



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

AGENDA

REGULAR MONTHLY BOARD MEETING

March 14, 2018
RUSA Board Room
4:00 p.m.

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Giese

Kelsey Wood

- 1. Call to Order**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. February 14, 2018 Regular Board Meeting
- 4. Contract Extension for Operations and Management of the WWTP and NTS with ch2m**
 - a. Five-year contract extension for the operations and management of RUSA's Wastewater Treatment Facilities
- 5. Cooperative Improvement Agreements with the City of Roseburg**
 - a. Black Avenue Extension
 - b. Downtown Corridor Improvements Phase II
- 6. Cooperative Improvement Agreement with Douglas County**
 - a. Old Highway 99N: Winchester Bridge to Pleasant Avenue Project
- 7. General Managers Report**
 - a. Back Nine Sanitary Sewer Phase 1
 - i. Project update.
 - b. NW Black Avenue
 - i. Project update.

- c. Downtown Improvements Phase II
 - i. Project update
- d. Garden Valley Blvd Sewer Replacement Project
 - i. Project update.
- e. Winchester Pump Station Force Main Replacement Project
 - i. Project update.
- f. Loma Vista Pump Station Study
 - i. Project update.
- g. System Development Charges
 - i. Recommended update to the SDC Methodology
- h. Special Districts Board Practices Assessment
 - i. Recommended by SDAO

8. New Developments

9. Staff Report

10. Permits Issued

11. CH2M Operations Report

12. Accounts Payable

13. Other Business



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 February 14, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, CCTV Operator Dean Ronk, Finance Director Christine Morris and CH2M Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, January 10, 2018.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, January 10th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
John Dunn seconded the motion.
The motion passed unanimously.

Appointment of a Budget Officer

The Board is required to appoint a Budget Officer for the 2018-2019 Budget Year, in the past it has been the General Manager.

Kelsey Wood moved to appoint Jim Baird, General Manager as the Budget Officer for the 2018-2019 Budget Year.
Rob Lieberman seconded the motion.
The motion passed unanimously.

Budget Calendar

The Board is required to set a budget hearing and publication calendar. Staff presented a revised schedule at the meeting. The Board reviewed and accepted the revised schedule. The Budget Calendar will now be passed on to the Budget Committee for review.

Budget Committee Member Appointment

As discussed at the January Board Meeting, there are two vacancies on the Budget Committee, a couple of suggestions were made and those individuals were contacted to see if they would agree to being nominated for the Budget Committee.

Jim Baird contacted Marc Chirrick and Mike Jackson. Both agreed to be nominated for the Budget Committee.

Kelsey Wood made a motion to approve adding Marc Chirrick and Mike Jackson to the Budget Committee to replace the two committee members that will no longer be serving.

Rob Lieberman seconded the motion.

The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvements Phase V

The contractor formally requested Final Completion and Payment. The Contractor submitted a conditional release of liens as required by the contract. The Contractor submitted pay request #7 in the amount of \$40,118.85, the total amount of retainage for this project. The project Engineer has recommended that RUSA accept this request and issue the final payment to the Contractor.

Staff recommends that the Board approve pay request #7 in the amount of \$40,118.85.

Kelsey Wood moved to approve Pay Request #7 in the amount of \$40,118.85 for release of the retainage.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Back Nine Sanitary Sewer Extension Phase I

The project construction is continuing. The estimated projected completion date has been moved to the end of March 2018. Part of the project is on hold due to the weather.

NW Black Avenue Sanitary Sewer Replacement Project

The project engineering company, 3J Consulting, has completed the 60% plans and submitted them to RUSA for review. We have completed our review and sent the Engineer our comments and corrections. This project is a joint City of Roseburg – RUSA project and is scheduled to be constructed this summer.

Downtown Improvements Phase II

The project engineering company, i.e. Engineering, has completed the 50% plans and submitted them to RUSA for review. We have completed our review and sent the Engineer our comments and corrections. This project is a joint City of Roseburg – RUSA project and is scheduled to be constructed this summer. There will be a little more work on this project than originally expected, all the work will get done and it will be an improvement to the sewer and reduce I&I in the area. The 90% plans were just submitted to RUSA for review.

Garden Valley Blvd Sewer Replacement Project

i.e. Engineering is in design of a short section of gravity sewer and the associated manholes located in Garden Valley Blvd. The City of Roseburg will be replacing the sidewalk intersection ramps and repaving a section of Garden Valley Blvd. RUSA needs to replace the main line and several building sewers so that we will not need to cut the new paved surface during the moratorium period and hopefully not for many years. The City originally required that all work within the roadway be done by May of 2018, this was not going to be an easy deadline to meet as RUSA has exhausted most of the funds allocated to infrastructure replacement for the current fiscal year.

Jim contacted Nikki Messenger, the City of Roseburg Public Works Director, and explained our constraints regarding this project. Nikki was very understanding of RUSA's problem and was very willing to extend our deadline to complete the work. RUSA will be allowed to start our project in July with a completion date in August.

This area will be difficult to excavate due to the rock and existing storm catch basin. The 50% drawings were just received for review.

Winchester Pump Station Force Main Replacement Project

Jim and Jade are working with CH2M on the evaluation of the existing force main and the recommended future configuration for the piping. The force main is about 9000 feet. Once a decision is made, the information will be forwarded to i.e. Engineering to go with the location design.

i.e. Engineering has started the location design for the new force main.

This is a joint Douglas County – RUSA project and will be constructed in 2019.

Loma Vista Pump Station Study

i.e. Engineering is working on the study. The project engineer will provide RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station. There is the potential of a UGB swap which could add part of Charter Oaks to the UGB. In this study, we want to insure the pump station will be adequate if the UGB is extended in this area.

Dean Ronk 2017 Oregon Collections Operator of the Year

Dean Ronk was recognized for his accomplishments by the Municipal Sewer & Water Magazine in the February issue. Dean has really done a great job of owning the CCTV position and making improvements that will be passed down to the next operator after his retirement.

CH2M Report

Jade Mecham, Project Manager, advised that some of the sheetrock fell from the ceiling in the pre-treatment building. Jade is getting estimates to replace the sheetrock with green board that

will tolerate the moisture in the building. Also, Jade is exploring options of adding a fan to help move more air to help with moisture as well.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 14th, 2018 Accounts Payable. There was a general discussion of the accounts payable.

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

Other Business

Contract Review Board training is at 11:00 a.m. on Friday, February 16, 2018. All the board members plan to attend as well as board members from Green Sanitary and Roberts Creek Water.

Kelsey Wood and David Campos attended the SDAO conference and thought it was a good way to keep up on new laws.

There being no further business to come before the Board, the meeting was adjourned at 5:05 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk



INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: CONTRACT EXTENSION FOR THE OPERATIONS AND MANAGEMENT OF THE WWTF
DATE: FRIDAY, MARCH 09, 2018
CC: FILE

The current contract with ch2m for the operations and management of the wastewater treatment facilities will expire June 30th, 2018. As directed by the Board, I have been negotiating a contract extension with ch2m. We have agreed to the amendments to the contract and a price to operate the plant, natural treatment facility and nine (9) pump stations. The following are the changes to the existing contract:

- Extension of the contract for five (5) years.
- Removing language providing database information from a program that ch2m does not utilize anymore.
- Increase the repairs budget to \$80,000 to more closely match the expected expenses.
- Increase the Base Fee (marked up cost) to \$1,452,873. This is a \$7,430 increase over last years agreed to cost or a 0.514% increase
- Increase the Direct Cost to \$1,191,356 and rebate 100% of the difference between the actual cost and the estimated Direct Cost. The previous contract had language that the parties shared in the savings 80% to RUSA and 20% to ch2m.
- Both parties will negotiate the contract amount for each of the remaining years until year five (5). There will be no increase in the base fee for the last year of this extension from the previous year.

Thank you,

Jim Baird



**AMENDMENT NO. 13
TO THE
AGREEMENT FOR WASTEWATER FACILITIES OPERATIONS,
MAINTENANCE AND MANAGEMENT SERVICES
For the
ROSEBURG URBAN SANITARY AUTHORITY**

Extension No. 2 is made this ____ day of ____, 2018 by the Roseburg Urban Sanitary Authority (hereinafter "RUSA") and Operations Management International, Inc. (hereinafter "CH2M HILL OMI").

Recitals

- A. RUSA and CH2M HILL OMI entered into a five (5) year Agreement for Wastewater Facility Operations, Maintenance and Management Services for the Roseburg Urban Sanitary Authority on July 1, 2005. Amendment No. 5 extended the Agreement for an eight (8) year period to June 30, 2018.
- B. The parties have adopted twelve (12) Amendments to the Original Agreement.
- C. Article 7.1 of the Original Agreement provides that RUSA and CH2M HILL OMI may extend that Agreement by mutual consent.

