



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

## **REGULAR MONTHLY BOARD MEETING**

**October 10, 2018**

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

**October 10th, 2018  
RUSA Board Room  
4:00 p.m.**

## **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. Consider Minutes**
  - a. September 12th, 2018 Board Meeting
- 4. General Managers Report**
  - a. Back Nine Sanitary Sewer Extension Phase I
  - b. NW Black Avenue Sanitary Sewer Replacement
  - c. Downtown Improvements Sanitary Sewer Replacement Phase II
  - d. Winchester Pump Station Force Main Replacement
  - e. Loma Vista Pump Station Study
  - f. Wastewater Treatment Plant Fuel Tank Removal
  - g. Staff Recognition
- 5. New Developments**
- 6. Staff Report**
- 7. ch2m (Jacobs) Plant Operations Report**
- 8. Accounts Payable**
- 9. 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 September 12, 2018 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

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**Others present:** General Manager Jim Baird, Supervising Engineering Tech III Ryon Kershner, Office Assistant Harmony Economou, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, August 15, 2018.**

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, August 15, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**Wetland Mitigation Bank**

Jacobs Engineering was asked to provide a scope of work and related cost to develop a wetlands mitigation bank at the Natural Treatment Facility (NTF). The benefit to RUSA would be two-fold, the wetlands credits could be banked to offset disturbance of wetland areas due to construction by RUSA. In addition, we would be able to sell the credits to the City of Roseburg or developers to offset construction in delineated wetlands. The other benefit to RUSA would be that additional wetlands constructed at the NTF will add to the tertiary treatment at the facility.

The project was proposed with a phased implementation:

- Phase I
  - Evaluation of the potential for development of new wetlands and preliminary coordination with regulatory agencies, at a cost of \$25,000.

- Phase II
  - Prepare conceptual plan and preparation of the Oregon Mitigation Bank Prospectus, at a cost of \$40,000.
- Phase III
  - Final design of the mitigation bank, completion of all documents required and submittal of the required Mitigation Banking Instrument, at a cost of \$55,000.

The estimated value of the wetland mitigation bank is \$1,020,000 with an estimated engineering and construction cost of \$320,000. The approximate benefit/cost ratio for the 12 acres that were proposed is 3.2 dollars of value created for each 1 dollar of cost. Additional benefit will be realized as increased treatment of the effluent discharged to the Natural Treatment Facility.

Staff recommended that the Board approve Phase I of the project in an amount not to exceed \$25,000.

Kelsey Wood made a motion to approve Phase 1 in an amount not to exceed \$25,000.

David Campos seconded the motion.

The motion passed unanimously.

## **General Managers Report**

### **Back Nine Sanitary Sewer Extension Phase I**

The construction and start-up for the project has been completed. The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

RUSA has requested that the water meter located at 425 Longmeadow Lane be relocated to serve 310 Bourbon Street the new pump station location.

### **NW Black Avenue Sanitary Sewer Replacement Project**

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer construction is 95% complete, the remaining work will take place when the road is paved.

### **Downtown Improvements Phase II**

The Contractor, Brown Construction, has completed the sanitary sewer construction.

### **Winchester Pump Station Force Main Replacement Project**

i.e. Engineering had completed 90% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA is reviewing the plans and will be forwarding the plans with our comments to Jacobs Engineering for review and comment.

### **Loma Vista Pump Station Study**

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

### **Wastewater Treatment Plant Fuel Tank Removal**

The removal of the fuel tanks at the WWTP have been removed and the site filled and paved. All the reports and forms have been completed and sent to the DEQ. The DEQ has given preliminary approval and we expect to receive final approval soon.

### Staff Recognition

#### Collection Operator of the Year

Matthew Chasteen has been awarded the Collection Operator of the Year for Umpqua Basin Operator Section of the Pacific Northwest Clean Water Association (PNCWA). The local section submitted Matt's nomination to the Oregon Region of the PNCWA and subsequently was chosen by the presidents of the five sections in the Oregon Region as Oregon's Collection Operators of the year. Matt will be recognized during the Annual Conference and Awards Banquet as the Oregon Operator of the Year.

#### Treatment Plant Operator of the Year

Jade Mecham has been awarded the Treatment Plant Operator of the Year for the Umpqua Basin Operator Section of the Pacific Northwest Clean Water Association (PNCWA). The local section submitted Jade's nomination to the Oregon Region of the PNCWA and subsequently was chosen by the presidents of the five sections in the Oregon Region as Oregon's Treatment Plant Operator of the year. Jade will be recognized during the Annual Conference and Awards Banquet as the Oregon Treatment Plant Operator of the year.

### Staff Professional Development

The Oregon Operators Conference was held August 14<sup>th</sup> – 16<sup>th</sup> in Canyonville, OR. The conference is hosted by the Umpqua Basin Operator Section of the PNCWA. This conference provides the opportunity for our staff and others to attend a training event locally to obtain their required continuing education credits to maintain their State certification.

The RUSA staff that attended the conference were:

Jim Baird  
Steve Lusch  
Matt Chasteen  
Kyle Bartlett  
Rick Cox  
Kyle Vatland  
Leland Miller  
Greg O'Neill  
John Bastianelli

The Pacific Northwest Clean Water Association's Annual Conference will be held October 20<sup>th</sup> – 24<sup>th</sup> in Boise, ID. This conference provides our staff with training on the latest technical information for wastewater collection and treatment systems. The courses that our staff attend during the conference provide continuing educational credits as well as helping us keep up to date with the technical issues related to our industry as well as networking with leading professionals in the region.

