



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

REGULAR MONTHLY BOARD MEETING
August 9, 2017

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Roseburg Urban Sanitary Authority
1297 N.E. Grandview Drive
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AGENDA REGULAR MONTHLY BOARD MEETING

**August 9th, 2017
RUSA Board Room
4:00 p.m.**

Board of Directors

John Dunn, Chairman
David Campos

Kelsey Wood

Rob Lieberman, Vice Chairman
Jerry Griesse

-
- 1. Call to Order**
 - 2. Roll Call**
 - 3. Consider Minutes**
 - a. July 12th, 2017 Regular Board Meeting
 - 4. CH2M Operations Contract Extension**
 - 5. General Managers Report**
 - a. Brown Avenue Area Improvements Project Phase 5
 - i. Project update. Pay estimate #1
 - b. Back Nine Sanitary Sewer Phase 1
 - i. Project update.
 - c. WWTP Roof Leak Claim
 - i. Update on negotiations to resolve the claim for losses due to the roof leak.
 - 6. New Developments**
 - 7. Staff Report**
 - 8. Permits Issued**
 - 9. CH2M Operations Report**
 - 10. Accounts Payable**
 - 11. Other Business**



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**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF
ROSEBURG URBAN SANITARY AUTHORITY**

Board Chairman, John Dunn, called the regular monthly Board Meeting to order at 4:05 p.m. on July 14, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Chairman John Dunn, Vice-Chair Rob Lieberman, David Campos, Kelsey Wood and Jerry Griesse

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Administrative Assistant Ellen Montgomery.

Swearing in of Re-Elected RUSA Board Members

John Dunn – Position #1
Rob Lieberman – Position #2
David Campos – Position #5

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, June 14, 2017.

Jerry Griesse moved to approve the minutes, as presented, for the Wednesday, June 14th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

David Campos seconded the motion.

The motion passed unanimously.

CH2M Operations Contract Extension

Jim Baird presented the Board with information from Eisenhardt Group. This group provided information on timelines, output summaries, dollar cost estimates and two (2) alternative contract operation services. The two (2) pathways provided were:

1. Competitive RFP procurement for contract operation of the Roseburg facilities
2. Assessment of current operations and maintenance and service agreement contract for structuring and usage for a sole source contract negotiation with the current operator – CH2M OMI.

Also provided was the Assessment Alternative, which uses an on-site team of experienced wastewater utility managers and consultants to identify strengths; improvement area; improvement approaches which provides input for modifications to be negotiated with the current contract operations firm.

Timelines for the development:

Request For Proposal	10 months Estimated cost of \$200,000 to \$225,000
Assessment and Negotiations	4+ Months Estimated cost of \$75,000 to \$100,000

Another quote/estimate was received from Preston VanMeter, PE, Murray Smith.

Task 1: Prepare RFP for WWTP Operations Services
Task 2: Proposal Solicitation Process

The estimated budget from this company was estimated to be \$45,000 to \$60,000.

Jim stated to the Board there are only 2 companies that typically bid operating services for treatment plants throughout Oregon: CH2M and VEOLIA. Of the last 3 bids for treatment plant operators, CH2M was the successful bidder for all 3 bids.

General Managers Report

Brown Avenue Area Improvement – Phase V

The Preconstruction Meeting for this project was held, Thursday, June 29th, 2017. The project commenced on Monday, July 10th, 2017. The completion for Phase V of this project is on or before Thursday, October 12th, 2017.

Back Nine Sanitary Sewer Extension Project

Alex Palm, i. e. Engineering, is now in the process of redesigning this project so that the sanitary sewer can be constructed with additional phases so the owners can develop the property as the industrial sites are sold.

Wastewater Treatment Plant Leak Insurance Claim

Jim stated to the Board that staff has been working with CNA's Adjustor and RUSA's SDAO Claims Consultant, Mike Hackbart, to resolve this year-old insurance claim.

A counter offer was made to CNA, in the amount of \$160,000, for settlement of all claims resultant from the two (2) roof leaks at the WWTP. The adjustor has sent the offer to CNA and RUSA is currently awaiting a response to this offer.

CH2M Report

Jim Baird went over the OMI Report for the Board. The OMI personnel were not in attendance at the Board Meeting due to discussions regarding the contract and potential RFP for the plant operations in the future.

4:55 p.m. – Move to Executive Session

The Executive Session was held for the purpose of the 6-month evaluation of the General Manager, Jim Baird, pursuant to ORS 192.660(2)(i).

All RUSA staff attending the Board Meeting were asked to leave.

5:12 p.m. – Leave Executive Session

Return to Regular Monthly Board Meeting

Yearly Turnovers

The Board was provided a spreadsheet showing the history of the turnovers from 2009 to 2016. RUSA staff mailed out letters in April and again in May for those who were four or more months delinquent on their sewer bill. Those who did not bring the accounts current to the May 1, 2017 bill were sent to the Douglas County Assessor, plus a penalty assessed by RUSA, which results with a lien on the property by RUSA for those unpaid bills.

