**
- EYE WASH**
- FIRE ALARM**
- EXIT**





HOT WATER PUMP ROOM



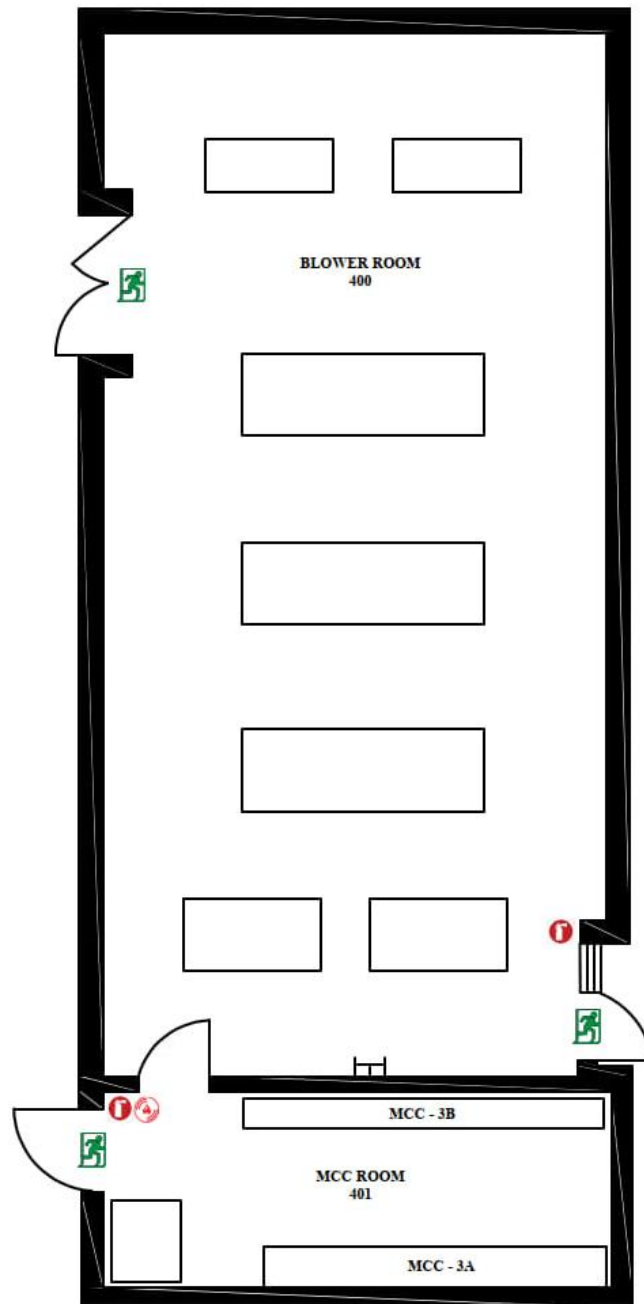
-  FIRE EXTINGUISHER
-  EYE WASH
-  FIRE ALARM
-  EXIT