The RUSA staff the will attend the conference are:

Jim Baird  
Steve Lusch  
Ryon Kershner  
Matt Chasteen

### **CH2M Report**

Jade Mecham CH2M Project Manager advised that the treatment facility averaged 99% CBOD removal and 97% Total Suspended Solids removal. The NTS is continuing to receive effluent and running as expected.

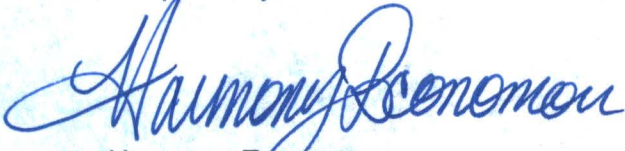
### **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the September 12, 2018 Accounts Payable. There was a short discussion regarding the details of some line items.

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

There being no further business to come before the Board, the meeting was adjourned at 4:52 p.m.

Respectfully submitted,



Harmony Economou  
Office Assistant

## GENERAL MANAGERS REPORT

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Date: 10/1/18  
To: Roseburg Urban Sanitary Authority, Board of Directors  
From: James V. Baird, General Manager  
Re: General Managers Informational Report to the Board

### **Back Nine Sanitary Sewer Extension Phase I**

The construction and start-up for the project has been completed. The As-built plans, Operation and Maintenance Manual, Engineer's letter of certification of completion, easement document and transfer of ownership of the property associated with the pump station are still pending.

### **NW Black Avenue Sanitary Sewer Replacement Project**

The contractor, Cradar Enterprises, has completed the sanitary sewer construction. The pipe line testing, mandrel, pressure, vacuum and CCTV have been completed; the new main line and services have passed.

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

The power and DFN internet conduits have been installed, the wires and the transformers have not been installed.

### **Downtown Improvements Phase II**

The Contractor, Brown Construction, has completed the sanitary sewer construction. Final testing has yet to be completed.

### **Winchester Pump Station Force Main Replacement Project**

i.e. Engineering had completed 90% plans for the new dual forcemain that will be constructed as part of Douglas County's Highway 99 North construction project. RUSA is reviewing the plans and will be forwarding the plans with our comments to Jacobs Engineering for review and comment.

### **Loma Vista Pump Station Study**

i.e. Engineering is working on the study. The project engineer will be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station.

### **Wastewater Treatment Plant Fuel Tank Removal**

We have submitted the final report to the Western Region Environmental Clean-up Department of the DEQ as part of the process to close the file and receive a "No Further Action Letter". The DEQ has informed us that there is a back log of these cases and we should not expect a quick resolution of the case.

RUSA's insurance agent has recommended that we purchase tail coverage with a period of three years from the end of the current policy period. The cost for this additional coverage is \$15,788.98.

Staff recommends that the Board approve purchasing the additional coverage.

### **Staff Recognition**

The Certification Commission for Environmental Professionals of the Association of Boards of Certification confirms Steve Lusch, the Collection System Superintendent, has fulfilled prescribed standards, passed rigorous examination, pledged to uphold the Professional Operators Code of Conduct, and committed to ongoing professional development in the practice of Wastewater Collection operations. Recognizing the requirements for Professional Operator Wastewater Collection Class IV certification and designation have been satisfied, Steve has been issued the certification of Professional Operator (OP) Class IV.

The Certification Commission for Environmental Professionals is a National Organization committed to protecting health and the environment through certification and professional designation of water industry operators.



# **ROSEBURG URBAN SANITARY AUTHORITY**

## **NEW DEVELOPMENTS AND PROJECTS**

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### **DEVELOPMENTS:**

- Edenbower sewer main extension
  - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street. This project is on hold.
- Oakridge Court Apartments
  - The plans and specifications have been approved. This project is on hold.
- Newton Creek Manor
  - This project is 98 percent complete. The mainline and manholes are in place.
- Umpqua Health Newton Creek Campus
  - Mainline and sanitary service line are complete. Testing has not taken place at this time.
- Woodside Village is 100 percent complete we are waiting on testing. This Subdivision is being held up by PP&L.

### **PRELIMINARY DESIGN:**

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

### **PROJECTS:**

- Cascade Court main line extension – Joint City-RUSA project
  - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
  - Construction continues with the Back Nine Sanitary Sewer Extension project. The lift station is now complete and is waiting power to operate. The testing was completed using generator power.
- NW Black Avenue Sanitary Sewer Improvement
  - Black Street is 100 percent complete the remaining work will take place when the surface has been placed on the road.
- Downtown Intersection Improvements Phase II.
  - This project is 98 percent complete pending final testing
- Winchester Pump Station Pressure Line Replacement
  - Initial engineering underway

# ROSEBURG URBAN SANITARY AUTHORITY

## September 2018 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 20 work orders.
- Completed CCTV of 4,900 feet of mainline.
- Completed cleaning of 17,710 feet of mainline.
- Completed servicing for all small engines.
- Built enclosure for new Air Compressor.
- Completed all safety training for new hires.
- Completed summer cleaning of Pioneer way trouble list.
- Completed syphon cleaning to include Pine St. Bunker and Elk Island gravity line.
- Steve attended the Lucity Users Conference in September. Lucity is RUSA's Asset/Work Management Software.