RUSA and CH2M HILL OMI Agree:

The Original Agreement, as amended, is extended for a period of five (5) years, effective July 1, 2018, and is further amended by the adoption of Amendment No. 13 as set forth below:

Amendment No. 13

- 1. Article 2.15 hereby is deleted in its entirety.
- 2. Article 2.4 hereby is deleted in its entirety and replaced with the following:

Provide and document all Repairs for the project, provided the total amount CH2M HILL OMI shall be required to pay does not exceed Eighty Thousand Dollars (\$80,000.00) for the period of July 1, 2018 through June 30, 2019 of this Agreement. RUSA shall pay for all Repairs in excess of the Repairs limit.
- 3. Article 4.1 hereby is 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 Four Hundred Fifty Two Thousand Eight Hundred Seventy Three Dollars (\$1,452,873) for the period of July 1, 2018 through June 30, 2019 of this Agreement. Subsequent years base fees shall be determined as hereinafter specified.
- 4. 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 One Hundred Ninety One Thousand Three Hundred Fifty Six Dollars (\$1,191,356) for the period of July 1, 2018 through June 30, 2019 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 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.

5. Article 4.3 hereby is deleted in its entirety and replaced with the following:
The base fee and estimated total Direct Costs shall be negotiated each year three (3) months prior to the anniversary of the effective date hereof, should RUSA and OMI fail to agree, the base fee and the estimated total Direct Cost will be determined by the application of the base fee adjustment formula shown in Appendix G. The Base Fee for the last year of this five year period beginning in 2022, will be the same as the previous year with the exception of changes to the scope of work.
6. Article 4.6 hereby is deleted in its entirety and replaced with the following:

OMI will rebate 100 percent of the direct cost salaries and benefits to RUSA for all Roseburg employee time expensed to the Douglas County Project or any other Project. OMI will generate a rebate invoice to be paid at the end of each contract year that will be included as part of the final rebate outlined in Articles 4.2 and 5.3.

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.**

**ROSEBURG URBAN
SANITARY AUTHORITY**



Name: Gary Young
Title: Designated Manager
Date: March 9, 2018

Name: James V. Baird
Title: General Manager
Date: _____

Name: John Dunn
Title: Board Chairman
Date: _____



INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: COOPERATIVE IMPROVEMENT AGREEMENT
 BLACK AVENUE EXTENSION
DATE: FRIDAY, MARCH 09, 2018
CC: FILE

The City of Roseburg has prepared a Cooperative Improvement Agreement for the Black Avenue Extension project. RUSA is partnering with the City to improve Black Avenue including the sanitary sewer system located within the project limits.

The design includes approximately 620 feet of 8" sewer main, three manholes and 175 feet of building sewers. RUSA is working with the City to replace the sewer system in this area as the pipe and appurtenances have degraded to a point that they need to be replaced.

RUSA and the City have used this method of collaboration to complete improvements at a reduced cost and in a timely manner so that RUSA does not need to excavate to make repairs in a recently improved street.

RUSA attorney, Jeff Pugh, has been involved in the drafting of the base agreement that we have used for this project.

Thank you,

Jim Baird

**COOPERATIVE IMPROVEMENT AGREEMENT
BLACK AVENUE EXTENSION #17UR01**

This Agreement is entered into on this ____ day of _____, 2018, by and between the CITY OF ROSEBURG, hereinafter referred to as "CITY," and ROSEBURG URBAN SANITARY AUTHORITY, hereinafter referred to as "RUSA."

RECITALS

- A. CITY plans to make infrastructure improvements through the Black Avenue Extension Project # 17UR01 (the "Project"). The location of the Project is approximately as shown on the sketch map attached hereto marked Exhibit "A", and by this reference made a part hereof.
- B. It is advantageous to both CITY and RUSA for CITY to construct sanitary sewer improvements to RUSA's system in conjunction with other CITY utility work within the Project area.
- C. RUSA desires to cooperate in CITY's improvement project by contributing funds for CITY to make said sanitary sewer improvements within the Project area.

NOW, THEREFORE, THE CITY AND RUSA AGREE AS FOLLOWS

- 1. **Incorporation of Recitals:** The above Recitals are true and are incorporated into this Agreement.
- 2. **Authority.** This Agreement is authorized by ORS 190.003 through 190.110.
- 3. **Construction of Improvements:** On or before January 31, 2018, RUSA shall provide CITY with all necessary engineering work for the sanitary sewer improvements to allow CITY to include said work in the CITY's advertisement for bids for the Project. RUSA shall supply CITY with construction drawings and specifications, and an estimate of construction costs, all engineered and stamped by a professional engineer registered in Oregon for inclusion with the CITY's Project bidding documents. The sanitary sewer improvements will be included as part of the CITY's bid documents for the Project as a separate bid schedule.
- 4. **Responsibility.** RUSA assumes full responsibility for any and all engineering work for the sanitary sewer improvements, including but not limited to the above-mentioned construction drawings and specifications and shall defend, indemnify and hold CITY harmless from and against any and all claims in any way relating or resulting from actual or alleged defects, omissions or deficiencies in such engineering work, drawings or specifications. The CITY shall advise RUSA of the date work will begin on the sanitary sewer improvements. RUSA will be responsible to provide an inspector to inspect all work on the sanitary sewer improvements. RUSA's inspector will report to the CITY's project engineer of record.
- 5. **Payment.** After opening bids and before award of the Project, CITY shall notify RUSA of the amount set forth in the bid schedule for the sanitary sewer improvements contained

within the lowest responsive bid for the overall Project. RUSA shall have 10 days to elect in writing to remove sanitary sewer improvements from the scheduled work. Should RUSA not elect to remove the sewer improvements from the scheduled work RUSA shall pay said amount to CITY within forty five (45) days of receipt of notice from CITY after the contract has been awarded. CITY shall apply said initial deposit amount to costs of construction for the sanitary sewer improvements. Any amounts not so applied if any shall be refunded to RUSA following completion of the Project or upon termination of this Agreement. CITY will not approve any change orders relating to the sanitary sewer improvements without RUSA's written consent. CITY will maintain records during the Project which are adequate for determining the cost of construction of the sanitary sewer improvements. Following completion of the Project, CITY shall submit an invoice to RUSA for any construction costs associated with the sanitary sewer improvements over and above the initial deposit amount. RUSA shall pay such invoice within thirty (30) days of issuance of the invoice.

6. Termination. Either party shall have the right to terminate this Agreement upon ten (10) days prior written notice at any time prior to contract award by the City Council and execution by CITY of a contract for the Project. Following execution by CITY of a contract for the Project, this Agreement shall not be terminated except upon mutual consent of RUSA and CITY or upon cancellation of the Project by CITY.

7. Ownership of Improvements. Following substantial completion of the sanitary sewer improvements such that the improvements are usable, RUSA shall automatically become the owner of said improvements as part of RUSA's system and shall thenceforth be responsible for all operation and maintenance thereof. Risk of loss shall pass to RUSA upon such substantial completion.

8. Default. There will be a default under this Agreement if either party fails to pay any amount required hereunder within the time required, or fails to comply with any other provision of this Agreement within ten (10) days after the other party gives notice specifying the default.

9. Notices. Any notices required to be given under this Agreement, or required by law, shall be in writing and delivered to the parties at the following addresses:

**CITY OF ROSEBURG
C. Lance Colley, City Manager
900 SE Douglas Avenue
Roseburg, Oregon 97470**

**ROSEBURG URBAN SANITARY AUTHORITY
Jim Baird, General Manager
PO Box 1185
Roseburg, Oregon 97470**

10. No Third-Party Beneficiaries. Nothing in this Agreement, express or implied, is intended or may be construed to confer on any person, other than the parties to this Agreement, any right, remedy, or claim under or with respect to this Agreement.

11. Amendments. This Agreement may be amended only by an instrument in writing executed by all the parties.

12. **Further Assurances.** Each party agrees to execute and deliver such other documents and to do and perform such other acts and things as any other party may reasonably request to carry out the intent and accomplish the purposes of this Agreement.

13. **Time of Essence.** Time is of the essence with respect to all dates and time periods set forth or referred to in this Agreement.

14. **Expenses.** Except as otherwise expressly provided in this Agreement, each party to this Agreement will bear its own expenses in connection with the preparation, execution, and performance of this Agreement and the transactions contemplated by this Agreement.

