



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

**June 13, 2018
RUSA Board Room
4:00 p.m.**

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. May 2, 2018 Budget Committee Meeting
 - b. May 9, 2018 Regular Board Meeting
- 4. Public Hearing**
 - a. Public hearing to discuss the Roseburg Urban Sanitary Authority Budget for the Fiscal Year 2018-2019 as approved by the Budget Committee on May 2, 2018.
- 5. Resolution No. 18-02**
 - a. A Resolution Adopting the 2018-2019 Budget and Making Appropriations.
- 6. General Managers Report**
 - a. Back Nine Sanitary Sewer Extension Phase I
 - b. NW Black Avenue Sanitary Sewer Replacement
 - c. Downtown Improvements Sanitary Sewer Replacement Phase II
 - d. Garden Valley Blvd Sanitary Sewer Replacement
 - e. Winchester Pump Station Force Main Replacement
 - f. Loma Vista Pump Station Study
 - g. Natural Treatment Facility Improvement
 - h. Wastewater Treatment Plant Fuel Tank Removal
- 7. New Developments**
- 8. Staff Report**
- 9. Permits Issued**
- 10. ch2m (Jacobs) Plant Operations Report**
- 11. Accounts Payable**
- 12. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

Please contact the Authority's Finance Department, 1297 NE Grandview Dr., Roseburg, OR 97470 or by Phone 541-672-1551 at least 48 hours prior to the scheduled meeting time if you need an accommodation.



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

MINUTES OF THE BUDGET COMMITTEE MEETING OF THE ROSEBURG URBAN SANITARY AUTHORITY

Board Chair, John Dunn, called the Budget Committee Meeting to order at 12:00 p.m. on May 2, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent: Kelsey Wood

Committee Members

Present: Lee Holmes, Marc Chirrick and Mike Jackson

Absent: David Gregory and Jim Crowe

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Specialist Angela Allen, Finance Director Christine Morris, CH2M Project Manager Jade Mecham, and Ron Thames.

Budget Officers:

Budget Officer: Jim Baird

Budget Committee Chair: Marc Chirrick

Jerry Griesse nominated Marc Chirrick for the Budget Committee Chair.

Mike Jackson seconded the nomination.

The nomination was approved unanimously.

Budget Committee Secretary: Lee Holmes

John Dunn nominated Lee Holmes for the Budget Committee Secretary.

Mike Jackson seconded the nomination.

The nomination was approved unanimously.

Budget Message:

The Budget Message for the Fiscal Year 2018 – 2019 was presented by the Budget Officer, General Manager Jim Baird. There was a short discussion regarding the contents of the Budget Message including the methodology behind the System Development Charge increase beginning July 1, 2018.

Budget Overview:

The Fiscal Year 2018 – 2019 Budget was reviewed as follows:

- A. General Fund
 - I. Administration and Engineering
 - II. Treatment
 - III. Collection
 - IV. Finance
- B. Fund #2 Diamond Lake LID Fund
- C. Fund #3 Collection System Expansion Fund
- D. Fund #4 Infrastructure Replacement Fund
- E. Fund #6 Treatment Plant Expansion Fund
- F. Fund #7 Asset Acquisition and Replacement Fund
- G. Fund #10 Plant Equipment Replacement Fund
- H. Fund #11 Administration Building Fund

Personnel Costs

Budget Committee member, Jerry Griese questioned the increase in health insurance cost for the employees.

Jim Baird, Budget Officer, stated that the increase followed the Board's guidelines of limiting the increase in cost to 6% from the previous fiscal year.

Rob Lieberman, Budget Committee Member, stated that insurance costs increase every year and as long as staff had limited the increase to 6% that is the direction the Board had given.

Consideration of the Budget, General Discussion and Public Comment:

John Dunn brought up the increase in Treatment - Materials and Services, Jim stated that he was considering the option of having part of the Natural Treatment System becoming a wetlands mitigation bank for future developments that are impeded due to a wetland area. The City of Roseburg and other developers have paid for wetland mitigation for some of their projects, about \$80,000 per acre. The wetland mitigation bank is something that may have some cost to start, but will be recouped when acres are sold. This is in the very beginning stages, and will be discussed further in future Board Meetings.