Accounts Payable

The Board reviewed the Accounts Payable and Addendum for the July 12th, 2017 Accounts Payable.

Jerry Griese moved to approve the Accounts Payable and Addendum, as presented, to the Board.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

New Umpqua Health Building

Umpqua Health is building new facility to house the physicians of Umpqua Health. This project is located just north of the Flury Supply Building

There being no further business to come before the Board, the meeting was adjourned at 5:26 p.m.

5:27 p.m. – Re-Open the Regular Monthly Board Meeting

Employee Health Insurance

Staff provided the Board with an e-mail from Conner Wright, Brown & Brown Northwest Insurance. Mr. Wright stated in the e-mail that with public entities under 50 employees, that CIS is more times than not the best long-term solution.

Additionally, Mr. Wright stated if the average age of the group is younger, it is more beneficial to participate in the small group marketplace; but, if the average age of the group is older, then it would be more beneficial to participate in a large pool for health insurance, i.e. CIS.

Kelsey Wood asked that RUSA check the rates for Regence and compare to the rates offered by CIS and provide those quote comparisons at the August 9th, 2017 Board Meeting.

There being no further business to come before the Board, the July Monthly Board Meeting was again adjourned at 5:37 p.m.

Respectfully submitted,



Ellen J. Montgomery
Administrative Assistant

GENERAL MANAGERS REPORT

Date: August 4, 2017
To: Roseburg Urban Sanitary Authority
Board of Directors
From: James V. Baird
General Manager
Re: General Managers Informational Report to the Board

Brown Avenue Area Improvements Phase V

The contractor has installed approximately 700 feet of new sewer main and two manholes. The project is proceeding on schedule. The Contractor has submitted pay estimate #1 in the amount of \$214,633.97. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #1 in the amount of \$214,633.97.

Back Nine Sanitary Sewer Extension

i.e. Engineering is working on the redesigning of the project the project. Staff met with the project engineers and Romtec Utilities representatives to resolve any question regarding the new design.

i.e. Engineering has submitted the new pump station design requirements to Romtec Utilities so that they can update the system design.

Preliminary schedule is for construction to begin in September.

WWTP Roof Leak Insurance Claim

We have received a counter offer of \$170,000 as compensation for our insurance claim. I asked Jeff Pugh to review the release and provide a legal opinion to RUSA. Jeff is uncomfortable with some of the language that the release reserves claims CNA may have against RUSA.

I have asked SDAO to provide a release that would be a mutual release. Mike Hackbart, of SDAO, has provide a release that they have used in the past and we have forwarded the document to Jeff for his review and comment.

NEW DEVELOPMENTS AND PROJECTS

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.
- Troost Street Subdivision
 - Knife River Material has started the construction of the project. Construction is scheduled to be completed in October.
- Newton Creek Manor
 - The owner, NeighborWorks Umpqua, has chosen to provide sewer service to the manufactured home park with a private sewer system. There is a small section of public main line that will be constructed as part of the improvement to the park. The project has been reviewed by Staff and CH2M. The plans and specifications have been approved, with minor corrections required, for construction
- Umpqua Health Newton Creek Campus
 - ie Engineering has submitted the plans for a sanitary sewer main extension to provide sewer service for new health care clinic and offices. Staff and CH2M have reviewed the plans and specifications. The Plans and specifications have been approved, with minor corrections required, for construction.

Preliminary Design

- Loosley – Woodside Avenue subdivision
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Brown Avenue Area Improvements Phase V
 - Construction began on July 12th. Project completing is scheduled for October 12th.
- 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.
- Spruce St. – Parrot St Improvements Project
 - The project construction has been completed. The Engineers certification and as-built drawings have been submitted and RUSA is working to final this project.
- WWTP Roof Replacement Project
 - The insurance claim is still in negotiation.

- Back Nine
 - ie Engineering is re-designing the project. The new design will add phases so that construction of the sanitary sewer can be done as the properties are sold.

ROSEBURG URBAN SANITARY AUTHORITY

JULY 2017 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 31 work orders.
- Completed CCTV of 13,851 feet of mainline.
- Completed cleaning of 23,197 feet of mainline.
- Completed 9 manhole inspections.
- Cleaned and completed drawdown testing on the Highland, Wilbur 1 & 2, Loma Vista and Fairgrounds Lift Stations.
- Removed and replaced 2 manholes and approximately 120 feet of mainline.