### ENGINEERING DEPARTMENT:

- Completed 242 underground utility locate requests.
- Issued 18 permits and completed 24 inspections.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The lift station is now complete and is waiting power to operate. The testing was completed using generator power.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner. The As-Built drawings and Engineer's letter of certification is pending.
- Black Avenue sewer replacement is 100 percent complete, waiting as-builts and closeout.
- Downtown Phase II sewer replacement Construction should be complete they have finished all construction and abandonment of sewer facilities. They have yet final testing left.
- Newton Creek Manor mainline extension is now complete.
- Woodside Village mainline extension is 100 percent done. Waiting asbuilts.
- Umpqua Health mainline extension is 98 percent done. Waiting on paving to complete testing.

### FINANCE DEPARTMENT:

- Vacancy Credits: 14 were processed for a total of \$1300.90 in September.
- Credit cards/eChecks: 657 payments totaling \$31,090.90 were collected in September. 52 payments received at the counter, 28 by voice response system, and 577 on-line.
- Automatic Payments: 1,967 customer accounts are signed up. Received \$78,798.57 or approximately 14.2% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager  
DATE: October 3, 2018  
SUBJECT: September 2018 Monthly Report

### OPERATIONAL ACTIVITIES

- The treatment facility averaged 99% CBOD removal and 98% 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 September 2018, was 224,000 KWHRS with a total Effluent flow of 79.22 million gallons, all of which went to Outfall 002 (NTS). The September 2017 electrical consumption was 245,000 KWHRS with a total Effluent flow of 85.57 million gallons, all of which went to Outfall 002 (NTS).
- A new curtain drain was installed at the entry to the facilities that will help prevent flows from reaching a nearby storm drain.
- The #2 primary clarifier was taken out of service for repairs.

### PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in September:

- *Shari's*: Their interceptor was full and losing grease, the manager was notified of the condition.
- *Shanti's*: The outfall was in satisfactory condition.
- *Casey's*: Their interceptor was full and losing grease, the owners were notified of the condition.
- *McDonalds on Stewart Parkway*: Their interceptor was not losing grease.
- *Sizzler*: Their interceptor was full and losing grease, the manager was notified of the condition.

### NATURAL TREATMENT SYSTEM (NTS)

- The Natural Treatment System performed well for the month, however, river flows remained abnormally low.
- The work crew assisted one day by spraying blackberries.
- Repairs to the sprinklers is an ongoing event and will continue as sprinklers fail.
- Cut numerous poison oak vines in three trees adjacent to the property boundary.

## MAINTENANCE ACTIVITIES

- Replaced the Vacuum chamber for the #1 pump at the #2 Wilbur station.
- Rebuilt the moving parts on the #3 Amiad Filter.
- Replaced both rubber pieces for the sweep arm scrapper assemblies.
- Replaced the short shaft and the seal for the Auger conveyor on the Screw Press.
- Rebuilt the Bowl Gear assembly for the #2 Primary Clarifier.
- Assisted Cascade Electric with the #3 Was pump electrical installation.
- Fabricated a frame trolley for removing the Primary Clarifier Gearboxes.

## LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO4) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 127  
12 CBOD's    30 pH    12 Fecal/E. Coli    5 TKN    5 Nitrate  
12 TSS    30 Cl2 Res.    12 Ammonia    9 Total Phosphorus
- Precision results:    Accuracy Results:  
In control: 127    In Control: 115  
Out of control: 0    Out of Control: 0
- On 9/4/18, removed probes from river and NTS, downloaded data, recalibrated and relaunched.
- On 9/11/18, sampled Lab water and shipped to NRC for testing.
- On 9/12/18, WP-283 data was entered on ERA site for 2<sup>nd</sup> set of unknowns.

## PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin Bruton assisted in Coos Bay for half a day.
- Had 2 employees out recovering from surgeries for part of the month.

## UPCOMING EVENTS

### **OPERATIONS/NTS:**

- Continue with blackberry spraying.
- Continue with irrigation repairs.
- Put Primary Clarifier #2 back on line in preparation for winter weather.

## MAINTENANCE:

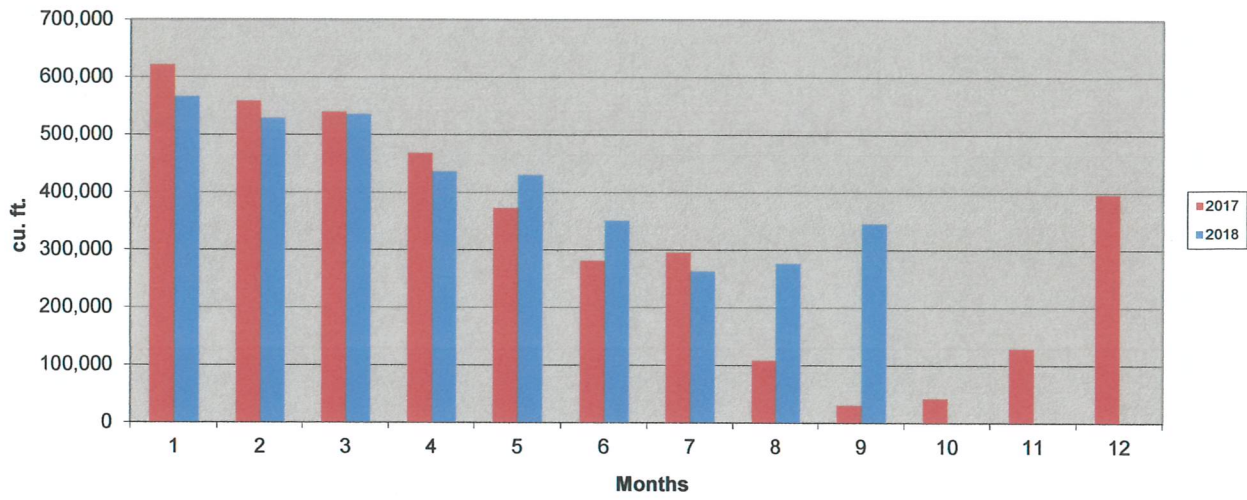
- Replace Sludge Transfer VFDs
- Replace wire rope for the Influent building hoist with longer cable.
- Install the new Rotary Lobe WAS pump.