15. **Attorney Fees.** If any suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such suit, or action as determined by the trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

CITY OF ROSEBURG

ROSEBURG URBAN SANITARY AUTHORITY

C. Lance Colley, City Manager

Dated: _____

John Dunn, Chairperson

Dated: _____

ATTEST:

Jim Baird, General Manager

Dated: _____

Sheila R. Cox, City Recorder

Dated: _____





INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: COOPERATIVE IMPROVEMENT AGREEMENT
DOWNTOWN CORRIDOR IMPROVEMENTS PHASE II
DATE: FRIDAY, MARCH 09, 2018
CC: FILE

The City of Roseburg has prepared a Cooperative Improvement Agreement for the Downtown Corridor Improvements Phase II project. RUSA is partnering with the City to improve two intersections in the downtown area including the sanitary sewer system located within the project limits.

The design includes approximately 526 feet of 8" sewer main, four manholes and 125 feet of building sewers. RUSA is working with the City to replace the sewer system in this area as the pipe and appurtenances have degraded to a point that they need to be replaced.

RUSA and the City have used this method of collaboration to complete improvements at a reduced cost and in a timely manor so that RUSA does not need to excavate to make repairs in a recently improved street.

RUSA attorney, Jeff Pugh, has been involved in the drafting of the base agreement that we have used for this project.

Thank you,

Jim Baird

**COOPERATIVE IMPROVEMENT AGREEMENT
DOWNTOWN CORRIDOR IMPROVEMENTS PHASE II #17UR04**

This Agreement is entered into on this ____ day of _____, 2018, by and between the CITY OF ROSEBURG, hereinafter referred to as "CITY," and ROSEBURG URBAN SANITARY AUTHORITY, hereinafter referred to as "RUSA."

RECITALS

- A. CITY plans to make infrastructure improvements through the Downtown Corridor Improvements Phase II # 17UR04 (the "Project"). The location of the Project is approximately as shown on the sketch map attached hereto marked Exhibit "A", and by this reference made a part hereof.
- B. It is advantageous to both CITY and RUSA for CITY to construct sanitary sewer improvements to RUSA's system in conjunction with other CITY utility work within the Project area.
- C. RUSA desires to cooperate in CITY's improvement project by contributing funds for CITY to make said sanitary sewer improvements within the Project area.

NOW, THEREFORE, THE CITY AND RUSA AGREE AS FOLLOWS

- 1. **Incorporation of Recitals:** The above Recitals are true and are incorporated into this Agreement.
- 2. **Authority.** This Agreement is authorized by ORS 190.003 through 190.110.
- 3. **Construction of Improvements:** On or before January 31, 2018, RUSA shall provide CITY with all necessary engineering work for the sanitary sewer improvements to allow CITY to include said work in the CITY's advertisement for bids for the Project. RUSA shall supply CITY with construction drawings and specifications, and an estimate of construction costs, all engineered and stamped by a professional engineer registered in Oregon for inclusion with the CITY's Project bidding documents. The sanitary sewer improvements will be included as part of the CITY's bid documents for the Project as a separate bid schedule.
- 4. **Responsibility.** RUSA assumes full responsibility for any and all engineering work for the sanitary sewer improvements, including but not limited to the above-mentioned construction drawings and specifications and shall defend, indemnify and hold CITY harmless from and against any and all claims in any way relating or resulting from actual or alleged defects, omissions or deficiencies in such engineering work, drawings or specifications. The CITY shall advise RUSA of the date work will begin on the sanitary sewer improvements. RUSA will be responsible to provide an inspector to inspect all work on the sanitary sewer improvements. RUSA's inspector will report to the CITY's project engineer of record.
- 5. **Payment.** After opening bids and before award of the Project, CITY shall notify RUSA of the amount set forth in the bid schedule for the sanitary sewer improvements contained

within the lowest responsive bid for the overall Project. RUSA shall have 10 days to elect in writing to remove sanitary sewer improvements from the scheduled work. Should RUSA not elect to remove the sewer improvements from the scheduled work RUSA shall pay said amount to CITY within forty five (45) days of receipt of notice from CITY after the contract has been awarded. CITY shall apply said initial deposit amount to costs of construction for the sanitary sewer improvements. Any amounts not so applied if any shall be refunded to RUSA following completion of the Project or upon termination of this Agreement. CITY will not approve any change orders relating to the sanitary sewer improvements without RUSA's written consent. CITY will maintain records during the Project which are adequate for determining the cost of construction of the sanitary sewer improvements. Following completion of the Project, CITY shall submit an invoice to RUSA for any construction costs associated with the sanitary sewer improvements over and above the initial deposit amount. RUSA shall pay such invoice within thirty (30) days of issuance of the invoice.

6. **Termination.** Either party shall have the right to terminate this Agreement upon ten (10) days prior written notice at any time prior to contract award by the City Council and execution by CITY of a contract for the Project. Following execution by CITY of a contract for the Project, this Agreement shall not be terminated except upon mutual consent of RUSA and CITY or upon cancellation of the Project by CITY.

7. **Ownership of Improvements.** Following substantial completion of the sanitary sewer improvements such that the improvements are usable, RUSA shall automatically become the owner of said improvements as part of RUSA's system and shall thenceforth be responsible for all operation and maintenance thereof. Risk of loss shall pass to RUSA upon such substantial completion.

8. **Default.** There will be a default under this Agreement if either party fails to pay any amount required hereunder within the time required, or fails to comply with any other provision of this Agreement within ten (10) days after the other party gives notice specifying the default.

9. **Notices.** Any notices required to be given under this Agreement, or required by law, shall be in writing and delivered to the parties at the following addresses:

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C. Lance Colley, City Manager
900 SE Douglas Avenue
Roseburg, Oregon 97470

ROSEBURG URBAN SANITARY AUTHORITY
Jim Baird, General Manager
PO Box 1185
Roseburg, Oregon 97470

10. **No Third-Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended or may be construed to confer on any person, other than the parties to this Agreement, any right, remedy, or claim under or with respect to this Agreement.

11. **Amendments.** This Agreement may be amended only by an instrument in writing executed by all the parties.

12. **Further Assurances.** Each party agrees to execute and deliver such other documents and to do and perform such other acts and things as any other party may reasonably request to carry out the intent and accomplish the purposes of this Agreement.

13. **Time of Essence.** Time is of the essence with respect to all dates and time periods set forth or referred to in this Agreement.

14. **Expenses.** Except as otherwise expressly provided in this Agreement, each party to this Agreement will bear its own expenses in connection with the preparation, execution, and performance of this Agreement and the transactions contemplated by this Agreement.

15. **Attorney Fees.** If any suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such suit, or action as determined by the trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

CITY OF ROSEBURG

ROSEBURG URBAN SANITARY AUTHORITY

C. Lance Colley, City Manager

Dated: _____

John Dunn, Chairperson

Dated: _____

ATTEST:

Jim Baird, General Manager

Dated: _____

Sheila R. Cox, City Recorder

Dated: _____





INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JAMES BAIRD, GENERAL MANAGER
SUBJECT: COOPERATIVE IMPROVEMENT AGREEMENT
 OLD HIGHWAY 99N: WINCHESTER BRIDGE TO PLEASANT AVENUE PROJECT
DATE: FRIDAY, MARCH 09, 2018
CC: FILE

Douglas County has prepared a Cooperative Improvement Agreement for the Old Highway 99N Winchester to Pleasant Avenue Project. RUSA is partnering with the County to include the replacement of the existing Winchester Pump Station Forcemain.

The design includes approximately 9,000 feet of dual forcemain. RUSA is working with the County to replace the existing forcemain that was constructed in 1965 and is undersized for the current pump station and any future new development in the Winchester and Wilbur area.

RUSA has used this method of collaboration to complete improvements at a reduced cost and in a timely manor so that RUSA does not need to excavate to make repairs in a recently improved street.

RUSA attorney, Jeff Pugh, has reviewed this agreement and is comfortable with RUSA entering into this agreement with Douglas County.

Thank you,

Jim Baird

**COOPERATIVE IMPROVEMENT AGREEMENT
OLD HIGHWAY 99N: WINCHESTER BRIDGE TO PLEASANT AVE PROJECT #10968**

This Agreement is entered into on this ____ day of _____, 2018, by and between DOUGALS COUNTY, hereinafter referred to as "COUNTY," and ROSEBURG URBAN SANITARY AUTHORITY, hereinafter referred to as "RUSA."