The funds for the new CCTV van were carried forward due to the Collections Crew taking the time to explore the new options to be sure the right one is purchased. The current CCTV van will be sold after the new one is acquired.

Lee Holmes made a motion to approve the Fiscal Year 2018 – 2019 Budget as presented by staff.

Mike Jackson seconded the motion.

The Budget was passed unanimously.

The Budget Committee Meeting was adjourned at 1:35 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Lee Holmes", is written above the printed name.

Lee Holmes
Budget Committee Secretary



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 4:01 p.m. on May 9, 2018 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Absent:

Others present: General Manager Jim Baird, Collection System Superintendent Steve Lusch, Accounting Specialist Angela Allen, Finance Director Christine Morris and CH2M Project Manager Jade Meham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, April 11, 2018.

Jerry Griesse moved to approve the minutes, as presented, for the Wednesday, April 11th, 2018 Roseburg Urban Sanitary Authority Regular Monthly Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Contract Review Board – Garden Valley Sewer Replacement

One bid was received for the Garden Valley Sewer Replacement from Cradar Enterprises, Inc. The bid form included a Schedule A and B. The project engineer reviewed the bid, and due to the significantly higher price for Schedule B, recommended that the Board make an Intent to Award of Schedule A to Cradar Enterprises, Inc in the amount of \$115,838.00. Staff will perform a majority of the work in Schedule B except for one item that we will request Cradar perform the work on. If Cradar Enterprises, Inc accepts the Intent to Award of Schedule A, we will ask them to provide a change order for the 8" tee and fifth service that were shown on Schedule B that we will be asking them to do instead of RUSA Staff.

Rob Lieberman made a motion to make an Intent to Award of Schedule A of the Garden Valley Sewer Replacement to Cradar Enterprises, Inc. in the amount of \$115,838.00.

Kelsey Wood seconded the motion.

The motion passed unanimously.

General Managers Report

Back Nine Sanitary Sewer Extension Phase I

The contractor is in the process of completing the pump station site work. Staff and the Back Nine Development Group are working on a development agreement to finalize the outstanding issues so that the subdivision plat can be finalized. The Back Nine Development Group has a member out of town, so discussions will resume upon his return.

NW Black Avenue Sanitary Sewer Replacement Project

The project was awarded to the low bidder, Cradar Enterprises in the amount of \$642,259.00. The sanitary sewer portion including a share of the overall project costs is \$92,302.61.

The City has requested payment of the estimated cost per the Intergovernmental Agreement, the invoice is included in the Accounts Payable.

The Pre-Construction Meeting is scheduled for May 16th.

Downtown Improvements Phase II

The project awarded to the low bidder, Brown Contraction in the amount of \$1,798,895. The sanitary sewer portion including a share of the overall project costs is \$172,629.50.

The City has requested payment of the estimated cost per the Intergovernmental Agreement, the invoice is included in the Accounts Payable.

The Pre-Construction Meeting took place on May 3, 2018 with construction starting a week ahead of schedule on May 10, 2018. Due to the project starting a week early, Staff had to move up the construction for part of the sewer portion to move old services from a combination line. This work had to be completed before the project started, then the remaining work will be completed during the project. The project is schedule to be completed by the end of October.

Winchester Pump Station Force Main Replacement Project

i.e. Engineering submitted 90% plans for the roadway construction May 6th to Douglas County. The sanitary sewer force main portion of the design is 30% completed. The deadline for 100% plans is July 5th and the County has scheduled the bid advertisement for November 23, 2018.

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 be providing RUSA a report on the possible relocation and upgrade of the Loma Vista Pump Station. This is being worked on as time allows, may have more information in late summer.