GAS COMPRESSOR ROOM





-  FIRE EXTINGUISHER
-  EYE WASH
-  FIRE ALARM
-  EXIT

BLOWER BUILDING



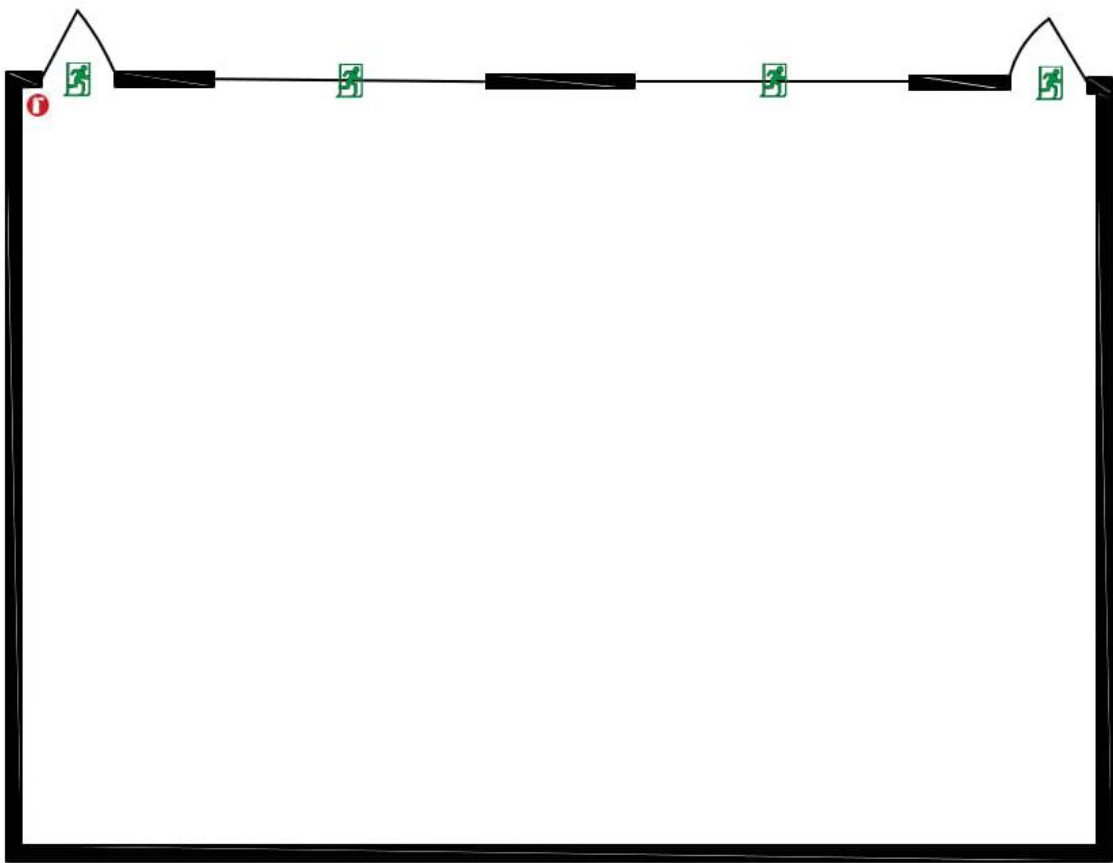
 FIRE EXTINGUISHER





 EYE WASH

 FIRE ALARM

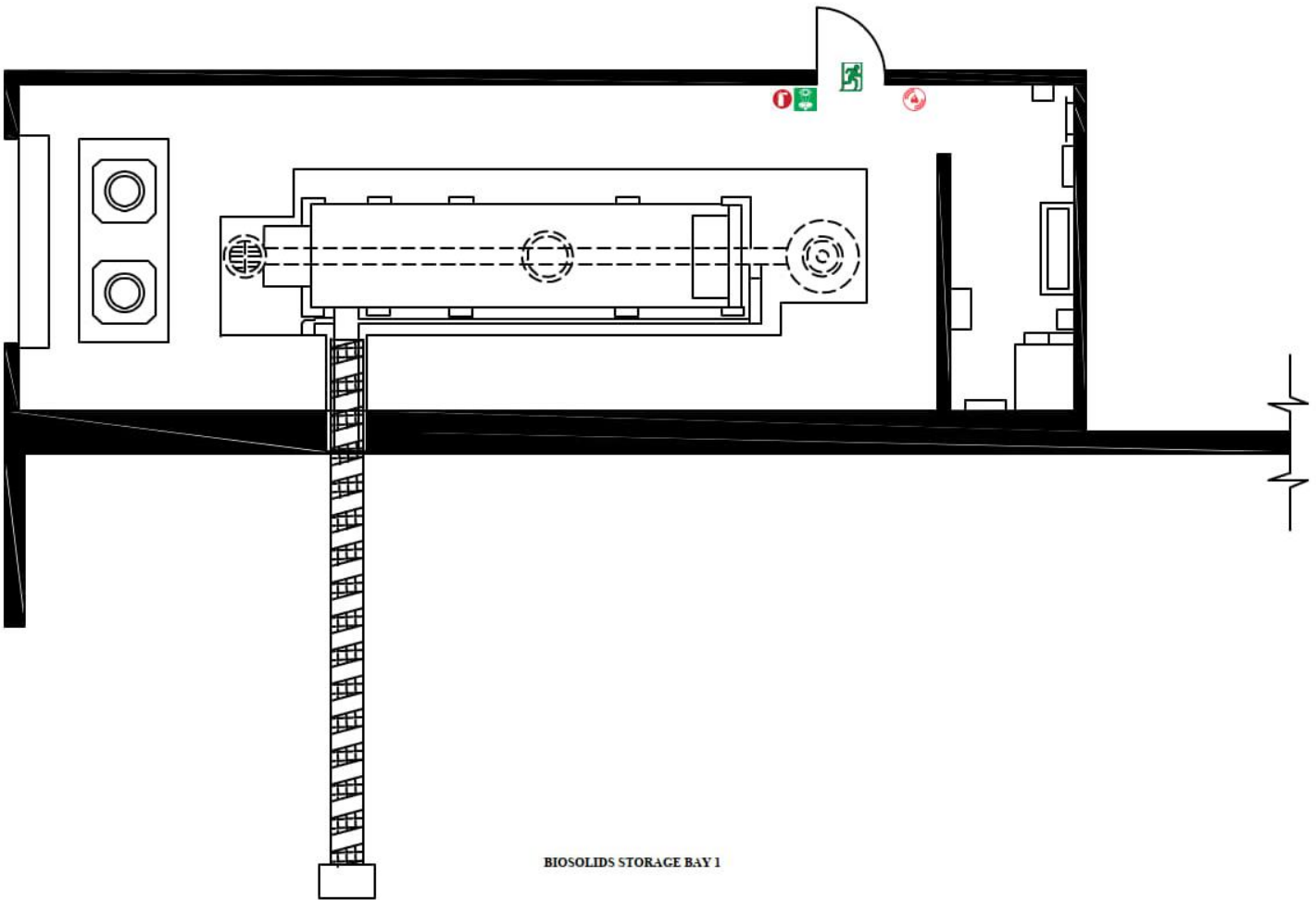
 EXIT





GREEN STORAGE SHED



-  FIRE EXTINGUISHER
-  EYE WASH
-  FIRE ALARM
-  EXIT

BIOSOLIDS BUILDING



-  FIRE EXTINGUISHER
-  EYE WASH
-  FIRE ALARM
-  EXIT





Jacobs-Roseburg Critical Equipment List

Wastewater Treatment Plant

- Influent
- Pretreatment
- Biofilter
- Blowers
- RAS
- Digester/Sludge
- Solids Building / Screw Press
- Clarifiers
- Chlorine
- Effluent

Lift Stations

- Fairgrounds
- Highland
- Winchester
- North Bank
- Wilbur #1
- Wilbur#2
- Loma Vista
- Bourbon Street

RESOLUTION NO. 22-01

**A RESOLUTION AMENDING RESOLUTION NO. 21-01 REGARDING THE SYSTEM
DEVELOPMENT CHARGE**

WHEREAS, Ordinance No. 2005-01, established and imposed a System Development Charge and determined that inflationary cost impacts shall be measured and calculated annually and charged accordingly; and

WHEREAS, inflationary calculations are to be based upon Pacific Northwest Construction cost changes in the Engineering News-Record Construction Cost Index as represented by the City of Seattle, Washington; and

WHEREAS, the October 2020 Engineering News-Record reported the construction cost index as 12,776.24; and

WHEREAS, the October 2021 Engineering News-Record reported the construction cost index as 13,573.94; and

WHEREAS, the increase is calculated as six and twenty-four hundredths percent (6.24%).

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Board of Directors of the Roseburg Urban Sanitary Authority accepts and ratifies an inflationary construction cost adjustment of six and twenty-four hundredths percent (6.24%) for the Authority's sanitary sewer System Development Charges.

Section 2. The inflationary cost impact shall be assessed against the sanitary sewer System Development Charges beginning July 1, 2022, raising the System Development Charge from \$3,050 per equivalent dwelling unit to \$3,240 per equivalent dwelling unit.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY'S
BOARD OF DIRECTORS THIS 11TH DAY OF FEBRUARY 2022.**

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

GENERAL MANAGERS REPORT

Date: 5/03/22

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 has completed all the work included in the contract. The staff has completed the CCTV inspection to put the project in the warranty stage.

The contractor will be submitting a pay estimate for Board review and approval. The pay request was not available in time to include it in the Board packet. We will be providing the documentation at the Board meeting.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. We will advertise the project for a May/June start date when the plans and specifications are complete.

Storm Drain Isolation Project WWTP

i.e. Engineering has started the design of the project. The tentative schedule anticipates requesting proposals from local contractors in mid-June and a request to award at the July Board meeting.

Chadwick Street Sewer Rehabilitation

i.e. Engineering has started the design of the project. The tentative schedule sets the advertisement to be published in mid-June and close on July 16th. Staff plans on presenting to the Board the bid results at their July Board meeting.