ENGINEERING DEPARTMENT:

- Completed 185 underground utility locate requests.
- Issued 9 permits and completed 5 inspections.
- Construction has begun on the Brown Avenue Area Improvements Phase V. The Contractor has installed approximately 700 feet over sewer main and the associated manholes.
- i.e. Engineering has begun the redesign of the Back Nine Sanitary Sewer Extension project.
- Construction on the Spruce St. – Parrot St. Improvement's project has been completed. The As-Built drawings and Engineer's letter of certification have been submitted to RUSA. We are working to close out this project.
- Construction on the Cascade Court Project is complete. The City is finalizing the construction costs with the contractor. The As-Built drawings and Engineer's letter of certification is pending.
- The construction of the O'Brien heights subdivision off Troost Street has begun. The project is scheduled to be completed in October.

FINANCE DEPARTMENT:

- Vacancy Credits: 16 were processed, for a total of \$1,050.00 in July.
- Credit cards/eChecks: 504 payments totaling \$26,119.91 were collected in July. 49 payments received at the counter, 30 by voice response system, and 425 on-line.
- Automatic Payments: 1,906 customer accounts are signed up. Received \$75,537.65 or approximately 13.9% of monthly billing.

The following are permits issued during the month of July, 2017:

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 182 Kohala Court

Commercial:

(Construction of new commercial structure(s)/facilities)

- 3938 NE Diamond Lake Blvd. (new storage unit facility)

2) RELAY PERMITS

(Repair and/or replacement of an existing building sewer line(s))

- 524 SE Douglas Avenue
- 412 W Alpha Street
- 1314 SE Hawthorne Drive
- 645 SE Terrace Drive

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- 1436 SE Sanford Street
- 1275 W Rosemond Avenue

4) MAIN LINE EXTENSIONS

(Extension of an existing and/or new sanitary sewer main line)

- None

5) MAINS AND LATERALS

(Installation of new sanitary sewer main line(s))

- None

6) SERVICE CONNECTIONS

(Existing stub-out to a property line)

- None

7) TAP CUTS

(Tap cut for connection to sanitary sewer main line)

- 329 SE Rose Street

8) MANHOLE CORE DRILL

(Core drill manhole to connect sanitary sewer line and/or sanitary sewer main line)

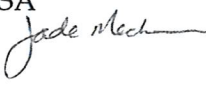
- None

9) PLAN REVIEW

(Fee to review plans for new developments, subdivisions, etc.)

- None



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager 
DATE: August 2, 2017
SUBJECT: July 2017 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 97% BOD removal and 93% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for July 2017, was 247,000 KWHRS with a total Effluent flow of 92.07 million gallons, all of which went to the Natural Treatment System (NTS) at Outfall 002. The July 2016 electrical consumption was 232,000 KWHRS with a total Effluent flow of 93.52 million gallons, all of which went to the Natural Treatment System (NTS) at Outfall 002.
- We continue to monitor river and NTS data with probes in the water at 3 locations. River flows have been favorable so far this summer, as well as NTS data.
- Biosolids, both liquid and dewatered were hauled to 2 different sites during the month.
- The grit removal mechanism was out of service for 2 days while we isolated the problem of a cleanout cap in the eye of the grit pump.
- A problem with the digester gas pressure was finally diagnosed as a faulty transducer. A new unit is being searched out, since the old unit is original equipment (30+ years old).

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in July:

- *Blac- N- Bleu Bistro*: The outfall looked Ok, no grease build up.
- *Casey's*: Their grease interceptor was losing grease from a very full tank. Spoke with the owner and a call will be placed to have the tank pumped. It's supposed to be on a 3-month schedule. A follow up check will be done in August.
- *Fred Meyers*: Tank was losing grease; the assistant manager will check on the pumping schedule and call us back. Follow up inspection in August.
- *Shari's*: Their tank was full. They are on a 3-month pumping schedule. Will recheck in August.
- *Jimmy John's*: Outside interceptor for the complex was Ok.
- Continue to work on development of revisions to the Pretreatment Implementation Manual for delivery to the DEQ in mid-November.

NATURAL TREATMENT SYSTEM (NTS)

- Replaced 75 sprinklers at the NTS.
- Replaced 11 supply line whips.
- Replaced 10 support rods.
- The spray crew was in 2 times. They cut thistles and sprayed the remaining stocks. A few days later, those areas were seeded with red fescue.
- The irrigation is at 100% for the flow being delivered to the NTS.
- Additional sprinklers were added on a new 2" water supply line below 606.

MAINTENANCE ACTIVITIES

- Replaced the check valve for the #2 pump at the North Bank Station.
- Replaced the diaphragm in the G-11 gas valve in the Gas Compressor room.
- Repaired a wiring problem with the alternator at the Wilbur #2 Station.
- Replaced the input module for the Screw Press PLC.
- Replaced the conductivity probe relays for both pumps at the Wilbur #1 Station.
- Replaced the sump pump at the South Bank Station.
- Rebuilt the #1 pump at the Highland Station.
- Replaced the P-trap ball valve on both Gas Mixing Compressors.
- Replaced the Wear rings on the #2 pump at the Highland Station.