CH2M Report

Jade Mecham, Project Manager, advised that the NTS is receiving effluent as of May 1st.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the May 9th, 2018 Accounts Payable. Jim pointed out the savings for the Out of Scope work being performed by ch2m Operations instead of ch2m Engineering.

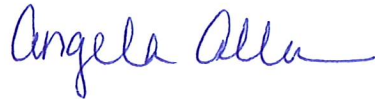
Rob Lieberman made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion.
The motion passed unanimously.

Other Business

None.

There being no further business to come before the Board, the meeting was adjourned at 4:35 p.m.

Respectfully submitted,



Angela Allen
Accounting Specialist



**ROSEBURG URBAN SANITARY AUTHORITY
DOUGLAS COUNTY, OREGON**

RESOLUTION No. 18-02

**A RESOLUTION ADOPTING THE 2018-2019
BUDGET AND MAKING APPROPRIATIONS**

- 1** **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** adopts the Budget approved by the Budget Committee for Fiscal Year 2018-2019 now on file in the office of the Authority's Manager.

- 2** **BE IT RESOLVED** that the amount for the Fiscal Year beginning July 1, 2018, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND #1

Administration & Engineering	1,107,600
Treatment	2,200,500
Collection	1,633,100
Finance	444,350
Contingency	550,000
Transfers To Other Funds	900,000
Unappropriated Ending Fund Balance*	3,449,950
TOTAL:	10,285,500

DIAMOND LAKE LID FUND #2

Transfers to Other Funds	50,000
Unappropriated Ending Fund Balance*	1,780
TOTAL:	51,780



COLLECTION SYSTEM EXPANSION FUND #3
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Capital Outlay	1,254,050
Unappropriated Ending Fund Balance*	0
TOTAL:	1,254,050

INFRASTRUCTURE REPLACEMENT RESERVE FUND #4

Capital Outlay	1,377,600
Unappropriated Ending Fund Balance*	0
TOTAL:	1,377,600

TREATMENT PLANT EXPANSION FUND #6
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Capital Outlay	803,292
Debt Service	292,900
Unappropriated Ending Fund Balance*	0
TOTAL:	1,096,192

ASSET ACQUISITION AND REPLACEMENT FUND #7
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Transfer to Other Funds	1,110,000
Unappropriated Ending Fund Balance*	1,181,000
TOTAL:	2,291,000



<p>PLANT EQUIPMENT REPLACEMENT FUND #10</p>
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Capital Outlay	1,199,700
Unappropriated Ending Fund Balance*	0
TOTAL:	1,199,700

<p>ADMINISTRATION BUILDING FUND FUND #11</p>

Capital Outlay	20,000
Unappropriated Ending Fund Balance*	46,500
TOTAL:	66,500

**Amounts Not Appropriated*

- 3 **BE IT RESOLVED** that the **ROSEBURG URBAN SANITARY AUTHORITY** certifies to the Douglas County Clerk this Resolution, and shall file a copy of the Budget as finally adopted.

ADOPTED and appropriated by the **ROSEBURG URBAN SANITARY AUTHORITY** at the Regular Monthly Board Meeting, June 13, 2018.

DATED: June 13, 2018

John W. Dunn
Chairman of the Board

James V. Baird
General Manager

GENERAL MANAGERS REPORT

Date: June 8, 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 contractor is working on completing the pump station site work. Staff and the Back Nine Development Group are working on a development agreement to finalize the outstanding issues so that the subdivision plat can be finalized.

NW Black Avenue Sanitary Sewer Replacement Project

The contractor, Cradar Enterprises, has started work on the project. The sanitary sewer is under construction and is about 20% complete.

Downtown Improvements Phase II

The Contractor, Brown Construction, has started work on the project. The sanitary sewer is under construction and is about 80% complete.

Garden Valley Blvd Sewer Replacement Project

The Contractor, Cradar Enterprises, was given the notice of award on May 18, 2018. The Contractor is gathering the required bonds, insurance binders, etc. Once the documents are received, RUSA will sign the contract and a pre-construction meeting will be scheduled.