RECITALS

- A.** COUNTY plans to make infrastructure improvements through the Old Highway 99N: Winchester Bridge to Pleasant Ave Project #10968 (the "Project"). The location of the Project is approximately as shown on the sketch map attached hereto marked Exhibit "A", and by this reference made a part hereof.
- B.** It is advantageous to both COUNTY and RUSA for COUNTY to construct sanitary sewer improvements ("Improvements") to RUSA's system in conjunction with the Project.
- C.** RUSA desires to cooperate in COUNTY's Improvements task by potentially contributing as yet an undetermined amount of funds for COUNTY to make the Improvements within the Project area.

NOW, THEREFORE, THE COUNTY AND RUSA AGREE AS FOLLOWS

- 1. Incorporation of Recitals:** The above Recitals are true and are incorporated into this Agreement.
- 2. Authority.** This Agreement is authorized by ORS 190.003 through 190.110.
- 3. Construction of Improvements:** On or before July 5th, 2018, and at no cost to the COUNTY, RUSA shall provide COUNTY with all necessary engineering work for the sanitary sewer Improvements to allow COUNTY to include said work in the COUNTY's advertisement for bids for the Project. RUSA shall supply COUNTY with construction drawings and specifications, and an estimate of construction costs, all engineered and stamped by a professional engineer registered in Oregon for inclusion with the COUNTY's Project bidding documents. The sanitary sewer Improvements will be included as part of the COUNTY's bid documents for the Project as a separate bid schedule.
- 4. Responsibility.** RUSA assumes full responsibility for any and all engineering work for the sanitary sewer Improvements, including but not limited to the above-mentioned construction drawings and specifications and shall defend, indemnify and hold COUNTY harmless from and against any and all claims in any way relating or resulting from actual or alleged defects, omissions or deficiencies in such engineering work, drawings or specifications. The COUNTY shall advise RUSA of the date work will begin on the sanitary sewer Improvements. RUSA will be responsible to provide an inspector to inspect all work on the sanitary sewer Improvements. RUSA's inspector will report to the COUNTY's project engineer of record. The rights and duties under this paragraph will survive any cancellation, termination or expiration of this Agreement.

5. **Payment.** After opening bids and before award of the Project, COUNTY shall notify RUSA of the amount set forth in the bid schedule for the sanitary sewer improvements contained within the lowest responsive bid for the overall Project. RUSA shall have 10 days to elect in writing to remove sanitary sewer Improvements from the project. Should RUSA not elect to remove the sewer Improvements from the scheduled work RUSA shall pay said amount in the bid schedule to COUNTY within 45 days of receipt of written notice from COUNTY. COUNTY shall apply the amount in the bid schedule to costs of construction for the sanitary sewer improvements. Any amounts not so applied if any shall be refunded to RUSA following completion of the Project or upon termination of this Agreement. COUNTY will not approve any change orders relating to the sanitary sewer improvements without RUSA's written consent, which will not be unreasonably withheld, conditioned or delayed. COUNTY will maintain records during the Project which are adequate for determining the cost of construction of the sanitary sewer Improvements. Following completion of the Project, COUNTY shall submit an invoice to RUSA for any construction costs associated with the sanitary sewer Improvements over and above the initial deposit amount. RUSA shall pay such invoice within thirty (30) days of issuance of the invoice.

6. **Termination.** Either party shall have the right to terminate this Agreement upon ten (10) days prior written notice at any time prior to contract award by the COUNTY and execution by COUNTY of a contract for the Project. Following execution by COUNTY of a contract for the Project, this Agreement shall not be terminated except upon mutual written consent of RUSA and COUNTY or upon cancellation of the Project by COUNTY.

7. **Ownership of Improvements.** Following substantial completion of the sanitary sewer Improvements such that the Improvements are suitable for public use and meet all laws, regulations, specifications and contractual requirements, RUSA shall automatically become the owner of said Improvements as part of RUSA's system and shall thenceforth be responsible for all operation and maintenance thereof. Risk of loss shall pass to RUSA upon such substantial completion, as confirmed by written notification from COUNTY.

8. **Default.** There will be a default under this Agreement if either party fails to pay any amount required hereunder within the time required, or fails to comply with any other provision of this Agreement within ten (10) days after the other party gives notice specifying the default.

9. **Notices.** Any notices required to be given under this Agreement, or required by law, shall be in writing and delivered to the parties at the following addresses:

DOUGLAS COUNTY PUBLIC WORKS
Joshua Heacock, Division Manager
1036 SE Douglas Ave., Rm 304
Roseburg, Oregon 97470

ROSEBURG URBAN SANITARY AUTHORITY
Jim Baird, General Manager
PO Box 1185
Roseburg, Oregon 97470

10. **No Third-Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended or may be construed to confer on any person, other than the parties to this Agreement, any right, remedy, or claim under or with respect to this Agreement.

11. **Amendments.** This Agreement may be amended only by an instrument in writing executed by all the parties.

12. **Further Assurances.** Each party agrees to execute and deliver such other documents and to do and perform such other acts and things as any other party may reasonably request to carry out the intent and accomplish the purposes of this Agreement.

13. **Time of Essence.** Time is of the essence with respect to all dates and time periods set forth or referred to in this Agreement.

14. **Expenses.** Except as otherwise expressly provided in this Agreement, each party to this Agreement will bear its own expenses in connection with the preparation, execution, and performance of this Agreement and the transactions contemplated by this Agreement.

15. **Attorney Fees.** If any suit, or action is instituted to interpret or enforce the provisions of this Agreement, to rescind this Agreement, or otherwise with respect to the subject matter of this Agreement, the party prevailing on an issue will be entitled to recover with respect to such issue, in addition to costs, reasonable attorney fees incurred in the preparation, prosecution, or defense of such suit, or action as determined by the trial court, and, if any appeal is taken from such decision, reasonable attorney fees as determined on appeal.

16. **Governing Law.** This Agreement shall be governed by the laws of the State of Oregon excluding its choice of laws and provisions.

(SIGNATURE PAGE TO FOLLOW)

**BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY**

By _____
Gary Leif, Chair

Date _____

By _____
Chris Boice, Commissioner

Date _____

By _____
Tim Freeman, Commissioner

Date _____

REVIEWED AS TO CONTENT

By _____
County Department Head

Date _____

REVIEWED AS TO FORM

By _____
County Legal Counsel

Date _____

**ROSEBURG URBAN SANITARY
AUTHORITY**

By _____
John Dunn, Chairperson

Date _____

By _____
Jim Baird, General Manager

Date _____

GENERAL MANAGERS REPORT

Date: March 7, 2018

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 project construction is continuing. The estimated projected completion date has been moved back to the end of March 2018.

NW Black Avenue Sanitary Sewer Replacement Project

The project engineering company, 3J Consulting, has completed the plans and the City is currently accepting bids for the project. The bidding period will end March 29th. The Engineer's estimate for the sanitary sewer portion of the contract is \$64,855. Typically, RUSA pays a percentage of the general costs such as mobilization, traffic control and other project wide costs. For this project the estimate is approximately \$2,000, for a total projected cost of \$66,855. This project is scheduled to be constructed this summer.

Downtown Improvements Phase II

The project engineering company, i.e. Engineering, has completed the plans and the City is reviewing the scope of the project to remove some of the improvements to meet the available budget. The Engineer's estimate for the sanitary sewer portion of the contract is \$131,075. Typically, RUSA pays a percentage of the general costs such as mobilization, traffic control and other project wide costs. For this project the estimate is approximately \$14,425, for a total projected cost of \$145,500. The project is tentatively scheduled to be constructed this summer.

Garden Valley Blvd Sewer Replacement Project

i.e. Engineering has completed 90% plans and sent them to RUSA for review and comment. We have a review meeting scheduled for Monday, March 12th.

Winchester Pump Station Force Main Replacement Project

CH2M has completed the evaluation of the existing force main and the recommended future configuration for the piping. The new piping will be a dual forcemain style with one pipe being 8" diameter and a second 14" pipe. This configuration will allow the existing 50 hp pumps to operate efficiently as well as the 200 hp pumps. The system will be configured to run the 50 hp pumps discharging through the 8" pipe and the 200 hp pumps through the 14" pipe. We will have the option to increase the size of the pumps in the future and discharge through both pipes at the same time.

The force mains will be approximately 9,000 feet and will be placed in Old Highway 99 North. The preliminary estimate for this project is \$1,500,000. This is a joint Douglas County – RUSA project and will be constructed in 2019.

Loma Vista Pump Station Study

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

System Development Charges

In 2005, RUSA adopted a methodology and established a fee for its sanitary sewer system development charge (SDC). The Ordinance states “the Capital projects listed in the plan shall be adjusted for inflation annually and the index used shall be the Engineering News of Record” (ENR).