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.
- When discharging from the pond we sample daily for PO₄ at SW5.
- When the river flow is less than 150 CFS we collect PO₄ samples for testing weekly at SW1, SW6, SW5, and MW1. We also test MW1 for pH, Temp. and D.O.
- Number of Tests for permit: 126
12 CBOD's 31 pH 13 Fecal/E. Coli 5 TKN 5 Nitrate
12 TSS 31 Cl₂ Res. 12 Ammonia 5 Total Phosphorus
- Precision results: Accuracy Results:
In control: 126 In Control: 113
Out of control: 0 Out of Control: 0
- On 7/12/17, we collected lab water samples and shipped to NRC for testing.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- We have one open position at the plant.

UPCOMING EVENTS

OPERATIONS/NTS

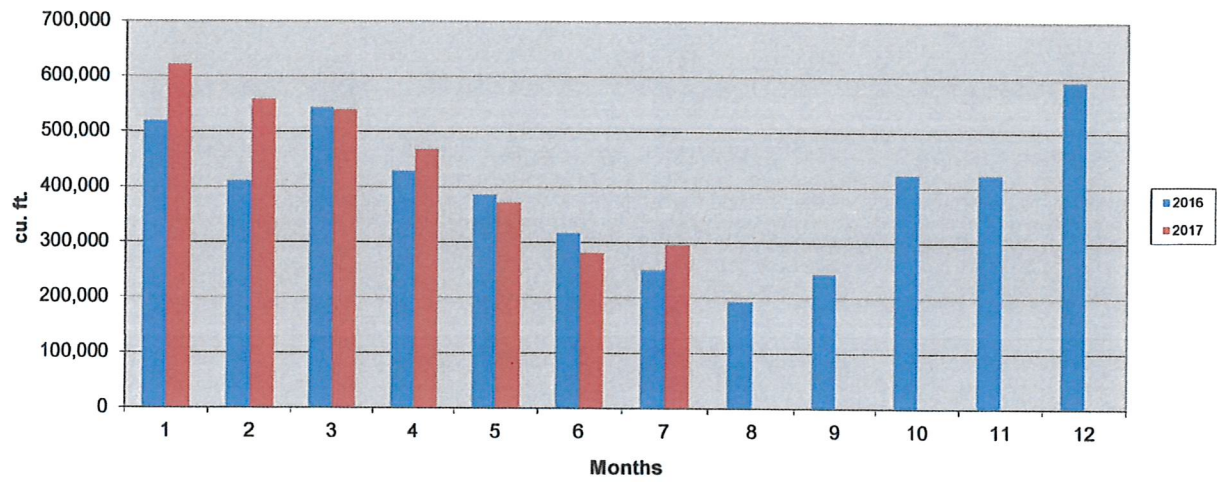
- As the County spray crew becomes available, they will continue to spray blackberries and thistles.
- We ordered some low pressure sprinklers that will be placed in Zone 1H where there are areas of low pressure.
- Maintenance on the irrigation system continues with repairs, as needed.
- The new Kubota UTV will be placed into service once the garage storage area is available.

MAINTENANCE:

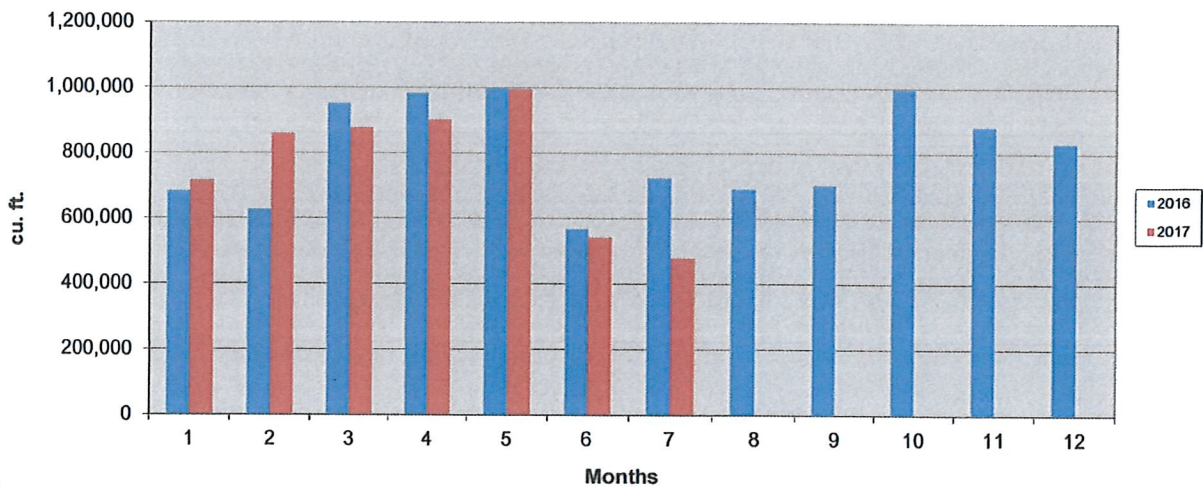
- Install Vacuum prime system for the #2 pump at Wilbur #2
- Rebuild the W-3 Strainer
- Rebuild the actuator valve for the rear discharge on the Peterbilt Sludge truck.