We have started to negotiate the change order to add the building sewer that services Los Dos Amigos Fiesta Restaurant to the contract.

Winchester Pump Station Force Main Replacement Project

Douglas County has suspended the design work until an agreement can be reached with the City for jurisdiction of the road after construction. i.e. Engineering is continuing the design work on the force main in the event the County and City reach an agreement and the project work is approved to start again.

Loma Vista Pump Station Study

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

Natural Treatment Facility Improvement

As part of the annual Farm Operation Plan submitted to the DEQ, RUSA outlines improvements that we will be doing at the facility during the next year. One of the ongoing improvements that we have been doing is to construct berms to control the overland flow to minimize the migration of silt to Sylman Creek. The Collection Crew has been working on this project over the last month and completed most of the work in area 1-L.

The electric motor on the high-level pump has failed. This motor is past the warranty period. We are in the process of requesting quotes to repair the motor, initial estimates are about \$20,000.

Wastewater Treatment Plant Underground Fuel Tanks

When our insurance agent, Brown and Brown Northwest, was soliciting insurance companies for coverage for the three underground fuel storage tanks there was only one company that would issue a policy. The cost for coverage increased \$8,522.43 to \$10,642.95 for a one-year policy. Our agent informed us that the specific coverage for our type of tanks may not be available in the future.

We solicited bids from companies licensed to remove the tanks and the low bid was from First Strike Environmental Co. in the amount of \$21,490. We have issued First Strike Environmental a purchase order to remove the tanks, however, any contaminated soil removal and testing costs will be added to the bid amount. The work will be completed this summer.

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
 - This project is complete
- Newton Creek Manor
 - This project is 95 percent complete. The mainline and manholes are in place.
- Umpqua Health Newton Creek Campus
 - Mainline and sanitary service line are complete. Testing has not taken place at this time.
- Woodside Village is 90 percent complete

Preliminary Design

- 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 underground infrastructure is in place. The lift station has not been completed.
- NW Black Avenue Sanitary Sewer Improvement
 - Cradar has begun digging mainline. The sewer portion of the project should be complete 6/22/2018.
- Downtown Intersection Improvements Phase II.
 - This project is 80 percent complete
- Garden Valley Sewer Repair
 - Cradar will be awarded this project.
- Winchester Pump Station Pressure Line Replacement
 - Initial engineering underway

ROSEBURG URBAN SANITARY AUTHORITY

MAY 2018 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 32 work orders.
- Completed CCTV of 16,447 feet of mainline.
- Completed cleaning of 19,792 feet of mainline.
- Completed 49 manhole inspections.
- Completed 1 spot repair.
- Began annual berm, check dam, road and ditch maintenance at NTS.
- Completed root treatment of 880 feet of mainline.

ENGINEERING DEPARTMENT:

- Completed 252 underground utility locate requests.
- Issued 13 permits and completed 1 inspections.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The underground infrastructure is now in place, the lift station is yet to be completed.
- Construction on the Cascade Court Project is complete. The City is finalizing negotiation with a home owner. The As-Built drawings and Engineer's letter of certification is pending.
- O'Brien heights subdivision is complete
- Black Avenue sewer replacement bid has begun.
- Downtown Phase II sewer replacement Construction should be complete by 6-22-2018
- Garden Valley Sewer Replacement bid opening was on 5/3/2018 – Cradar was the only bidder
 - Bid Amount \$206,738—Engineers Estimate \$125,000
- Newton Creek Manor mainline extension is now complete.
- Woodside Village mainline extension is 90 percent done. There is 1 manhole to complete.

FINANCE DEPARTMENT:

- Vacancy Credits: 15 were processed for a total of \$1,387.00 in May.
- Credit cards/eChecks: 625 payments totaling \$35,303.79 were collected in May. 67 payments received at the counter, 33 by voice response system, and 525 on-line.
- Automatic Payments: 1,950 customer accounts are signed up. Received \$77,478.81 or approximately 14.05% of monthly billing.
- Turnover Letters: The turnover letters were sent out May 17th with a final collection day of June 20th.