The ENR Construction Cost Index for Portland Oregon in October of 2005 was 8,408.98. As of February 2018, the index has risen to 11,446.71 for a 36.12% increase in construction cost. Following the method laid out to account for inflation the SDC would be increase to \$2,732.03 from the current fee of \$2,007.

Staff would recommend that the Sanitary Sewer System Development Charge be adjusted to \$2,732. The Ordinance states that the fee shall be adopted by Resolution. Should the Board agree that the SDC fee should be raised, staff will prepare a Resolution for the April Board Meeting.

Special Districts Board Practices Assessment

SDAO is offering the first thirty Special Districts that schedule a 90-minute Board Practices Assessment a 4% insurance premium credit. This is a no cost service offered by SDAO and would be held at RUSA’s administrative offices to the full Board.

Staff would like to accept this offer and work with the Board and SDAO to schedule the meeting.

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
 - The construction of the improvement for the subdivision is complete. The Engineer's certification, finalized easement, certified test results and as-built drawings are pending.
- Newton Creek Manor
 - The plans and specifications have been approved. This project is on hold.
- Umpqua Health Newton Creek Campus
 - Mainline and sanitary service line are complete. Testing has not taken place at this time.

Preliminary Design

- Downtown Intersection Improvements Phase II
- Black Avenue Street Improvements
- Loma Vista Pump Station Improvement Study
- Loosley – Woodside Avenue subdivision
- Tabor – Military Avenue subdivision
- Townsend Lane – Lookingglass subdivision

PROJECTS:

- Cascade Court main line extension – Joint City-RUSA project
 - Cradar Enterprises has completed the work on this project. The punch list items have been completed. Engineers certification and as-built drawings are still pending.
- Back Nine
 - The Contractor is waiting for dry weather to cross Highway 99 with the gravity main.
- NW Black Avenue Sanitary Sewer Improvement
 - This project is out to bid.
- Downtown Intersection Improvements Phase II.
 - This project will go out to bid 3/13/2018
- Garden Valley Sewer Repair
 - Currently reviewing 60 percent drawing
- Winchester Pump Station Pressure Line Replacement
 - Initial engineering underway

ROSEBURG URBAN SANITARY AUTHORITY

FEBRUARY 2018 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 41 work orders.
- Completed CCTV of 15, 116 feet of mainline.
- Completed cleaning of 26,858 feet of mainline.
- Completed 44 manhole inspections.
- Repaired 2 manholes.
- Cleaned the storm lines at the WWTF.
- Resurfaced around 3 manholes.

ENGINEERING DEPARTMENT:

- Completed 145 underground utility locate requests.
- Issued 6 permits and completed 5 inspections.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The contractor is has a short section of gravity sewer crossing highway 99 remaining
- 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 Contractor has completed the installation of the sanitary sewer for the O'Brien heights subdivision. The contractor has completed the project. Pend As-built drawing, Easement, certified test results and the Engineers letter of Inspection and Certification of Proper Construction.
- Finalizing Garden Valley Sewer Repair project
- Black Avenue sewer replacement is out to bid
- Downtown Phase II sewer replacement will go out to bid 3/13/18

FINANCE DEPARTMENT:

- Vacancy Credits: 1 was processed, for a total of \$150.00 in February.
- Credit cards/eChecks: 578 payments totaling \$28,694.06 were collected in February. 52 payments received at the counter, 29 by voice response system, and 497 on-line.
- Automatic Payments: 1,934 customer accounts are signed up. Received \$76,677.11 or approximately 13.93% of monthly billing.

The following are permits issued during the month of February, 2018:

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 1384 Katie Street

Commercial:

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

- None

2) RELAY PERMITS

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

- 2167 NW Watters Street
- 725 SE Lane Street
- 3023 NE Douglas Avenue
- 1912 NE Commercial Avenue
- 1540 NE Winter Street

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- None

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)

- None

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: March 6, 2018
SUBJECT: February 2018 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 96% BOD 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 February 2018, was 185,000 KWHRS with a total Effluent flow of 122.62 million gallons, all went to the river at Outfall 001. The February 2017 electrical consumption was 254,000 KWHRS with a total Effluent flow of 231.25 million gallons all of which went to the river at Outfall 001.
- The annual pretreatment report was sent to the DEQ.
- The permit with Jack Pollock to haul holding tank waste (not septic) to the treatment plant was renewed for another year.
- The Peterbilt and Freightliner biosolids trucks went through the annual DOT inspection at Pape.
- We worked with the DEQ to get an approval letter for biosolids application changed to the new property owners name.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in February:

- *Mercy Medical*: We received contact from the DEQ that someone (anonymous) had filed a complaint with DEQ that Mercy staff was disposing of narcotics into the sanitary sewers. We contacted Mercy and set up an onsite visit, during which we met four supervisory level employees to review their handling of waste products at the hospital. They provided a comprehensive flow chart of how all waste are handled at the hospital and assured us that disposal of narcotics into the sewer is not happening. We followed up by contacting the DEQ with a report that we found no evidence to substantiate the complaint.
- *Riverview Terrace*: We met with the maintenance person for the facilities to look at the inside grease trap. We were told that the entire kitchen will soon be removed, added onto and reconstructed. At that time, perhaps, an outside grease interceptor will be installed.
- *Brookdale*: We used the push camera to look down the clean out for this assisted living facility. The line looked Ok.
- *Applebee's*: Their interceptor was in good condition having recently been pumped.

- *Anderson's Place Market:* Looking into the clean out with the push camera revealed a fairly large amount of grease buildup. The business was notified of the grease issue.
- *Umpqua Valley Rehabilitation:* Checking downstream at the nearest manhole revealed some buildup of grease in the piping. We will continue to monitor.

NATURAL TREATMENT SYSTEM (NTS)

- All the sheep were removed at the beginning of the month for lambing, then a large amount were brought back that did not lamb for further grazing this month.
- The work crew was in one day to transplant wetlands plants.

MAINTENANCE ACTIVITIES

- Replaced the Ultrasonic Level Indicators on both Influent screens.
- Replaced the DO probe membrane cap on the #1 Aeration basin.
- Replaced the pressure gauges on all three Biofilter pumps.
- Replaced the dry feed hose on the polymer mixing system.
- Cleaned out the debris from the pressure regulator for the Bisulfite feed system carrier water.
- Replaced the elbow on the effluent discharge piping.
- Added a chemical injection Quill to the effluent discharge piping for Alum injection.
- Had the faulty odometer replaced for the Freightliner slinger truck.
- Had the HMI for the sludge dewatering building repaired.
- Replaced the seat for the Fork Lift truck.
- Replaced the coolant hose for the engine block heater for the Blower Building Generator.
- Replaced the Ultrasonic level controller for the Loma Vista station with a new Pulsar Unit.
- Had the automatic door opener for the Pretreatment building replaced.
- Replaced the Washer Compactor unit with the spare unit on site and boxed up the old one for shipping to the factory for repair.
- Replaced the emergency stop pull cables for both Gravity Belt Thickeners with a bright red cable and emergency stop sign.

LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- Number of QAQC results for permit: 102

12 BOD's	28 pH	12 Fecal/E. Coli
12 TSS	28 Cl2 Res.	4 Ammonia
- Precision results: Accuracy Results:

In Control: 96	In Control: 84
Out of control: 0	Out of Control: 0
- On 1/21/18, we sampled Lab water and shipped to NRC for testing.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin went to Coos Bay for a day to assist with their Bisulfite system.

UPCOMING EVENTS

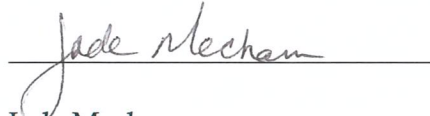
OPERATIONS/NTS:

- Transplant wetlands plants into the constructed wetlands near the pump station.
- Begin repairing sprinklers once sheep are removed.