Enclosures: Boiler/Flare Gas Usage graphs
12 Month Moving Avg.
Violation Sum-Limit Report

BOILER GAS USAGE



FLARE GAS USAGE



12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Aug-16	2.86	5200	5391
Sep-16	2.76	5686	5248
Oct-16	5.26	6712	6668
Nov-16	4.97	5471	4642
Dec-16	7.16	7106	5971
Jan-17	7.47	6853	5171
Feb-17	5.95	7396	6078
Mar-17	7.11	7531	6048
Apr-17	5.28	8807	6297
May-17	3.72	6888	6019
Jun-17	3.28	7194	5772
Jul-17	2.98	6661	5493
SUM	58.80	81505	68798
AVE	4.90	6792	5733
MAX	7.47	8807	6668
MIN	2.76	5200	4642

Limit Summary: (** designates values exceeding limit)
2 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	7.83
Max Weekly Avg (Wed Rule) , 7/2/2017	MG/L	15.00	12.67
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 7/16/2017	S.U.	6.30	6.37
Maximum , 7/4/2017	S.U.	8.50	7.08
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
** Average	MG/L	10.00	14.50
Max Weekly Avg (Wed Rule) , 7/2/2017	MG/L	15.00	30.67
** 7/2/2017			30.67
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	97
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	93
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	2
Maximum , 7/6/2017	MG/L	na	5
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	24
Maximum , 7/26/2017	MPN	406	124
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum	MKCal	na	

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

CASH DISBURSEMENT RECAP BOARD MEETING AUGUST 9, 2017

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	65,779.61
Total of Regular Checks & ACH Transactions	<u>362,460.62</u>

Total Expenditures (not including Payroll)	<u>428,240.23</u>
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Payroll:

Net Payroll - July 2017	63,398.86
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All Checks & ACH Transactions since the Board Meeting of July 12, 2017	<u>491,639.09</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No	Vendor Name	Check Date	Check Amount
Invoice No	Description	Reference		
ACH	OR-REV	Oregon Dept. of Revenue	07/28/2017	
	2nd Qtr OQ	2nd Qtr OQ Workers Comp Liab		188.27
	2nd Qtr OQ Unem	2nd Qtr OQ Unemployment Payable		2,507.42
Total for this ACH Check for Vendor OR-REV:				2,695.69
Total for 7/28/2017:				2,695.69
ACH	DNB	Internal Revenue Service	07/31/2017	
	JULY 17 PR	PR Batch 00002.07.2017 Medicare - Employee	PR Batch 00002.07.2017 Med	1,347.60
	JULY 17 PR	PR Batch 00002.07.2017 Medicare - Employer	PR Batch 00002.07.2017 Med	1,347.60
	JULY 17 PR	PR Batch 00002.07.2017 FICA - Employer	PR Batch 00002.07.2017 FIC	5,762.10
	JULY 17 PR	PR Batch 00002.07.2017 FICA - Employee	PR Batch 00002.07.2017 FIC	5,762.10
	JULY 17 PR	PR Batch 00002.07.2017 Federal Income Tax	PR Batch 00002.07.2017 Fed	9,444.85
Total for this ACH Check for Vendor DNB:				23,664.25
ACH	OR-Rev	Oregon Dept. of Revenue	07/31/2017	
	JULY 17 PR	PR Batch 00002.07.2017 Oregon W/Held	PR Batch 00002.07.2017 Ore	5,555.99
Total for this ACH Check for Vendor OR-Rev:				5,555.99
ACH	PBPP	Pitney Bowes Purchase Power	07/31/2017	
	JULY 2017	Postage meter refill		150.00
Total for this ACH Check for Vendor PBPP:				150.00
47761	CIS INS	CIS Trust	07/31/2017	
	JULY 17 PR	PR Batch 00002.07.2017 CCIS Insurance AD&I	PR Batch 00002.07.2017 CCI	19.81
	JULY 17 PR	PR Batch 00002.07.2017 Dental & Vision	PR Batch 00002.07.2017 Den	2,625.23
	JULY 17 PR	PR Batch 00002.07.2017 Voluntary Dependent L	PR Batch 00002.07.2017 Vol	32.56
	JULY 17 PR	PR Batch 00002.07.2017 Voluntary Life Insuran	PR Batch 00002.07.2017 Vol	284.00
	JULY 17 PR	PR Batch 00002.07.2017 Life Insurance - er	PR Batch 00002.07.2017 Life	134.75
	JULY 17 PR	PR Batch 00002.07.2017 Life Insurance - Spous	PR Batch 00002.07.2017 Life	200.04
	JULY 17 PR	PR Batch 00002.07.2017 CCIS Insurance Long-	PR Batch 00002.07.2017 CCI	232.35
	JULY 17 PR	PR Batch 00002.07.2017 Medical Ins w/RX	PR Batch 00002.07.2017 Med	24,216.06
	JULY 17 PR	PR Batch 00002.07.2017 Short-Term Disability	PR Batch 00002.07.2017 Sho	76.73
Total for Check Number 47761:				27,821.53
47762	PEBSCO	Nationwide Retirement Solutions	07/31/2017	
	JULY 17 PR	PR Batch 00002.07.2017 Roth Contribution	PR Batch 00002.07.2017 Rot	25.00
	JULY 17 PR	PR Batch 00002.07.2017 PEBSCO	PR Batch 00002.07.2017 PEB	2,425.00
Total for Check Number 47762:				2,450.00
47763	Kelley	Kelley Imaging Systems, Inc.	07/31/2017	
	IN281181	Copier maintenance contract		179.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47763:				179.75
47764	SHRED-IT 8122765760	Shred-It USA Document shredding service	07/31/2017	75.60
Total for Check Number 47764:				75.60
47765	USPS JULY 2017	US Postal Service Postage for mailing August bills for July service	07/31/2017	2,499.76
Total for Check Number 47765:				2,499.76
47766	VERIZON 9789261383 9789261391	Verizon Wireless Cellular telephone service Wireless for TV Van	07/31/2017	648.02 39.02
Total for Check Number 47766:				687.04
Total for 7/31/2017:				63,083.92
Report Total (10 checks):				65,779.61