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

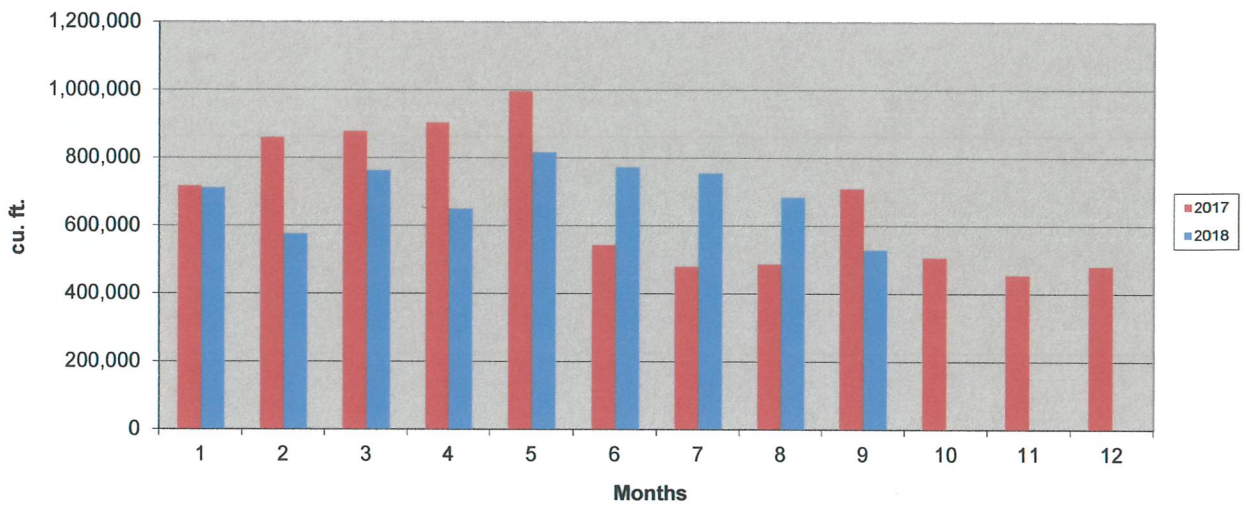
  
Jade Mecham  
Project Manager  
Jacobs

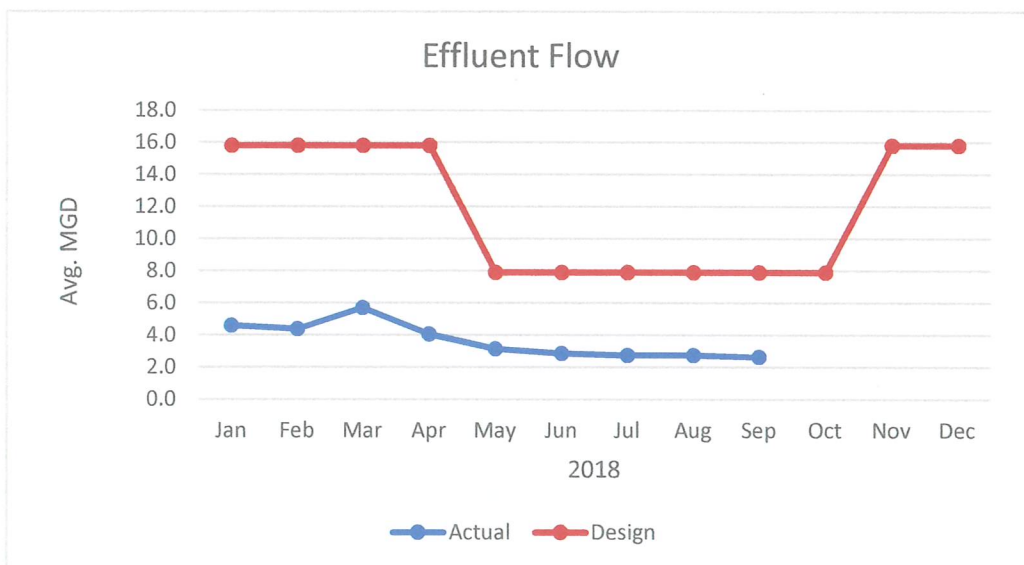
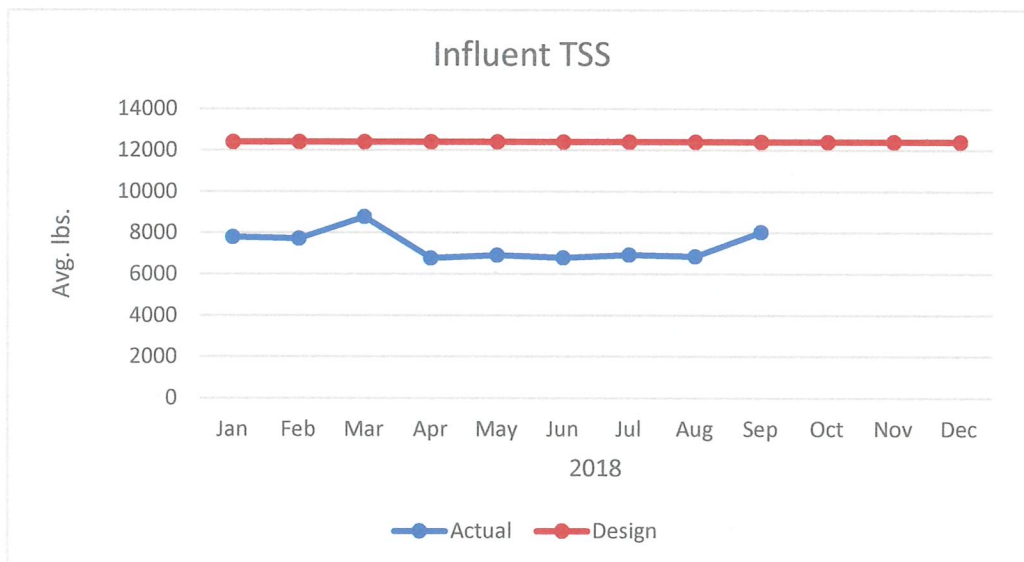
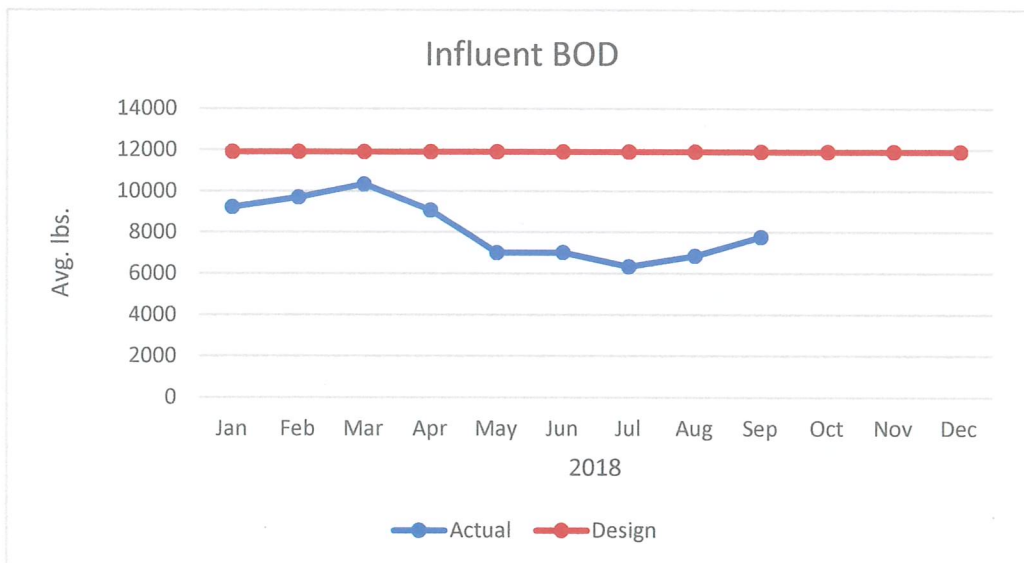


**BOILER GAS USAGE**



**FLARE GAS USAGE**





## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD</b> /BOD	Plnt Inf Average lbs/day TSS
Oct-17	3.30	7816	6550
Nov-17	4.45	9093	7534
Dec-17	3.61	8340	6804
Jan-18	4.61	9227	7805
Feb-18	4.39	9702	7725
Mar-18	5.72	10343	8779
Apr-18	4.08	9078	6784
May-18	3.15	7012	6919
Jun-18	2.87	7027	6826
Jul-18	2.76	6345	6937
Aug-18	2.76	6849	6849
Sep-18	2.65	7770	8030

SUM	44.35	98601	87542
AVE	3.70	8217	7295
MAX	5.72	10343	8779
MIN	2.65	6345	6550



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

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	4.58
Max Weekly Avg (Wed Rule) , 9/2/2018	MG/L	15.00	5.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 9/9/2018	S.U.	6.30	6.30
Maximum , 9/28/2018	S.U.	8.50	7.02
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	8.17
Max Weekly Avg (Wed Rule) , 9/2/2018	MG/L	15.00	9.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	99
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	98
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	5
Maximum , 9/27/2018	MG/L	na	8
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	19
Maximum , 9/20/2018	MPN	406	225
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum	MKCal	na	

We are in summer mode of operations with flow being sent to Outfall 002 (Natural Treatment System).