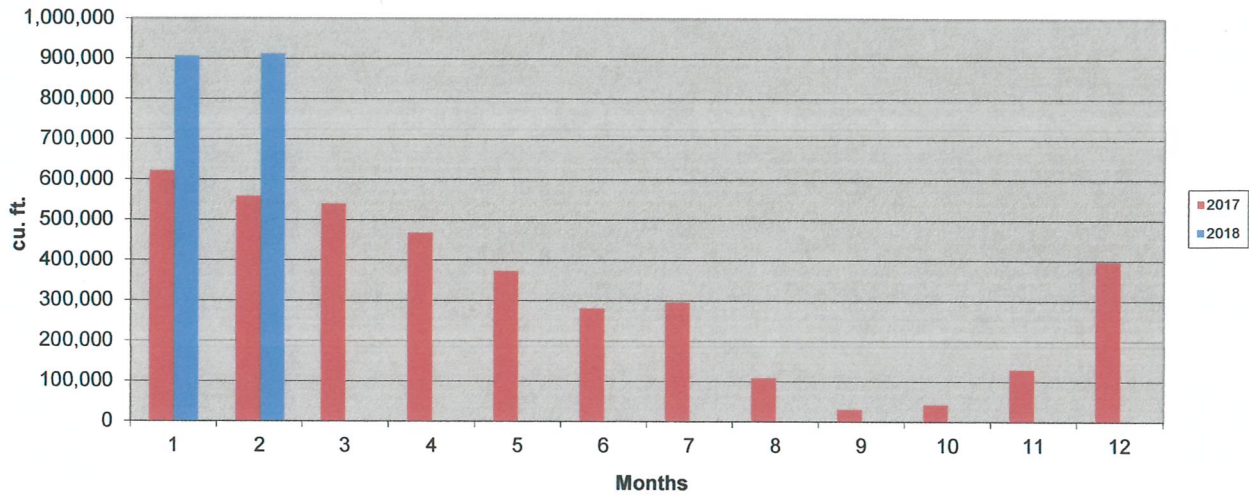
MAINTENANCE:

- Replace WAS pump VFD.
- Rebuild the W-3 Strainer.
- Replace both Gas Compressors pressure relief valves.

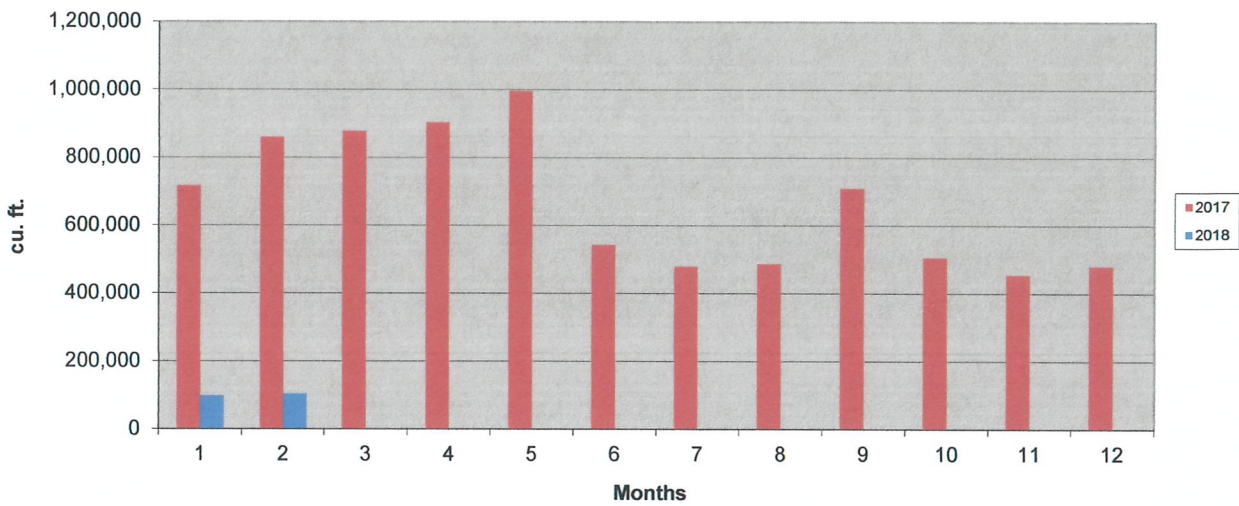
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.
 Violation Win-Limit Report

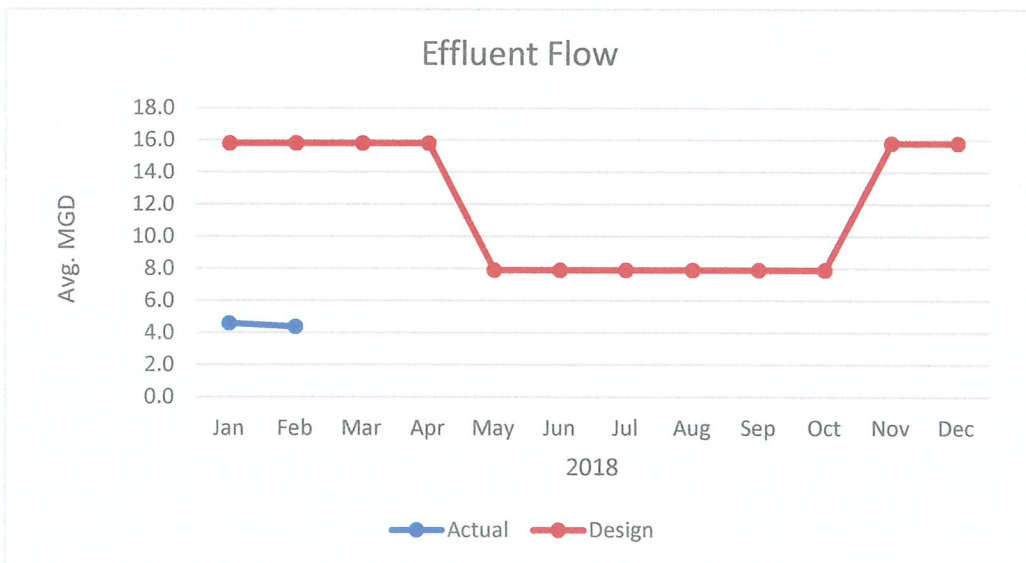
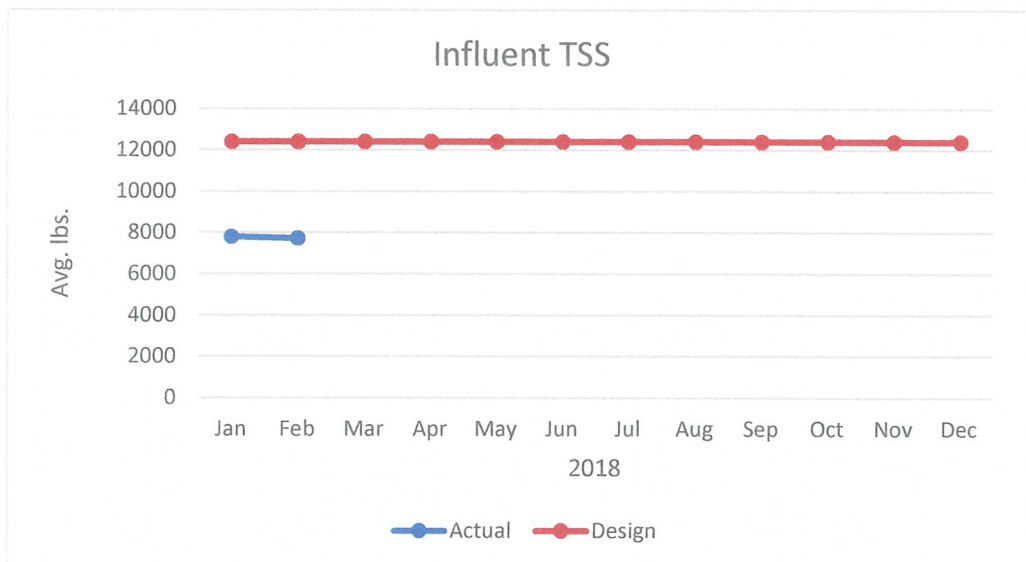
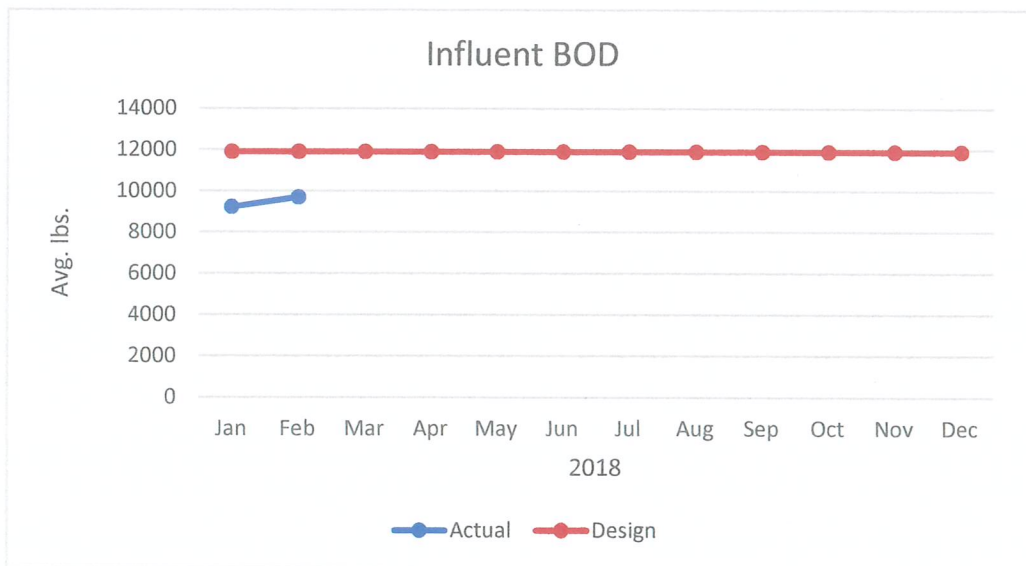