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	08/09/2017	
	1850925991	Door hangers for project		31.98
	1851925641	Misc office supplies		125.35
	1861613081	Hard drive transfer device		57.79
	1861854601	Bank deposit bags		47.18
	1861964501	Battery backup for Eng Counter Workstation		142.99
Total for this ACH Check for Vendor STAPLES:				405.29
47767	WP	Avista Utilities	08/09/2017	
	JULY 2017	Natural gas service		30.22
Total for Check Number 47767:				30.22
47768	BANNERMC	BANNER BANK	08/09/2017	
	235576476	Laptop		1,099.99
	AA July 10	Pitney Bowes - Postage Machine Lease		81.00
	AA July 24	Microsoft - Business Essentials subscription		30.00
	CM July 10	Board of Accountancy-Renewal of CPA license-(255.00
	CM July 15	AICPA-Dues, Christine		265.00
	CM July 24	Microsoft-Office 365 Premium Subscriptions		112.50
	EM July 12	Safeway - Cookies for Board Meeting		16.00
	GO July 11	Ten Down - DCUCC lunch meeting - Greg		15.45
	GO July 21	Lowes - Extension cord for battery backup for E		12.97
	JB July 11	Ten Down-DUCC Lunch Mtg-Jim		16.75
	JB July 19	Charley's BBQ-CH2M Lunch mtg w/Jim		50.25
	JB July 27	Arby's-ACWA Presentation-Jim		12.58
	JB July 6	McMenamins-GM Eval Mtg w/Board members		68.40
	KB July 18	Pizza Palace - UBOS lunch for KB, SO, RC, TN		61.98
	RC July 13	Bagel Tree - Staff Meeting		78.00
	RK July 10	Roseburg Book - Field books for Brown St Proje		9.38
	RK July 11	Ten Down - DCUCC lunch for Ryon & John		26.00
	SL July 12	Dell - DVD drive for laptop		69.98
	SL July 12b	Mallory Safety - Safety equipment		618.40
	SL July 30	Federal Signal Safety - shipping for control boar		12.07
	SL July 30b	Federal Signal Safety - repair control board		52.00
	SO July 24	Home Depot - parts to repair water line on Kend		34.16
	SO July 26	Home Depot - parts to repair water line on Kend		10.81
	TN July 10	Coastal - Boots for Tom Nigh		150.00
	TN July 19	Home Depot - concrete tools		28.41
Total for Check Number 47768:				3,187.08
47769	CH2M	CH2M Inc.	08/09/2017	
	4053855a	Back Nine Project Prof Svcs		958.86
	4053855b	Project Mgmt & Acct'g		817.14
	4053855c	2017 Farm Ops Plan		113.92
	4055071a	Plan Reviews		618.24
	4055071b	WWTP Rook Leak		350.50
	4055071c	Proj Mgmt/Accounting		611.18