## **CASH DISBURSEMENT RECAP BOARD MEETING OCTOBER 10, 2018**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	65,543.25
Total of Regular Checks & ACH Transactions	<u>257,861.44</u>

Total Expenditures (not including Payroll)	<u>323,404.69</u>
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Payroll:

Net Payroll - September 2018	57,754.60
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All Checks & ACH Transactions since the Board Meeting of September 12, 2018	<u>381,159.29</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 10/5/2018 11:45 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48569	HansenD ET-150 96V	David Hansen Electruck for WWTP (Taylor-Dunn ET-150 96V	09/21/2018	3,800.00
Total for Check Number 48569:				3,800.00
Total for 9/21/2018:				3,800.00
ACH	ASIFLEX SEPT 18 PR SEPT 18 PR	ASIFlex PR Batch 00001.09.2018 Dependent Care FSA PR Batch 00001.09.2018 Flexible Spending Acco	09/28/2018 PR Batch 00001.09.2018 Dep PR Batch 00001.09.2018 Flex	83.33 1,303.85
Total for this ACH Check for Vendor ASIFLEX:				1,387.18
ACH	DNB SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR	Internal Revenue Service PR Batch 00001.09.2018 FICA - Employer PR Batch 00001.09.2018 Federal Income Tax PR Batch 00001.09.2018 FICA - Employee PR Batch 00001.09.2018 Medicare - Employer PR Batch 00001.09.2018 Medicare - Employee	09/28/2018 PR Batch 00001.09.2018 FIC. PR Batch 00001.09.2018 Fed PR Batch 00001.09.2018 FIC. PR Batch 00001.09.2018 Med PR Batch 00001.09.2018 Med	5,139.35 5,660.11 5,139.35 1,201.94 1,201.94
Total for this ACH Check for Vendor DNB:				18,342.69
ACH	OR-Rev SEPT 18 PR	Oregon Dept. of Revenue PR Batch 00001.09.2018 Oregon W/Held	09/28/2018 PR Batch 00001.09.2018 Ore	4,688.16
Total for this ACH Check for Vendor OR-Rev:				4,688.16
48570	CIS INS SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR SEPT 18 PR	CIS Trust PR Batch 00001.09.2018 Short-Term Disability PR Batch 00001.09.2018 Voluntary Life Insuran PR Batch 00001.09.2018 Life Insurance - er PR Batch 00001.09.2018 Voluntary Dependent L PR Batch 00001.09.2018 Life Insurance - Spous PR Batch 00001.09.2018 CCIS Insurance Long- PR Batch 00001.09.2018 Medical Ins w/RX PR Batch 00001.09.2018 CCIS Insurance AD&I PR Batch 00001.09.2018 Dental & Vision	09/28/2018 PR Batch 00001.09.2018 Sho PR Batch 00001.09.2018 Volu PR Batch 00001.09.2018 Life PR Batch 00001.09.2018 Volu PR Batch 00001.09.2018 Life PR Batch 00001.09.2018 CCI PR Batch 00001.09.2018 Med PR Batch 00001.09.2018 CCI PR Batch 00001.09.2018 Den	107.31 263.11 115.86 32.56 129.68 243.13 24,185.70 20.66 3,077.91
Total for Check Number 48570:				28,175.92
48571	PEBSO SEPT 18 PR	Nationwide Retirement Solutions PR Batch 00001.09.2018 Nationwide-Deferred C	09/28/2018 PR Batch 00001.09.2018 Nati	3,750.00
Total for Check Number 48571:				3,750.00
48572	DC Fair 13967 13967dep	Douglas County Fairgrounds Room rental for Christmas Party Deposit for room rental for Christmas Party	09/28/2018	392.00 100.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48572:				492.00
48573	Comspan 26646	National LightNet LLC Analog phone lines for fax, fire and alarm	09/28/2018	162.18
Total for Check Number 48573:				162.18
48574	SHRED-IT 8125597575	Shred-It USA Monthly shredding service	09/28/2018	85.02
Total for Check Number 48574:				85.02
48575	USPS Sept 2018	US Postal Service Postage for October utility bills	09/28/2018	2,455.60
Total for Check Number 48575:				2,455.60
48576	VERIZON 9814646178 9814646186	Verizon Wireless Cellular telephone services Wireless for CCTV Van	09/28/2018	628.12 39.02
Total for Check Number 48576:				667.14
48577	WECO CP-00039449	WECO Vehicle fuel for July 2018	09/28/2018	1,349.86
Total for Check Number 48577:				1,349.86
Total for 9/28/2018:				61,555.75
ACH	VEBA TR Report ID 52194	HRA VEBA Trust HRA VEBA Contribution-Report ID 52194	10/02/2018	187.50
Total for this ACH Check for Vendor VEBA TR:				187.50
Total for 10/2/2018:				187.50
Report Total (13 checks):				65,543.25