Jade Mecham
Project Manager
CH2M now Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
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
Aug-17	2.94	6326	5492
Sep-17	2.86	6750	5176
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
SUM	48.53	94335	76715
AVE	4.04	7861	6393
MAX	7.11	9702	7805
MIN	2.86	6326	5176

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

Location/Parameter	Units	Limit	Actual
Plnt Ef			
BOD 5 - BOD 5 Day 20 Deg C			
Average	MG/L	30	9.42
Max Weekly Avg (Wed Rule) , Beginning: 2/4/2018	MG/L	45	10
Average Loading	lb/day	3800	328
Max Weekly Avg (Wed Rule) Loading, Beginning: 2/25/2018	lb/day	5600.00	428
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 2/25/2018	S.U.	6.10	6.80
Maximum , 2/9/2018	S.U.	8.50	7.18
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	5.17
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 2/25/2018	MG/L	45.00	6.00
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	186.19
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	4
Max Weekly Avg (Wed Rule) , Beginning: 2/4/2018	MPN	406.00	5
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	98
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	96
South Bank 004			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Maximum	MGD	0.00	
Outfall #3 Flow			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Sum	MGD	0.00	

CASH DISBURSEMENT RECAP BOARD MEETING MARCH 14, 2018

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	50,100.36
Total of Regular Checks & ACH Transactions	<u>219,673.57</u>

Total Expenditures (not including Payroll)	<u>269,773.93</u>
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Payroll:

Net Payroll - February 2018	48,635.82
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All Checks & ACH Transactions since the Board Meeting of February 14, 2018	<u>318,409.75</u>
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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	ASIFLEX FEB 18 PR	ASIFlex PR Batch 00001.02.2018 Flexible Spending Acc	02/25/2018 PR Batch 00001.02.2018 Flex	1,108.30
Total for this ACH Check for Vendor ASIFLEX:				1,108.30
ACH	DNB FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR	Internal Revenue Service PR Batch 00001.02.2018 FICA - Employer PR Batch 00001.02.2018 Medicare - Employer PR Batch 00001.02.2018 Medicare - Employee PR Batch 00001.02.2018 FICA - Employee PR Batch 00001.02.2018 Federal Income Tax	02/25/2018 PR Batch 00001.02.2018 FIC. PR Batch 00001.02.2018 Med PR Batch 00001.02.2018 Med PR Batch 00001.02.2018 FIC. PR Batch 00001.02.2018 Fed	4,317.63 1,009.77 1,009.77 4,317.63 5,321.01
Total for this ACH Check for Vendor DNB:				15,975.81
ACH	OR-Rev FEB 18 PR	Oregon Dept. of Revenue PR Batch 00001.02.2018 Oregon W/Held	02/25/2018 PR Batch 00001.02.2018 Ore	4,134.26
Total for this ACH Check for Vendor OR-Rev:				4,134.26
48183	CIS INS FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR FEB 18 PR	CIS Trust PR Batch 00001.02.2018 Life Insurance - Spous PR Batch 00001.02.2018 CCIS Insurance Long- PR Batch 00001.02.2018 Medical Ins w/RX PR Batch 00001.02.2018 Short-Term Disability PR Batch 00001.02.2018 Voluntary Dependent I PR Batch 00001.02.2018 Voluntary Life Insuran PR Batch 00001.02.2018 CCIS Insurance AD&I PR Batch 00001.02.2018 Life Insurance - er PR Batch 00001.02.2018 Dental & Vision	02/25/2018 PR Batch 00001.02.2018 Life PR Batch 00001.02.2018 CCI PR Batch 00001.02.2018 Med PR Batch 00001.02.2018 Sho PR Batch 00001.02.2018 Volu PR Batch 00001.02.2018 Volu PR Batch 00001.02.2018 CCI PR Batch 00001.02.2018 Life PR Batch 00001.02.2018 Den	128.70 205.69 18,529.91 95.63 26.64 253.40 17.05 130.26 2,296.92
Total for Check Number 48183:				21,684.20
48184	PEBS CO FEB 18 PR	Nationwide Retirement Solutions PR Batch 00001.02.2018 PEBS CO	02/25/2018 PR Batch 00001.02.2018 PEB	1,975.00
Total for Check Number 48184:				1,975.00
Total for 2/25/2018:				44,877.57
48185	Express 20181880 20212829	Express Services, Inc. Ellen payroll, week ending 2/11/18 Ellen payroll, week ending 2/18/18	02/28/2018	917.20 871.34
Total for Check Number 48185:				1,788.54
48186	PETTY Dec 2017 Dec 2017 2 Feb 2018	Petty Cash c/o Angela Allen Costco - Christmas Party supplies Costco - Board meeting cookies, kitchen supplie Olive Garden - Steve - DER Class - Salem	02/28/2018	45.95 35.97 10.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2018 1	Costco - Scott going away party supplies		63.73
	Jan 2018 2	Dollar Tree - Forks for the kitchen		5.00
	Jan 2018 3	Costco - Crew laundry soap		29.98
	Jan 2018 4	Sybils Omlettes-Meal for Kyle,Matt-transport ve		31.15
			Total for Check Number 48186:	222.26
48187	SHRED-IT 8124160747	Shred-It USA Paper shredding service	02/28/2018	77.70
			Total for Check Number 48187:	77.70
48188	USPS Feb 2018	US Postal Service Postage for mailing March utility bills	02/28/2018	2,456.72
			Total for Check Number 48188:	2,456.72
48189	VERIZON 9801700884 9801700893	Verizon Wireless Wireless phone services Wireless for TV Van	02/28/2018	638.55 39.02
			Total for Check Number 48189:	677.57
			Total for 2/28/2018:	5,222.79
			Report Total (10 checks):	50,100.36