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 47769:	3,469.84
47770	OMI 65757	CH2MHill OMI Professional services per agreement	08/09/2017	120,453.57
			Total for Check Number 47770:	120,453.57
47771	Chytka 123937	Chytka Pest Control LLC Pest Control-August	08/09/2017	40.00
			Total for Check Number 47771:	40.00
47772	WATER July 2017	City of Roseburg Water service for Admin	08/09/2017	207.68
			Total for Check Number 47772:	207.68
47773	CORIX 17713019506 17713020522 17713020690 17713020942	Corix Water Products Tee and pipe for Kendall St Water line repair-Kendall Water line repair-Kendall Water line repair-Kendall	08/09/2017	1,086.88 165.09 250.50 52.53
			Total for Check Number 47773:	1,555.00
47774	CRADAR 002825 002825 Ret	Cradar Enterprises, Inc Pay Req #1-Brown Ave Phase 5 Pay Req #1 Retainage-Brown Phase 5	08/09/2017	225,930.50 -11,296.53
			Total for Check Number 47774:	214,633.97
47775	DiaPower 221609	Diamond Power Equipment, Inc Weedeater	08/09/2017	398.94
			Total for Check Number 47775:	398.94
47776	DFN Aug 2017 Admin Aug 2017 High Aug 2017 Host Aug 2017 Keady Aug 2017 NBank Aug 2017 NTS Aug 2017 Wilb1 Aug 2017 Wilb2 Aug 2017 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	08/09/2017 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 105796 Service: 105794 Service: 105795	202.71 64.14 10.28 64.14 61.64 51.37 64.14 61.64 64.14
			Total for Check Number 47776:	644.20
47777	EARTH 549487 629759	EARTH20 Bottled water service Bottled water service	08/09/2017	30.95 30.95
			Total for Check Number 47777:	61.90
47778	EDURED1 R43420	Kanyarat Engelbrecht EDU reduction from 2 to 1 at 523 NE Clover	08/09/2017	10.00
			Total for Check Number 47778:	10.00
47779	FASTENAL	Fastenal Company	08/09/2017	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	ORROS181053	Safety vests		223.86
			Total for Check Number 47779:	223.86
47780	FLURY C 5431 C 5569 C 5929	Flury Supply Company Fill hose for B6 Gate valve for hydrant filling Repair tap machine	08/09/2017	147.40 68.13 37.39
			Total for Check Number 47780:	252.92
47781	GRAPHDIM 818	Graphic Dimensions, Inc. Cut bills to mailing size	08/09/2017	30.80
			Total for Check Number 47781:	30.80
47782	H.D. Fow 14567289	H. D. Fowler Co., Inc. Wrapidseal + freight	08/09/2017	3,110.60
			Total for Check Number 47782:	3,110.60
47783	LOWES 2993645 88921539	Lowe's NTS - 411 Door NTS Building door	08/09/2017	21.44 36.84
			Total for Check Number 47783:	58.28
47784	MSTRCR 2095J	MasterCare Cleaning Co Inc Monthly Janitorial service	08/09/2017	390.00
			Total for Check Number 47784:	390.00
47785	ELLEN July 2017	Ellen Montgomery Mileage reimbursement	08/09/2017	34.78
			Total for Check Number 47785:	34.78
47786	MTMCOMM 439208012017	MTM Communications Answering Service-August	08/09/2017	45.42
			Total for Check Number 47786:	45.42
47787	Comspan 95915	National LightNet LLC Telephone Service-Admin	08/09/2017	265.20
			Total for Check Number 47787:	265.20
47788	Occu 0809 0952	OccuHealth Pre-employment physical for engineering intern Pre-employment physical for collections intern	08/09/2017	110.00 110.00
			Total for Check Number 47788:	220.00
47789	OR-LIN 60655 63989 66568 69550	Oregon Linen, Inc. Laundry service Laundry service Laundry service Laundry & mat service	08/09/2017	42.02 42.02 42.02 81.97
			Total for Check Number 47789:	208.03
47790	OR-TOOL 762401	Oregon Tool & Supply Hardhat	08/09/2017	17.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47790:				17.95
47791	ORE TREE 533	Oregon Tree Works LLC Tree removal at Harrison St project	08/09/2017	700.00
Total for Check Number 47791:				700.00
47792	OR-RSBG Sept-Oct 17	Oregonian-Roseburg Distributor Sept-Oct Subscription	08/09/2017	67.00
Total for Check Number 47792:				67.00
47793	PAC AIR 67996	Pacific Air Comfort, Inc. Semi-annual HVAC maintenance	08/09/2017	450.00
Total for Check Number 47793:				450.00
47794	PKGDEPOT 16642	Package Depot UPS cost to mail arrow board control box for rep	08/09/2017	13.88
Total for Check Number 47794:				13.88
47795	Premium 20572	Premium Landscape, Inc. Monthly landscape maintenance	08/09/2017	180.25
Total for Check Number 47795:				180.25
47796	GENCHEM 49608	RootX RootX	08/09/2017	5,271.00
Total for Check Number 47796:				5,271.00
47797	A&I 733484 734316 736035 736116	Roseburg Auto & Truck Supply Repair blower Car wash Repair tap machine Windshield wash, armour all, fuel treatment for v	08/09/2017	33.50 6.49 5.38 28.67
Total for Check Number 47797:				74.04
47798	RSBG-DIS 979392	Roseburg Disposal Company Garbage Service-July	08/09/2017	56.50
Total for Check Number 47798:				56.50
47799	OR-AUD ARI17282	Secretary of State Balance due for filing fee for FYE12	08/09/2017	50.00
Total for Check Number 47799:				50.00
47800	UBOS FYE 18	Umpqua Basin Operators Section Membership FYE 18	08/09/2017	30.00
Total for Check Number 47800:				30.00
47801	UMPQUARF 66113 66114 66137 66432 66444 66450	Umpqua Quarries, LLC Crushed rock for stock Crushed rock for stock Crushed rock for culvert at NTS Crushed rock for Kendall St project Crushed rock for Kendall St project Crushed rock for Kendall St project	08/09/2017	63.25 32.80 81.78 53.68 64.21 61.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	66678	Crushed rock for Kendall St project		57.51
	66731	Crushed rock for Kendall St project		62.73
	66760	Crushed rock for Kendall St project		62.12
				<hr/>
Total for Check Number 47801:				539.33
47802	UMP-SAND	Umpqua Sand & Gravel	08/09/2017	
	39698	Concrete-Kendall St job		393.00
	39798	Excavation material-Kendall St job		5.23
	39855	Excavation material-Kendall St job		5.00
	39909	Concrete-Kendall St job		393.00
	39967	Fill dirt & Excavation material-Kendall St job		94.31
	40022	Excavation material-Kendall St job		10.15
				<hr/>
Total for Check Number 47802:				900.69
47803	West Tes	Western Testing LLC	08/09/2017	
	21014	Construction Materials Testing (CoMet) - Brown		313.75
	21015	Construction Materials Testing (CoMet) - Brown		3,743.85
	21016	Back Nine - Drilling - Piezo measurements		114.80
				<hr/>
Total for Check Number 47803:				4,172.40
				<hr/>
Total for 8/9/2017:				362,460.62
				<hr/>
Report Total (38 checks):				362,460.62
				<hr/>