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

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 1735 NE Rocky Drive

Commercial:

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

- 1409 NE Diamond Lake Blvd.
- 1640 NE Odell Street (Backside Brewery)

2) RELAY PERMITS

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

- 930 NE Brooklyn Avenue
- 702 SE Jackson Street
- 841 SE Cass Avenue
- 444 NE Atlanta Street
- 439 Glenda Avenue
- 1032 W Nebo Street
- 1012 SE Oak Avenue, #200
- 2225 NW Stewart Parkway
- 163 SE Miller Street
- 432 W Alpha 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: June 6, 2018
SUBJECT: May 2018 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% CBOD removal and 97% 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 May 2018, was 239,000 KWHRS with a total Effluent flow of 97.44 million gallons, of which 96.40 went to Outfall 002 (NTS) and the remaining 1.04 went to the river at Outfall 001. The May 2017 electrical consumption was 266,000 KWHRS with a total Effluent flow of 114.95 million gallons, of which 113.83 went to Outfall 002 (NTS) and the remaining 1.12 went to the river at Outfall 001.
- Biosolids application began with dewatered solids being applied in Tenmile.
- Soil samples were collected at biosolids sites to measure nitrogen build up in the soil.
- A tour by ACWA members took place and consisted of the Anammox system and the NTS.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in May:

- *Domino's Pizza:* Using the camera in the clean out showed very little FOG build up.
- *Mercy Medical Cafeteria:* Their interceptor had a moderate buildup of FOG. The water going out the outfall was satisfactory.
- *KFC on Garden Valley:* Their interceptor was full, met with the owner and they scheduled a pumping for the following week. The interceptor will be rechecked.
- *Callahan Village:* Their interceptor was not in need of pumping.
- *Papa Murphy's Pizza:* Using the push camera in the clean out showed very little FOG build up.
- *Sizzler:* This was a follow up inspection. They had their tank pumped.

NATURAL TREATMENT SYSTEM (NTS)

- Plant effluent flow began being pumped to the NTS on May 1, 2018.
- Monitoring probes were placed upstream and downstream in the river. One probe was also placed in Sylman Creek.
- More water is being irrigated onto the fields earlier this year than previous years because of low river flows.

- In the middle of the month, the high-pressure pump developed a problem that resulted in unit being taken out of service. As of the end of the month, the pump is still out of service.
- There have been a lot of repairs done to the sprinkler system at the beginning of the season.

MAINTENANCE ACTIVITIES

- Had the Effluent sampler refrigeration unit repaired.
- Replaced the light switches in the Screw Press building.
- Replaced the yard light for the flag pole with a new LED fixture.
- Replaced all the under-cabinet light fixtures in the Lab with LED fixtures.
- Replaced the potentiometer for the Irrigation pump intake screen.
- Replaced the #1 Boiler pressure relief valve.
- Replaced the motor bearings for the Hydraulic pump on the irrigation intake screen.
- Installed a larger filter system on the pressure relief valve for the plant effluent piping.

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO4) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 146

15 CBOD's	31 pH	15 Fecal/E. Coli	5 TKN	5 Nitrate
15 TSS	31 Cl2 Res.	16 Ammonia	12 Total Phosphorus	
- Precision results:

In control: 146	Accuracy Results:
Out of control: 0	In Control: 131
	Out of Control: 0
- Eureka probes were calibrated and deployed at SW1, SW6, and SW5 at the beginning of the month.
- On 5/16, we collected lab water samples and shipped to NRC for testing.
- On 5/7, Quality Control Services cleaned and calibrated all balances and spectrophotometers.
- Ran DMR-QA Study 38 samples this month and submitted data for grading.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Chad Snyder assisted at our Sandy Project during the month.
- Kevin Bruton assisted at our Coos Bay Project during the month.