Atlanta Street Rehabilitation

i.e. Engineering has started the design of the project. The tentative schedule sets the advertisement to be published in mid-July and close on August 4th. Staff plans on presenting to the Board the bid results at their August Board meeting.

2022-23 Jacobs Contract for Plant Operation

Jacobs has provided Amendment No. 17 to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services.

Jacobs is proposing a total cost of \$1,601,227 which represents a cost increase of 2.9%. Jacobs has held to the 2023 estimated costs for all items except for chemicals.

Low-Income Housing Water Assistance Program

RUSA has entered into a contract with United Community Action Network to participate in the Low-Income Housing Water Assistance Program. This program will offer eligible households to apply for assistance to pay delinquent utility bills.

**AMENDMENT NO. 17
TO THE
AGREEMENT FOR WASTEWATER FACILITIES OPERATIONS,
MAINTENANCE AND MANAGEMENT SERVICES
For the
ROSEBURG URBAN SANITARY AUTHORITY**

This Amendment No. 17 is made and entered into this ____ day of _____, 2022, by the Roseburg Urban Sanitary Authority (hereinafter "RUSA") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI"). This is an amendment to the Agreement, dated June 10, 2005, between RUSA and CH2M HILL OMI (hereinafter the "Agreement").

NOW THEREFORE, RUSA and CH2M HILL OMI agree to amend the Agreement in accordance with Article 1.6 as follows:

1. Article 4.1 is hereby deleted in its entirety and replaced with the following:

RUSA shall pay to CH2M HILL OMI as compensation for services performed under this Agreement a Base Fee of One Million Six Hundred One Thousand Two Hundred Twenty-Seven Dollars (\$1,601,227) for the period of July 1, 2022 through June 30, 2023 of this Agreement. Subsequent years base fees shall be determined as hereinafter specified.

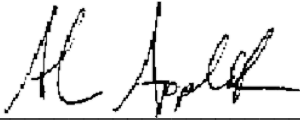
2. Article 4.2 hereby is deleted in its entirety and replaced with the following:

The estimated total Direct Cost for providing services under this Agreement is One Million Three Hundred Thirteen Thousand Six Dollars (\$1,313,006) for the period of July 1, 2022 through June 30, 2023 of this Agreement. If actual total Direct Costs is less than the estimated total Direct Cost for any one year, CH2M HILL OMI will rebate to RUSA one hundred percent (100%) of the difference, except for the adjustments ascribed in Article 4.6. If the actual Direct Cost is greater than the estimated Direct Cost for the current period, RUSA will pay one hundred percent (100%) of the difference between the actual and estimated Direct Cost. CH2M HILL OMI will provide written notification of forecasted annual total Direct Costs for the current contract year on a monthly basis for RUSA approval.

This Amendment together with all previous Amendments and the Agreement constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in force and effect. Neither this Agreement nor the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**



Name: Andy Appleton
Title: Vice President
Date: 5/4/2022

**ROSEBURG URBAN
SANITARY AUTHORITY**

Name:
Title: General Manager
Date: _____

Name:
Title: Board Chairman
Date: _____



INTEROFFICE MEMORANDUM

TO: BOARD OF DIRECTORS
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: PROFESSIONAL DEVELOPMENT
DATE: 5/03/22
CC:

Roseburg Urban Sanitary Authority's Collection System Superintendent, Steve Lusch, attended a re-certification class to maintain his "Asbestos Worker Certification". Oregon DEQ requires that employers must provide training annually for all employees installing and handling asbestos-containing materials (ACM). Additional training is required depending on the class/level of asbestos work being performed.

Steve and Kyle Bartlett maintain the Asbestos Worker Certification; the remainder of the Collection and Engineering staff will attend annual Asbestos Awareness training.

Brandon Kitcher and Nick Soule both completed ODOT's Public Agency Work Zone Traffic Control (Flagger) Training.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision and sewer main extension– Sewer Mainline complete waiting on easements.
- Kenwood Tabor PUD- Construction has resumed, Sewer Main and Manhole Testing now complete.
- Sunshine Road Apartments and sewer main extension – work has been completed waiting on easements and testing.
- Ash Spring Apartments and sewer main extension – Sewer Work completed waiting on testing on easements.
- Back Nine Extension - Pipe and manholes installed. Waiting on Easements and TV inspection
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Rosemary Subdivision and main extension (on hold)

PRELIMINARY DESIGN:

- Tabor – Military Avenue partition
- Library Siphon
- I&I Reduction Project – Manhole Rehabilitation, Winchester Basin
- Deer Creek sewer trunk line rehabilitation project – Phase I
- Replacement and Upgrade of pumps at Highland Pump Station
- Atlanta Street Main Extension
- Chadwick Mainline Extension

PROJECTS:

- Hooker Road Project – Project completion date February 20th, 2022.
- Chadwick sewer main extension.
- New Chemical Feed Building – WWTP
- New security fence – WWTP
- New security cameras – Administrative Office
- Atlanta

ROSEBURG URBAN SANITARY AUTHORITY

APRIL 2022 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 51 work orders.
- Completed CCTV and cleaning of 27,147 feet or 5.14 miles of mainline.
- Completed cleaning of 30,135 feet or 5.7 miles of mainline.
- Completed 81 manhole inspections.
- Completed root treatment of 4,057 feet of mainlines with diameter ranging from 6 to 24 inch.
- Completed semi-annual vector control.
- Completed monthly trouble spot inspections.
- Completed 171 underground utility locate requests.
-

ENGINEERING DEPARTMENT:

- Issued 9 permits and 12 completed inspections.
- FOG Report:
 1. Notified Safeway they needed pump, they were scheduling.
 2. Dairy Queen has not pumped.
 3. Chi's had been pumped
 4. Carl's Jr. pumped
 5. Sizzler, good condition
 6. Both KFC location were pumped
 7. Wendy's need to be pumped, They have now done so and are scheduling regular pumping.

FINANCE DEPARTMENT:

- Vacancy Credits: 1 was processed for a total of \$75.00 in April.
- Credit cards/eChecks: 1333 payments totaling \$95,173.26 or approximately 16.9% of monthly billing was collected in April. 125 payments were received by voice response system, 36 payments received at the counter and 1172 on-line.
- Automatic Payments: 2,123 customer accounts are signed up. Received \$94,453.79 or approximately 16.7% of monthly billing.