Roseburg Urban Sanitary Authority
Attention: Jim Baird
P.O. Box 1185
Roseburg, OR 97470

Please remit to:

CH2M Inc.
PO Box 200991
Dallas, TX 75320-0991

CH2M HILL Tel: 541-752-4271
Corvallis Office Fax: 541-752-0276

Date: 07/13/17
Project No.: 107769
Client Ref No.: 016700
Invoice No.: **4053855**

INVOICE

For engineering services from May 27, 2017, through June 30, 2017, in connection with the following:

Del Rio Sewer

Professional Services:

	<u>Hrs</u>	<u>Amount</u>
Chang, Alan	5.3	\$936.16
		<hr/> \$936.16

Expenses:

Meals-Business - Matt Baldwin		\$15.48
Postage, Freight & Delivery		\$7.22
		<hr/> \$22.70

Total Del Rio Sewer Planning: \$958.86

Project Management/Accounting

Professional Services:

	<u>Hrs</u>	<u>Amount</u>
Chang, Alan	0.2	\$35.31
Denison, Michael J	1.1	\$190.50
Ossokine, Iouri Alexandrovich	0.3	\$37.88
Hurt, Lori	5.4	\$553.45
		<hr/> \$817.14

Expenses:

\$0.00

Total Project Mgmt/Project Acctg Tasks: \$817.14

2017 FAR OPS Plan

Professional Services:

	<u>Hrs</u>	<u>Amount</u>
Ring, Theresa Michelle	1.0	\$98.50
		<hr/> \$98.50

Expenses:

Reproduction/Printing		\$15.42
		<hr/> \$15.42

Total 2017 FAR OPS Plan: \$113.92

TOTAL DUE THIS INVOICE

\$1,889.92



Roseburg Urban Sanitary Authority
Attention: Jim Baird
P.O. Box 1185
Roseburg, OR 97470

Please remit to:

CH2M Inc.
PO Box 200991
Dallas, TX 75320-0991

CH2M HILL Tel: 541-752-4271
Corvallis Office Fax: 541-752-0276

Date: 08/02/17
Project No.: 107769
Client Ref No.: 016700
Invoice No.: **4055071**

INVOICE

For engineering services from July 01, 2017, through July 28, 2017, in connection with the following:

Plan Reviews

Professional Services:

Chang, Alan

<u>Hrs</u>	<u>Amount</u>
3.5	\$618.24
	<hr/>
	\$618.24

Expenses:

\$0.00

Total Plan Reviews: \$618.24

WWTP Roof Leak

Expenses:

Software Licenses

\$350.50
<hr/>
\$350.50

Total WWTP Roof Leak: \$350.50

Project Management/Accounting

Professional Services:

Reistad, Brett W

Hurt, Lori

<u>Hrs</u>	<u>Amount</u>
1.0	\$190.96
4.1	\$420.22
	<hr/>
	\$611.18

Expenses:

\$0.00

Total Project Mgmt/Project Acctg Tasks: \$611.18

TOTAL DUE THIS INVOICE

\$1,579.92