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 10/5/2018 1:43 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032588909A4E	ASIFlex Flexible Spending Account Fees	10/10/2018	45.00
Total for this ACH Check for Vendor ASIFLEX:				45.00
ACH	STAPLES 2161434031 2161951651	Staples Credit Plan Mouse pad for Harmony Tape cartridges for label machines	10/10/2018	20.99 63.96
Total for this ACH Check for Vendor STAPLES:				84.95
48578	WP Sept 2018	Avista Utilities Natural gas service	10/10/2018	35.10
Total for Check Number 48578:				35.10
48579	BANNERMC	BANNER BANK	10/10/2018	
	AA 092418	Microsoft - Business Essentials Subscription		40.00
	CM 092418	Microsoft - Office 365 Business Premium Subsc		137.50
	DF 090118	Dell - Monitors for Engineering, Crew		539.98
	DF 090518	Coastal - Metal bucket for cigarette disposal unit		7.99
	DF 090818	Network Solutions - Domain renewal for rusa-or		49.98
	DF 091918	Network Solutions - e-mailbox for rusa-or.info		11.39
	DF 092418	Microsoft - Visio subscription for Dave		15.00
	DF 092518	Rack mount data storage for CCTV Video, WinC		1,348.63
	HE 091218	Safeway - Board Meeting snacks		12.65
	JJB 091918	Oregon Tool - Black upside down paint		4.95
	JVB 090418	Ten Down - DCUCC lunch - Jim		17.50
	JVB 091418	Michaels - Picture frame		14.24
	JVB 091918	PNCWA - Annual Conf Reg - Jim		615.00
	KV 091418	Budget Lumber - wood for compressor enclosure		38.98
	KV 091818	Abbys - UBOS lunch - KV		10.50
	LM 091318	Roseburg Transfer Site - dump fee for disposal b		6.00
	LM 092018	Coastal - Boots for Andy		139.99
	LM 092118	Office of Water Programs - Ken Kerri Course - I		50.00
	MC 090418	Home Depot - Materials for compressor enclosu		167.80
	MC 090518	Home Depot - Pallet return credit		-15.00
	MC 090618	Home Depot - Materials for compressor enclosu		143.40
	MC 090718a	Home Depot - Materials for compressor enclosu		65.20
	MC 090718b	PNCWA - PNCWA Conf - Matt		50.00
	MC 092418	DMV - Plates for ElecTruck		129.00
	RC 091118	Budget Lumber - supplies for compressor shed		142.46
	RC 091318	Bagel Tree - Staff meeting snacks		34.20
	RC 091818	Abbys - UBOS lunch - RC, MC, KB, LM, DF, R		70.75
	RK 083018	Home Depot-ABS Glue and fitting		14.38
	RK 090418	Ten Down-DCUCC-Ryon,John B, Daniel I		42.00
	RK 090618	PNCWA-Conf Registration-Ryon K		650.00
	RK 0928618	PNCWA-Conf Registration-Ryon K		1,540.14
	SL 090518	Ferguson - Part for slot drain at WWTP		171.67
	SL 091018	Best Western - Lodging for trip down to Lucy c		106.00

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	SL 091518	Best Western - Lodging for trip back from Lucity		115.35
	SL 091518b	Best Western - Lodging for Lucity conf - SL		521.68
	SL 091818	Abbys - UBOS lunch - SL, JB, CM		20.75
Total for Check Number 48579:				7,030.06
48580	BEAN 11841	Bean Electric, LLC Electrical circuit for air compressor	10/10/2018	1,270.59
Total for Check Number 48580:				1,270.59
48581	BUTLERAU 527358	Butler Automotive Inc 2018 F150 Ford XLT 4WD SuperCab	10/10/2018	30,881.36
Total for Check Number 48581:				30,881.36
48582	OMI 67934 67935	CH2MHill OMI Professional services per agreement Out of scope services-Anammox & NTS Monito	10/10/2018	121,072.75 719.27
Total for Check Number 48582:				121,792.02
48583	Chytka 128163	Chytka Pest Control LLC Monthly pest control service	10/10/2018	40.00
Total for Check Number 48583:				40.00
48584	WATER Sept 2018	City of Roseburg Water service for admin office	10/10/2018	276.02
Total for Check Number 48584:				276.02
48585	CRADAR 002961	Cradar Enterprises, Inc RUSA Waste Water Treatment Plant Trench Drai	10/10/2018	21,037.00
Total for Check Number 48585:				21,037.00
48586	C GUIDO 166	Craig Guido Construction, LLC Replace sewer service from 1042 and 1134 Brow	10/10/2018	6,000.00
Total for Check Number 48586:				6,000.00
48587	Day 471862 471863 471865 471894 471896	Day Wireless Systems Radio repair Radio repair Radio repair Radio repair Radio repair	10/10/2018	186.03 65.00 52.00 186.03 186.03
Total for Check Number 48587:				675.09
48588	SHAUN 2874	DC Precision Lube & Tune Oil change - 2 yd dump truck	10/10/2018	33.29