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

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 94% BOD removal (estimate) 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 April 2022, was 195,000 KWHRS with a total Effluent flow of 144.35 million gallons all of which went to the river at Outfall 001. The April 2021 electrical consumption was 206,000 KWHRS with a total Effluent flow of 88.44 million gallons all of which went to the river at Outfall 001.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in April:

- *Pete's Drive In*: Talked to manager as there was some grease in interceptor, he is on a schedule.
- *DC Precision Lube*: Used sludge judge and level was good for hydrocarbons.
- *Dutch Brothers Coffee (Stephens Street)*: Follow up from March, lots of FOG in the discharge line and no interceptor located.
- *Backside Brewing*: Visible brewery waste stream noticed but no FOG issues in downstream manhole.
- *Abby's Pizza*: Checked the downstream manhole and flow looks good, no FOG.

NATURAL TREATMENT SYSTEM (NTS)

- Numerous repairs were completed on the low zones to rods, supply lines and sprinklers, prior to irrigation starting on the 29th.
- Flow was diverted to go over to the NTS on Friday April 29th.
- Three probes that measure pH, temperature and dissolved oxygen were deployed into the river and Sylman creek.

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 53.6 Million Gallons
- Average Daily Flow from all Lift Stations per day – 1.9 Million Gallons

MAINTENANCE ACTIVITIES

- Replaced the rubber cone liner on the Cyclone Grit Separator.
- Installed two new check valves for the Boiler water make-up system.
- Replaced the 1.5" ball valve for the W-3 hydrant at the Sludge Loading Dock.
- Replaced the float valve for the seal water tank at the Highland station.
- Replaced the oil thermostat for the #2 Plant Air Compressor.
- Replaced the fuse blocks on both VFD's at the Winchester station.

Repairs / Upgrades

- Fabricated and installed a new Automatic Greaser for the Bio tower. (See attachment)
- Installed grating for D.O. improvements to the discharge of the Wetland area. (See attachment)
- Installed a vibrator for the dry Polymer Hopper system.

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.
- 100 permit tests were completed during the month.
- On 4/20/22, lab water samples were collected and shipped to NRC for testing.
- Calibrated Eureka probes for testing. Probe that we had repaired did not work. Contacted Ric @ Eureka, he pulled our other probe from their Queue to be repaired and sent back to us overnight. Sent bad probe back to Eureka.
- 4/28/22 received Eureka probe back from being repaired. Calibrated and prepped for use.
- 4/29/22 probes launched at SW1, SW5, and SW6.
- Took bisulfite analyzer offline and flushed system.
- 4/26/22 received DMR-QA Study 42 samples.
- Sent our response of receipt to DEQ DMR Coordinator.
- Printed out Study 42 announcement letter.

BIOSOLIDS

- Dewatered biosolids continue to be stored.
- Trucks have been rotated through for DOT checks.

UPCOMING EVENTS:

- Highland pump installation.
- NTS high zone repairs.
- Irrigation increase as needed.

OPERATIONS/NTS

- Working on scheduling a digester cleaning date.

MAINTENANCE

- Replace the #1 pump at Highland with a new chopper pump.
- Repair the discharge pipe for the #3 Influent pump.

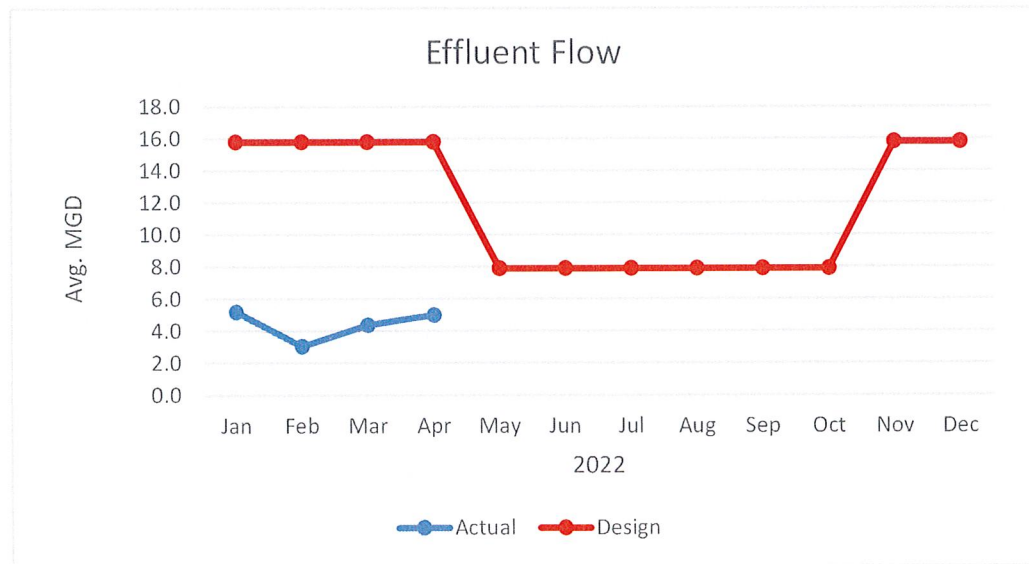
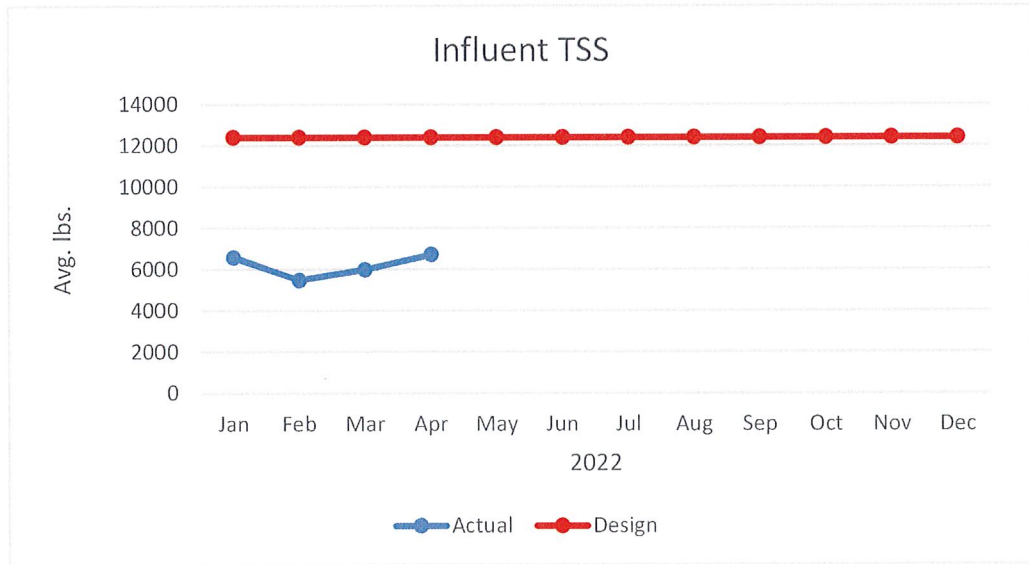
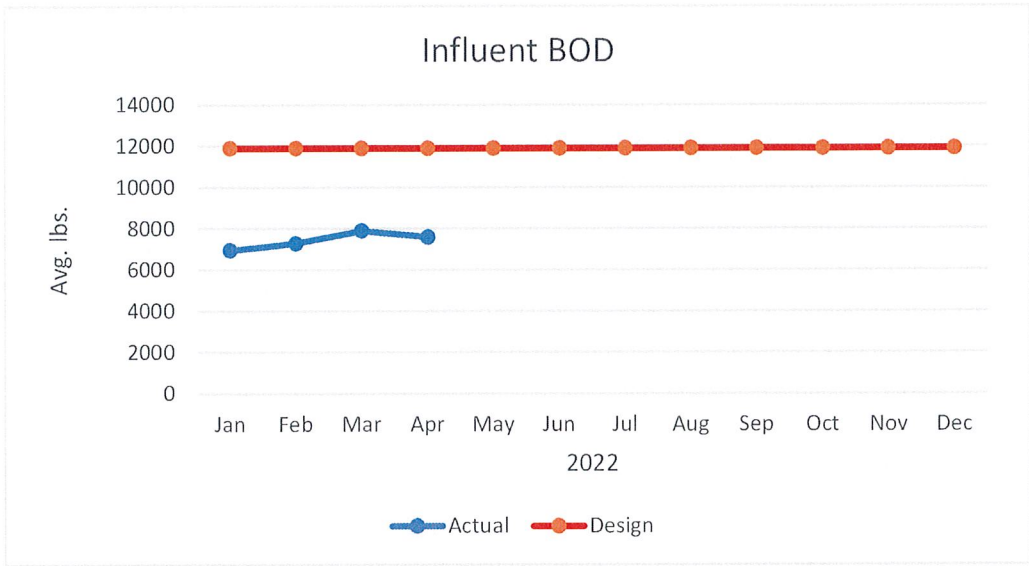
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.
 Automatic Grease dispenser
 Grating at SW-5