UPCOMING EVENTS

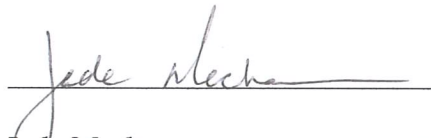
OPERATIONS/NTS:

- Get the high-pressure pump going again.
- Bring the work crew in to spray blackberries and thistles.
- Finish up the new water line to the east of 1L, which is tied into the high zone 1H.
- Continue sprinkler repairs/maintenance and sampling.

MAINTENANCE:

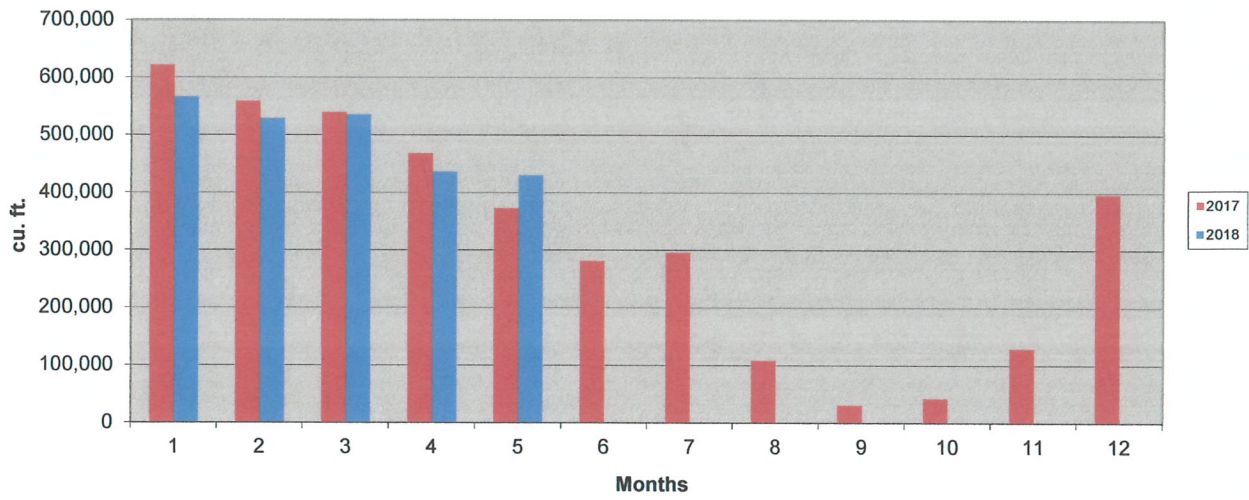
- Replaced Sludge Transfer VFD's.
- Rebuild the W-3 Strainer.
- Replace control floats with ultrasonic controls at both Wilbur Stations.