Total for Check Number 48588:				33.29
48589	DAS STAT ARQ19018	Dept of Admin Services - DAS Cashier ORCPP Annual Membership renewal	10/10/2018	900.00
Total for Check Number 48589:				900.00
48590	DFN Oct 2018	Douglas Fast Net Admin Hosting	10/10/2018	10.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Oct 2018 Admin	Internet Services-Admin	Service: 14806	202.71
	Oct 2018 High	Internet Services-Highland PS	Service: 105797	64.14
	Oct 2018 Keady	Internet Services-Keady Ct	Service: 106289	64.14
	Oct 2018 N Bank	Internet Services-No. Bank PS	Service: 105793	61.64
	Oct 2018 NTS	Internet Services-NTS	Service: 23920	51.37
	Oct 2018 Ph/Cam	Internet for phones and security cameras		107.24
	Oct 2018 Wilb 1	Internet Services-Wilbur 1 PS	Service: 105796	64.14
	Oct 2018 Wilb 2	Internet Services-Wilbur 2 PS	Service: 105794	61.64
	Oct 2018 Winch	Internet Services-Winchester P	Service: 105795	64.14
			Total for Check Number 48590:	751.44
48591	EARTH 396686	EARTH20 Bottled water delivery	10/10/2018	54.84
			Total for Check Number 48591:	54.84
48592	FASTENAL ORROS193503	Fastenal Company Confined space blower	10/10/2018	630.00
			Total for Check Number 48592:	630.00
48593	GENES 158173	Gene's Brake & Aligenment. Inc U bolts for air compressor	10/10/2018	18.00
			Total for Check Number 48593:	18.00
48594	GRAPHDIM 1606	Graphic Dimensions, Inc. Cut bills to mailing size	10/10/2018	32.40
			Total for Check Number 48594:	32.40
48595	Isler 222182	Isler CPA Progress billing for fin stmt audit FYE18 per agr	10/10/2018	6,000.00
			Total for Check Number 48595:	6,000.00
48596	Kelley IN443946	Kelley Imaging Systems, Inc. Monthly maintenance contract for copier	10/10/2018	217.74
			Total for Check Number 48596:	217.74
48597	LEAGUE O 2018-216555	League of Oregon Cities Membership dues	10/10/2018	500.00
			Total for Check Number 48597:	500.00
48598	LOWES 901245 902338 902961	Lowes Batteries for locator Supplies for air compressor enclosure Supplies for air compressor enclosure	10/10/2018	31.26 176.31 24.99
			Total for Check Number 48598:	232.56
48599	SL REIMB 091118 091218 091318 091418	Stephen Lusch Reimbursement for Dinner - Lucity Conf Reimbursement for Dinner - Lucity Conf Reimbursement for Dinner - Lucity Conf Reimbursement for Dinner - Lucity Conf	10/10/2018	19.34 15.19 27.58 20.07
			Total for Check Number 48599:	82.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48600	MSTRCR 2856J	MasterCare Cleaning Co Inc Monthly janitorial services	10/10/2018	390.00
Total for Check Number 48600:				390.00
48601	Comspan 31596	National LightNet LLC Analog telephone service for fax, fire & security	10/10/2018	163.23
Total for Check Number 48601:				163.23
48602	NEXNET 2948P	Nexcom Networks Digital phone service and equipment	10/10/2018	332.80
Total for Check Number 48602:				332.80
48603	OR-LIN 241209 247022	Oregon Linen, Inc. Laundry service Laundry service	10/10/2018	32.51 47.63
Total for Check Number 48603:				80.14
48604	OR-RSBG Nov-Dec	Oregonian-Roseburg Distributor Newspaper delivery	10/10/2018	67.00
Total for Check Number 48604:				67.00
48605	OHDdoor 105024	Overhead Door Co. of Roseburg Replace bushings on shop roll up door	10/10/2018	91.00
Total for Check Number 48605:				91.00
48606	PAC AIR 75357	Pacific Air Comfort, Inc. HVAC filter change	10/10/2018	175.00
Total for Check Number 48606:				175.00
48607	PNWF CO 3699	Pacific Northwest Fence Co Gate for Sewer Easement.	10/10/2018	993.00
Total for Check Number 48607:				993.00
48608	PPL Sept 18 140LMG Sept 18 411C Sept 18 411S Sept 18 425LM Sept 18 Admin Sept 18 High Sept 18 Keady Sept 18 LV Sept 18 NBank Sept 18 NTS Sept 18 SBank Sept 18 Wilb1 Sept 18 Wilb2 Sept 18 WWTP1 Sept 18 WWTP2	Pacific Power Power Usage-140 LM-NTS Gate Contract-411 LM-Storage Bldg Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	10/10/2018	20.39 13.00 27.24 10.48 793.40 946.13 189.04 125.12 108.98 11,621.71 1,146.67 75.73 121.50 18,852.89 28.10
Total for Check Number 48608:				34,080.38
48609	PPI INV360550	Portland Precision Instrument & Repair GPS UNIT, on Washington State Contract.	10/10/2018	11,772.45