Jade Mecham
Project Manager

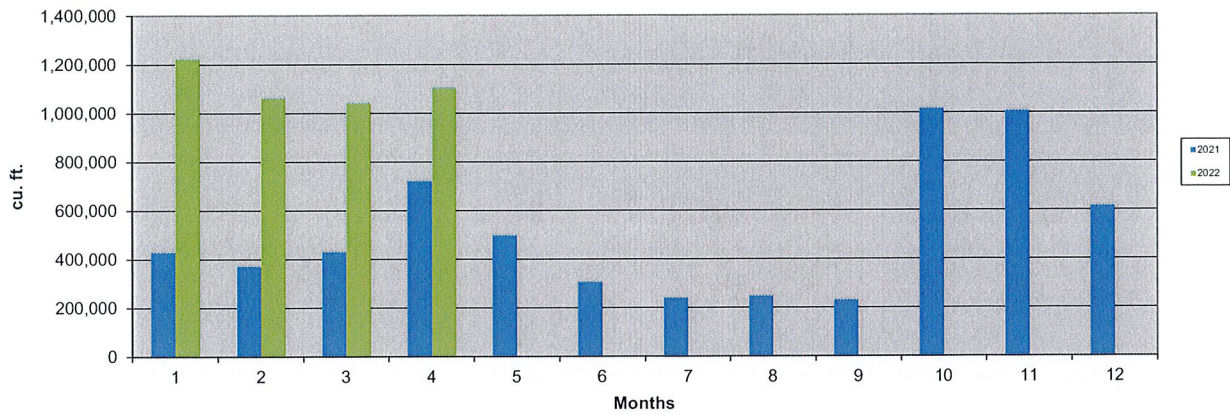
12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
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
Jan-22	5.19	6944	6572
Feb-22	3.04	7278	5474
Mar-22	4.36	7897	5993
Apr-22	4.98	7584	6709

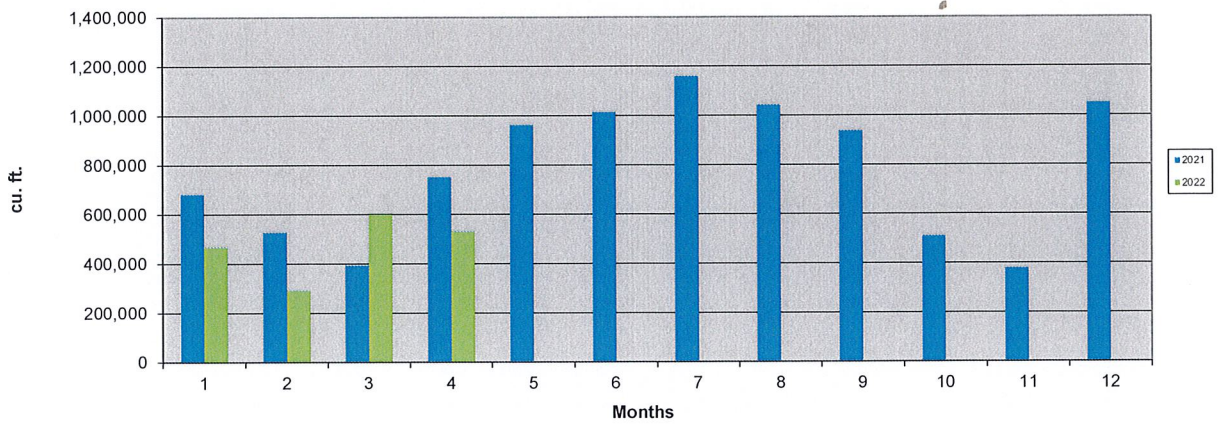
SUM	47.39	81752	68398
AVE	3.65	6289	5261
MAX	5.63	7897	6709
MIN	2.72	4356	4126