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 3/9/2018 11:50 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	03/14/2018	
	2007276251	Office & Kitchen supplies		198.51
	2007493851	Envelopes		46.77
	50317	Wireless mouse & cable		80.78
Total for this ACH Check for Vendor STAPLES:				326.06
48190	WP	Avista Utilities	03/14/2018	
	Feb 2018	Natural Gas service		197.73
Total for Check Number 48190:				197.73
48191	BANNERMC	BANNER BANK	03/14/2018	
	AA 021418	Safeway-Board meeting snacks		11.50
	AA 022418	Microsoft-Business essentials subscription		35.00
	CM 022418	Microsoft-Business Premium Subscription		137.50
	DF 020518a	CDW-G:Internal SSD		207.74
	DF 020518b	Newegg-External HDD to back up SSD		114.99
	DF 020618a	Amazon-Console cable for Sonic Wall		25.13
	DF 020618b	Network Solutions-Domain expiration protection		19.98
	DF 022318	Office Depot-32" monitor for public education		199.99
	DR 020718	Coastal-Work boots for Dean R.		150.00
	GO 021618	Lee's-Contractor Review class		127.50
	JB 020218	Engineering News Record-Subscription		58.00
	JB 020818a	Victra-Cell phone car charger		34.99
	JB 020818b	Umpqua Sweets & Treats-SDAO Door prize		52.00
	JB 020818c	Doogers Seafood & Grill-Meal (Jim B)		36.00
	JB 020918	Pizza Hut-Meal (Jim B)-SDAO Conf		17.28
	JB 021118a	Chevron-Fuel		32.49
	JB 021118b	Rivertide Suites-SDAO Conf Lodging-Jim B		399.12
	JB 021118c	Rivertide Suites-SDAO Conf Lodging-David C		399.12
	JB 021118d	Rivertide Suites-SDAO Conf Lodging-Kelsey		399.12
	JB 021318CR	Pizza Hut-Discount (Jim B)		-0.69
	KB 021518	UCC-Cert Review Class Level 3-4 (Kyle B)		325.00
	KB 022318	NASSCO-Membership fee (Kyle B)		62.50
	MC 022018	Carlos-UBOS Lunch MC,KB,DR,JB,SL,RC,RK		102.68
	MC 022118	Home Depot-Cleaning supplies		21.92
	RK 013118	Traverse PC-Survey software package		560.00
	RK 020618	Ten Down Bowling-DCUCC Lunch (Ryon K)		16.00
	RK 022018	Red Lion-OR Safety Summit Lodging (Ryon K)		100.83
	SL 020818	In the News-Dean Ronk Wall plaque		255.00
Total for Check Number 48191:				3,900.69
48192	CH2M	CH2M Inc.	03/14/2018	
	4065681	Engineering Study (Winchester Pump Station Fo		7,781.86
Total for Check Number 48192:				7,781.86
48193	OMI	CH2MHill OMI	03/14/2018	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	66833	Professional Services per contract		120,453.57
			Total for Check Number 48193:	120,453.57
48194	Chytka 125895 126011	Chytka Pest Control LLC Pest Control-February Pest Control-March	03/14/2018	40.00 40.00
			Total for Check Number 48194:	80.00
48195	WATER FEB Keady 18	City of Roseburg Water Usage-Keady Ct	03/14/2018	42.30
			Total for Check Number 48195:	42.30
48196	CORIX 17813006029	Corix Water Products Safety Jacket & Bibb	03/14/2018	129.55
			Total for Check Number 48196:	129.55
48197	Crystal 539528	Crystal Clear Window Cleaning Interior & exterior window cleaning	03/14/2018	150.00
			Total for Check Number 48197:	150.00
48198	DEQ Kyle-Grade III	Dept of Environmental Quality Kyle B-Cert Fee for Grade III Collection	03/14/2018	300.00
			Total for Check Number 48198:	300.00
48199	DFN FEB 18 Admin FEB 18 High FEB 18 Host FEB 18 Keady FEB 18 NBank FEB 18 NTS FEB 18 Wilb1 FEB 18 Wilb2 FEB 18 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Internet Services-No. Bank PS Internet Services-NTS Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	03/14/2018 Service: 14806 Service: 105797 Service: 105794 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 48199:	644.20
48200	EARTH 935748	EARTH20 Bottled water	03/14/2018	23.70
			Total for Check Number 48200:	23.70
48201	EJIW 110180009593	EJ USA Inc. Manhole Adjustment rings	03/14/2018	110.00
			Total for Check Number 48201:	110.00
48202	Express 20236212 20263643	Express Services, Inc. Ellen Payroll, Week ending 2/25/18 Ellen payroll, week ending 3/4/18	03/14/2018	664.97 894.27
			Total for Check Number 48202:	1,559.24
48203	FLURY D 0955	Flury Supply Company Safety vest for John	03/14/2018	65.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48203:				65.00
48204	GRAPHDIM 1194	Graphic Dimensions, Inc. Cut March UB Bills	03/14/2018	32.40
Total for Check Number 48204:				32.40
48205	IE-ENG 49747 49748 49749 49750 49751 49752 49867	i.e. Engineering, Inc. Direct Expenses-Winchester Lift Station Topo & Base Map-Winchester LS Force Main Construction-Winchester LS Direct Expenses-Garden Villy Sewer Replacemer Topo Survey & Base Map-Garden Villy Sewer R Construction Plans & Proj Mgmt-Garden Vlley S Sewer Study-Loma Vista Lift Station	03/14/2018	80.00 10,369.00 2,435.00 93.00 1,773.00 5,810.50 675.00
Total for Check Number 48205:				21,235.50
48206	Kelley IN359605 IN363860	Kelley Imaging Systems, Inc. Ink for Canon Canon repair	03/14/2018	77.50 287.26
Total for Check Number 48206:				364.76
48207	EAKINS 12142	Law Office of Eileen Eakins, LLC Public Contracting training	03/14/2018	1,382.03
Total for Check Number 48207:				1,382.03
48208	LOWES 906009	Lowes Velcro squares	03/14/2018	9.82
Total for Check Number 48208:				9.82
48209	LUCITY 88285-1 88285-1 prepaid	Lucity, Inc. Constant connection 5/1/18-6/30/18 Constant connection 7/1/18-4/30/19 prepaid	03/14/2018	2,262.69 11,313.47
Total for Check Number 48209:				13,576.16
48210	MSTRCR 2775J	MasterCare Cleaning Co Inc Janitorial Services-February	03/14/2018	390.00
Total for Check Number 48210:				390.00
48211	MTMCOMM 439203012018	MTM Communications Answering Service-March	03/14/2018	46.78
Total for Check Number 48211:				46.78
48212	1CALL 8021032	One Call Concepts, Inc. Locate tickets	03/14/2018	125.54
Total for Check Number 48212:				125.54
48213	OR-LIN 151121 154051 156947 159823	Oregon Linen, Inc. Laundry services Mats & Laundry services Laundry services Laundry services	03/14/2018	28.08 64.55 24.60 24.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48213:				141.83
48214	OR-TOOL 757319	Oregon Tool & Supply Repair for trash pump	03/14/2018	40.00
Total for Check Number 48214:				40.00
48215	PPL	Pacific Power	03/14/2018	
	FEB 18 140G	Power Usage-140 LM-NTS Gate		19.52
	FEB 18 411C	Contract-411 LM-Storage Bldg		8.98
	FEB 18 411S	Usage-411 LM-Storage Bldg		47.32
	FEB 18 425LM	Power Usage-425 Long Meadow		10.48
	FEB 18 Admin	Power Usage-Admin Bldg		628.94
	FEB 18 High	Power Usage-Highland PS		1,615.50
	FEB 18 Keady	Contract Min&Usage-Keady Ct PS		190.06
	FEB 18 LV PS	Power Usage-Loma Vista PS		144.79
	FEB 18 NBank	Power Usage-North Bank PS		134.20
	FEB 18 NTS PS	Contract/Power Usage-NTS PS		1,589.15
	FEB 18 SBank	Power Usage-South Bank PS		1,652.30
	FEB 18 Wilb1	Power Usage-Wilbur 1 PS		111.31
	FEB 18 Wilb2	Power Usage-Wilbur 2 PS		148.56
	FEB 18 WWTP1	Power Usage-WWTP 1		17,002.65
	FEB 18 WWTP2	Power Usage-WWTP 2		28.10
Total for Check Number 48215:				23,331.86
48216	Premium 21163	Premium Landscape, Inc. Landscaping service-February	03/14/2018	180.25
Total for Check Number 48216:				180.25
48217	PRINTS 28520	Prints Charming Shirts for home show	03/14/2018	446.00
Total for Check Number 48217:				446.00
48218	RSBG-AUD 29541	Roseburg Audiology Center Pure Tone Audiometry	03/14/2018	35.00
Total for Check Number 48218:				35.00
48219	A&I 769737 771115 772198	Roseburg Auto & Truck Supply Oil/Antifreeze for Backhoe Repair crane Diesel fluid	03/14/2018	28.60 22.43 20.00
Total for Check Number 48219:				71.03
48220	RSBG-DIS 1010911	Roseburg Disposal Company Garbage Service-February	03/14/2018	56.50
Total for Check Number 48220:				56.50
48221	Stratton 2018-032	Stratton Brothers, Inc. Asphalt patching-Thor, Wingfoot, Keasey, Maste	03/14/2018	1,815.40
Total for Check Number 48221:				1,815.40
48222	UBWA Feb 18 411LM Feb 18 425LM	Umpqua Basin Water Association Water Base Fee-411 Long Meadow Water Base Fee-425 Long Meadow	03/14/2018	20.05 20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Feb 18 606LM	Water Base Fee-606 Long Meadow		20.00
			Total for Check Number 48222:	60.05
48223	UMP-SAND 46226	Umpqua Sand & Gravel Excavation Material disposal	03/14/2018	29.58
			Total for Check Number 48223:	29.58
48224	UNITED 154288177-001	UNITED RENTALS (NORTH AMERICA) Mini excavator rental-Newton creek area	03/14/2018	789.06
			Total for Check Number 48224:	789.06
48225	WECO CP-00026416	WECO Fuel Usage-February	03/14/2018	1,179.90
			Total for Check Number 48225:	1,179.90
48226	UB*00033	SCOTT WOODRUFF Refund Check Refund Check Refund Check	03/14/2018	315.88 66.50 16.62
			Total for Check Number 48226:	399.00
48227	3JCONS 3632	3J CONSULTING NW Black Ave Proj - Sanitary Sewer Design NT	03/14/2018	10,671.22
			Total for Check Number 48227:	10,671.22
48228	CH2M 381137171	CH2M Inc. O&M Preperation:Final Start-Up billing for Ana	03/14/2018	7,500.00
			Total for Check Number 48228:	7,500.00
			Total for 3/14/2018:	219,673.57
			Report Total (40 checks):	219,673.57