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			Total for Check Number 48609:	11,772.45
48610	Premium 21753	Premium Landscape, Inc. Monthly landscape maintenance services	10/10/2018	180.25
			Total for Check Number 48610:	180.25
48611	ROCKYS 9042 9249	Rocky's Auto Repair Oil change for 2010 Chevy Oil change - CCTV Van	10/10/2018	30.94 59.71
			Total for Check Number 48611:	90.65
48612	CHAMBER 6007960	Roseburg Area Chamber of Commerce Annual membership dues	10/10/2018	290.00
			Total for Check Number 48612:	290.00
48613	A&I 808725 809146 809715 809875	Roseburg Auto & Truck Supply Return of hydraulic machine parts DEF fluid for B6 Parts to repair trailer plug Antifreeze for sign truck	10/10/2018	-8.39 19.78 5.69 24.98
			Total for Check Number 48613:	42.06
48614	RSBG-DIS 1041025	Roseburg Disposal Company Garbage service	10/10/2018	56.50
			Total for Check Number 48614:	56.50
48615	SDAODUES 2019 Dues	Special Districts Association of Oregon 2019 SDAO Membership Dues	10/10/2018	3,983.23
			Total for Check Number 48615:	3,983.23
48616	Stratton 2018-147	Stratton Brothers, Inc. Patching on GV - in-house project on GV sewer	10/10/2018	2,043.00
			Total for Check Number 48616:	2,043.00
48617	Techroe 334	TechRoe.com LLC Sept comp supp services, Sophos migration, con	10/10/2018	2,050.00
			Total for Check Number 48617:	2,050.00
48618	UBWA Sept 18 411LM Sept 18 606LM Sept 18 Bourbon Sept 18 Misc	Umpqua Basin Water Association Base Rate-411 Long Meadows Ln Base Rate-606 Long Meadows Ln Base Rate-Bourbon St Move water meter from 425 LM to 310 Bourbon	10/10/2018	20.45 20.00 20.00 736.82
			Total for Check Number 48618:	797.27
48619	WECO CP-00043772	WECO Fuel Usage-September	10/10/2018	1,563.84
			Total for Check Number 48619:	1,563.84
			Total for 10/10/2018:	257,861.44

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Report Total (44 checks):

257,861.44