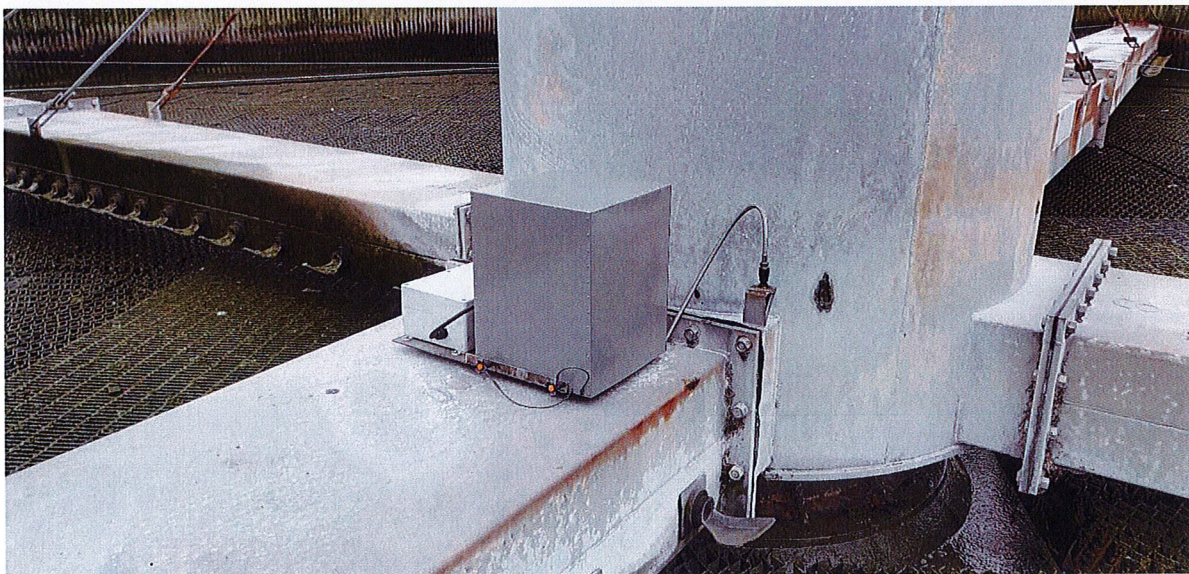
BOILER GAS USAGE



FLARE GAS USAGE

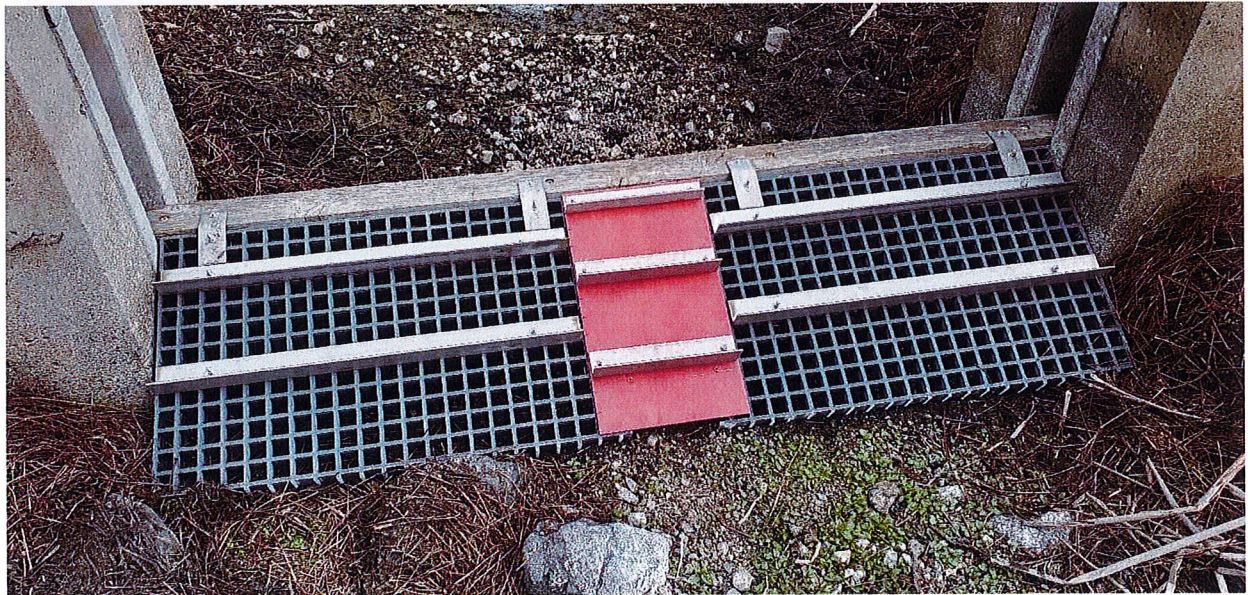


Automatic Grease Dispensing Unit for the Biofilter Tower



A new set up for the Biofilter that we designed and built, is an automatic self-contained greasing unit that releases grease to the lower seal area on a timed interval. The automatic greasing will even out the amount of grease and spread it out over a period off about 6 months. It is battery power and self-contained mounted stationary on the rotating arm. The previous way of doing it was every two weeks, stop the arm and manually grease the unit, which gave it an appropriate amount of grease. The addition of this unit allows for less involved routing maintenance. The result of the automatic greaser will be less friction and wear to the lower seal area.

Grating for SW5 and the Wetlands



The above photo shows the addition of angle fastened to the grating that aids in more D.O. to the stream at the (SW5) point on Sylman Creek. The lower picture shows the addition of fiberglass grating with the same addition of angle iron, this will provide additional D.O. to the pond. It was installed just below the spill over portion of the wetlands.

CASH DISBURSEMENT RECAP BOARD MEETING MAY 11, 2022

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	74,241.06
Total of Regular Checks & ACH Transactions	<u>227,903.57</u>

Total Expenditures (not including Payroll)	<u>302,144.63</u>
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Payroll:

Net Payroll - April 30, 2022	70,769.63
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All Checks & ACH Transactions since the Board Meeting of April 13, 2022	<u>372,914.26</u>
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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	PBPP April 2022	Pitney Bowes Purchase Power Postage Refill	04/15/2022	301.50
Total for this ACH Check for Vendor PBPP:				301.50
Total for 4/15/2022:				301.50
ACH	ASIFLEX APRIL 22 PR	ASIFlex PR Batch 00001.04.2022 Flexible Spending Acco	04/29/2022 PR Batch 00001.04.2022 Flex	1,111.51
Total for this ACH Check for Vendor ASIFLEX:				1,111.51
ACH	DNB APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR	Internal Revenue Service PR Batch 00001.04.2022 Medicare - Employer PR Batch 00001.04.2022 Medicare - Employee PR Batch 00001.04.2022 Federal Income Tax PR Batch 00001.04.2022 FICA - Employee PR Batch 00001.04.2022 FICA - Employer	04/29/2022 PR Batch 00001.04.2022 Med PR Batch 00001.04.2022 Med PR Batch 00001.04.2022 Fed PR Batch 00001.04.2022 FIC. PR Batch 00001.04.2022 FIC.	1,504.83 1,504.83 7,692.29 6,434.39 6,434.39
Total for this ACH Check for Vendor DNB:				23,570.73
ACH	OR-Rev APRIL 22 PR	Oregon Dept. of Revenue PR Batch 00001.04.2022 Oregon W/Held	04/29/2022 PR Batch 00001.04.2022 Ore	5,818.65
Total for this ACH Check for Vendor OR-Rev:				5,818.65
ACH	CENTURY April 22 Fx/Alm April 22 NTS	CenturyLink Analog phone line for fax & alarm Analog phone line for NTS Gate	04/29/2022	133.82 58.50
Total for this ACH Check for Vendor CENTURY:				192.32
ACH	OR-REV 1st Qtr 22 STT 1st Qtr 22 SUTA 1st Qtr 22 WC	Oregon Dept. of Revenue Record 1st Qtr OQ State Transit Tax Record 1st Qtr OQ SUTA Liability Record 1st Qtr OQ Workers comp	04/29/2022	268.47 2,707.71 149.07
Total for this ACH Check for Vendor OR-REV:				3,125.25
50825	CIS INS APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR APRIL 22 PR	CIS Trust PR Batch 00001.04.2022 Critical Illness Insuran PR Batch 00001.04.2022 Accident Insurance PR Batch 00001.04.2022 CCIS Insurance AD&I PR Batch 00001.04.2022 Trauma PR Batch 00001.04.2022 Dental & Vision PR Batch 00001.04.2022 Voluntary Dependent L PR Batch 00001.04.2022 Hospital Indemnity PR Batch 00001.04.2022 Identity Protection PR Batch 00001.04.2022 Voluntary Life Insuran	04/29/2022 PR Batch 00001.04.2022 Criti PR Batch 00001.04.2022 Acc PR Batch 00001.04.2022 CCI PR Batch 00001.04.2022 Trau PR Batch 00001.04.2022 Den PR Batch 00001.04.2022 Volu PR Batch 00001.04.2022 Hos PR Batch 00001.04.2022 Iden PR Batch 00001.04.2022 Volu	54.00 134.46 16.36 35.00 2,626.57 29.26 96.50 99.70 360.21

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	APRIL 22 PR	PR Batch 00001.04.2022 Life Insurance - er	PR Batch 00001.04.2022 Life	95.15
	APRIL 22 PR	PR Batch 00001.04.2022 Life Insurance - Spous	PR Batch 00001.04.2022 Life	163.43
	APRIL 22 PR	PR Batch 00001.04.2022 CCIS Insurance Long-	PR Batch 00001.04.2022 CCI	155.74
	APRIL 22 PR	PR Batch 00001.04.2022 Medical Ins w/RX	PR Batch 00001.04.2022 Med	27,379.85
	APRIL 22 PR	PR Batch 00001.04.2022 Short-Term Disability	PR Batch 00001.04.2022 Sho	135.17
Total for Check Number 50825:				31,381.40
50826	PEBSCO	Nationwide Retirement Solutions	04/29/2022	
	APRIL 22 PR	PR Batch 00001.04.2022 Nationwide-Deferred C	PR Batch 00001.04.2022 Nati	5,075.00
Total for Check Number 50826:				5,075.00
50827	SHRED-IT	Stericycle, Inc.	04/29/2022	
	8001385482	Shred Services		78.14
Total for Check Number 50827:				78.14
50828	USPS	US Postal Service	04/29/2022	
	April 2022	Postage for May Utility Bills		2,895.41
Total for Check Number 50828:				2,895.41
50829	VERIZON	Verizon Wireless	04/29/2022	
	9904155288	Wireless phone services		649.90
Total for Check Number 50829:				649.90
Total for 4/29/2022:				73,898.31
ACH	ASIFLEX	ASIFlex	05/10/2022	
	A00032582404ALN	FSA Admin Fees-April 2022		41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
Total for 5/10/2022:				41.25
Report Total (12 checks):				74,241.06

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	05/11/2022	
	2057	Refund previous order of envelopes (Staples can		-336.99
	2123	Envelopes		336.99
	3049927291	Kitchen supplies		23.46
	3050455751	Kitchen supplies		33.99
	3054762251	Ink stamp		3.58
	3059271911	Supplies for budget books		219.20
	3059272131	Paper towels for office dispensers		65.46
	3061540581	Paper towels for office dispensers		327.45
	3061550761	Printer ink for crew printer		596.45
Total for this ACH Check for Vendor STAPLES:				1,269.59
50830	WP	Avista Utilities	05/11/2022	
	April 2022	Natural Gas service-April		148.46
Total for Check Number 50830:				148.46
50831	BANNERMC	BANNER BANK	05/11/2022	
	AA 040622	Pitney Bowes-Postage Machine Lease		94.50
	AA 042522	Pitney Bowes-Personal Prop Tax on machine		11.21
	AB 040422	Chipotle-Devin & Andy lunch:B-6 to Portland		24.80
	DEV 041722	Chipotle-Andy & Devin pick up B6 in Portland		28.45
	DF 033022	Amazon-Vertical Mouse for Ryon		99.99
	DF 041622	Zoom-Electronic mtg software		93.99
	DF 041822	Rubex (eFileCabinet) Subscription		3,600.00
	DF 042322	Network Solutions-Email acct for domain rusa-o		143.07
	DF 042622	Network Solutions-SSL Certs for LucityWeb/Mc		239.96
	GO 042022	Coastal-Work pants		83.17
	GO 042122	Coastal-Work pants exchanged (credit)		-5.60
	HW 050422	Safeway-Board mtg snacks		18.07
	JB 041822	PNCWA-2022 Sponsorship		500.00
	JB 042822	Henry's-Team building		45.32
	JBB 033122a	Uber-Ride to airport from conference-John B		34.90
	JBB 033122b	Gaylord Palm-Lodging for conference-John B		958.38
	JBB 033122c	Port of Portland-PDX parking-John B		60.00
	JBB 040822	Coastal-Boots-John B		179.99
	JBB 041822	Carhartt-Work pants-John B		232.20
	NS 041922	Abby's-UBOS Lunch-Crew, John, Jim		100.43
	RC 041122a	Staples-Printer Toner		179.98
	RC 041122b	Umpqua Vllly Tractor-Spare Kubota Key		14.24
	RK 041922	Coastal-Work pants/boots-Ryon K		237.97
	RK 042222	Coastal-Work pants-Ryon K		69.98
	RK 042622	Adobe-Credit photo shop plan		-79.37
	SL 040122	Generator cover (shelter)		2,551.00
	SL 040722	WEF-Membership renewals-Collections		717.00
	SL 040722a	WEF-Membership renewals-Engineering		330.00
	SL 041322	Sherms-Meeting supplies		60.22
	SL 042822	Wrangler-Work pants - Steve		77.35

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50831:				10,701.20
50832	BHEC CL06059 CL06429	Bassett-Hyland Energy Company Fuel Usage 4/1/22-4/15/22 Fuel Usage 4/16/22-4/30/22	05/11/2022	1,490.51 891.34
Total for Check Number 50832:				2,381.85
50833	BATT PLU P50791815 P51051066	Batteries Plus #208 Battery backup for phone sys & fibre/copper Replacement batteries-2 power supplies	05/11/2022	97.58 107.96
Total for Check Number 50833:				205.54
50834	BTL 31381	BTL Sales, INC. Pond Liner	05/11/2022	3,900.00
Total for Check Number 50834:				3,900.00
50835	DFN May 22 Admin May 22 Bourbon May 22 High May 22 Host May 22 Keady May 22 LomaVist May 22 NBank May 22 NTS May 22 Phones May 22 Wilb2 May 22 Winch May 22Wilb1	Douglas Fast Net Internet Services-Admin Internet Services-Bourbon St Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-Loma Vista PS Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 2 PS Internet Services-Winchester P Internet Services-Wilbur 1 PS	05/11/2022 Service: 14806 Service: 205697 Service: 105797 Service: 106289 Service: 106289 Service: 105793 Service: 145049 Service: 141784 Service: 105794 Service: 105795 Service: 105796	213.49 97.60 74.91 10.28 74.91 101.60 71.91 71.79 98.01 71.91 71.91 71.91
Total for Check Number 50835:				1,030.23
50836	DUKE 20431	Duke's Root Control Inc Root Treatment	05/11/2022	17,820.99
Total for Check Number 50836:				17,820.99
50837	ESRI 94242000	ESRI, Inc. ESRI Enterprise License Agreement	05/11/2022	10,000.00
Total for Check Number 50837:				10,000.00
50838	FASTENAL ORROS223549	Fastenal Company Refills for first aid kits	05/11/2022	118.43
Total for Check Number 50838:				118.43
50839	FLURY F6722 F7027 F7027 F7031	Flury Supply Company Part to repair flusher hose 12" Corrugated Pipe Pipe fittings Ratchet strap	05/11/2022	25.00 3,312.00 211.40 28.00
Total for Check Number 50839:				3,576.40
50840	GENEQ 79929	General Equipment Company Repair water pump/annual maint on B-6	05/11/2022	5,070.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50840:				5,070.44
50841	GRAPHDIM 3808	Graphic Dimensions, Inc. Cut May Utility bills	05/11/2022	37.30
Total for Check Number 50841:				37.30
50842	HANDY 117307	Handyman Hardware Valve handle	05/11/2022	2.59
Total for Check Number 50842:				2.59
50843	Jacobs 351289-055 351289-NT13	Jacobs Engineering Group Inc Out of Scope services/Farm ops plan & Data mo	05/11/2022	129,684.00 303.24
Total for Check Number 50843:				129,987.24
50844	COASTAL F04562 F04562 F05209 F05477 F08482 F09249 F09839 X73621	John Deere Financial f.s.b. B & C Oil Backpack sprayer Weed killer Weed killer Chems Rat Bail Safety Boots-Andy B Safety Boots Weed sprayer	05/11/2022	19.69 99.99 279.96 344.96 109.98 159.99 159.99 264.97
Total for Check Number 50844:				1,439.53
50845	LOWES 902711-ISEOYF 921923-ISNWTB	Lowes String Line 300' tape	05/11/2022	17.09 24.69
Total for Check Number 50845:				41.78
50846	MSTRCR 31468-J	MasterCare Cleaning Co Inc Janitorial Services-April	05/11/2022	390.00
Total for Check Number 50846:				390.00
50847	NBS IN100709	National Business Solutions Konica maint contract	05/11/2022	315.46
Total for Check Number 50847:				315.46
50848	NEWS-REV 73945	The News-Review Notice of Budget Committee mtg	05/11/2022	256.00
Total for Check Number 50848:				256.00
50849	LGL 13170	Northwest Local Government Legal Adviso Legal Services-	05/11/2022	385.00
Total for Check Number 50849:				385.00
50850	OR-LIN 784898 790589	Oregon Linen, Inc. Laundry services Laundry services & mats	05/11/2022	43.17 62.25
Total for Check Number 50850:				105.42

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50851	OR-TOOL 831382	Oregon Tool & Supply Weed eater string	05/11/2022	16.95
Total for Check Number 50851:				16.95
50852	Premium 24774	Premium Landscape, Inc. Landscaping services - April	05/11/2022	180.25
Total for Check Number 50852:				180.25
50853	RSBG-DIS 1241555	Roseburg Disposal Company Monthly garbage service-April	05/11/2022	61.00
Total for Check Number 50853:				61.00
50854	SERV-CTR 54558	The Service Center 6 Locks	05/11/2022	246.00
Total for Check Number 50854:				246.00
50855	SIERRASP 21794341 043022	Sierra Springs Bottled water service	05/11/2022	76.45
Total for Check Number 50855:				76.45
50856	SPRBRK inv-009101	Springbrook Holding Company LLC Annual Maintenance FYE 23	05/11/2022	22,104.03
Total for Check Number 50856:				22,104.03
50857	Stratton 2022-059	Stratton Brothers, Inc. Repair & connect-1600 NE Diamond Lake Blvd	05/11/2022	6,538.00
Total for Check Number 50857:				6,538.00
50858	TECHUNL 360228	Technology Unlimited, Inc License renewal for AQ2 Upgrade	05/11/2022	126.00
Total for Check Number 50858:				126.00
50859	TEKMAN 78881 78881 78881 78881 78881	TEKMANAGEMENT, INC. Backup & Recovery Services Server Maint & monitoring Encryption of laptops DNS Filter (security) Security awareness training	05/11/2022	565.00 1,459.75 57.75 40.00 25.65
Total for Check Number 50859:				2,148.15
50860	THOMAS Brown St	Thomas N Thomas Install Service Lateral for 1431 Brown	05/11/2022	6,950.00
Total for Check Number 50860:				6,950.00
50861	TRUE NOR A11230	True North Equipment, Inc. Tyger Tail 2"	05/11/2022	207.24
Total for Check Number 50861:				207.24
50862	UBWA April 2022 310B April 2022 411L April 2022 606	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	05/11/2022	22.00 22.05 22.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50862:				66.05
Total for 5/11/2022:				227,903.57
Report Total (34 checks):				227,903.57