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

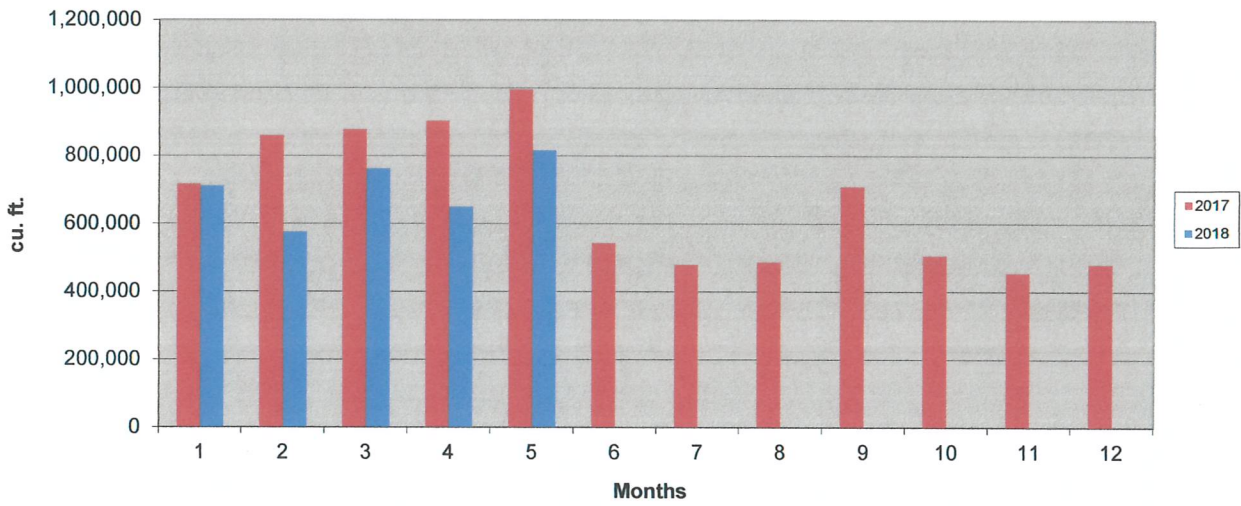


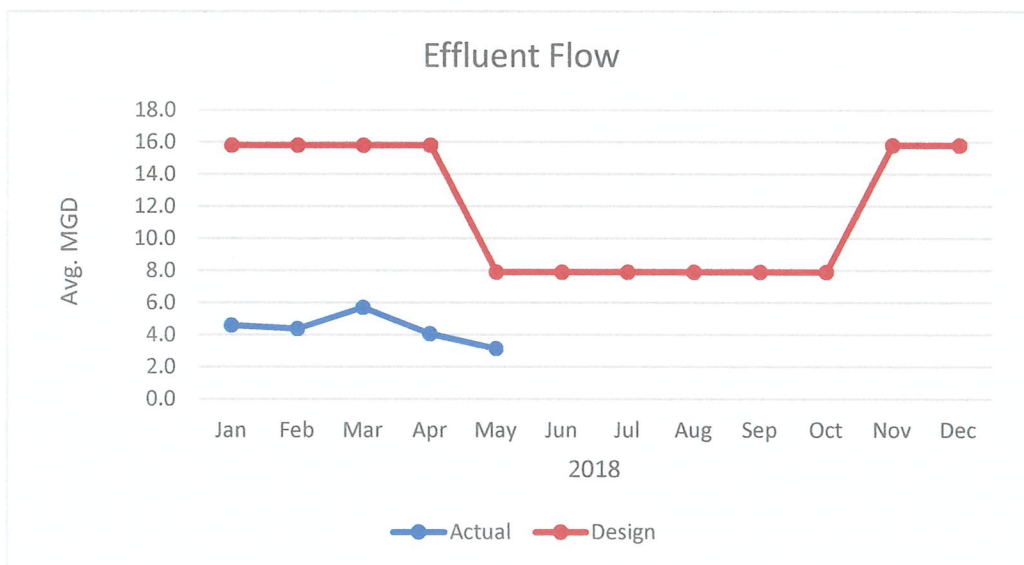
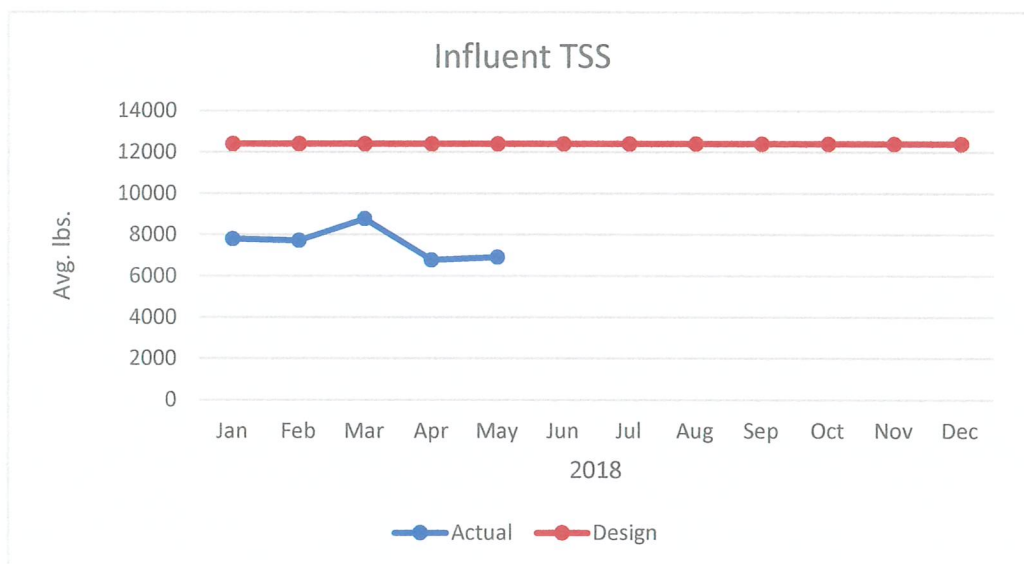
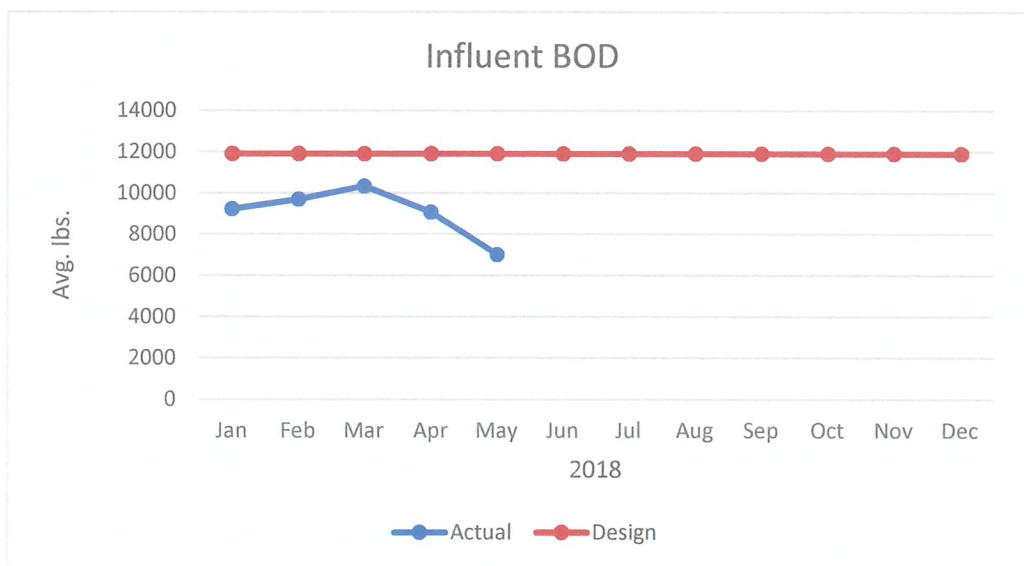
Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
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
Mar-18	5.72	10343	8779
Apr-18	4.08	9078	6784
May-18	3.15	7012	6919

SUM	45.37	97542	80833
AVE	3.78	8128	6736
MAX	5.72	10343	8779
MIN	2.86	6326	5176

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	4.80
Max Weekly Avg (Wed Rule) , 5/6/2018	MG/L	15.00	5.67
Average Loading	lb/day	660.00	26.02
Max WeeklyAvg (Wed Rule) Loading, Beginning: 4/29/2018	lb/day	990.00	26.02
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading, 5/1/2018	lb/day	1300	26
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 5/27/2018	S.U.	6.30	6.19
** 5/27/2018			6.19
** 5/28/2018			6.21
Maximum , 5/9/2018	S.U.	8.50	7.02
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	8.80
Max Weekly Avg (Wed Rule) , 5/27/2018	MG/L	15.00	14.33
Average Loading	lb/day	660.00	43.37
Max WeeklyAvg (Wed Rule) Loading, Beginning: 4/29/2018	lb/day	990.00	43.37
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading, 5/1/2018	lb/day	1300	43
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	98
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	97
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	5
Maximum , 5/31/2018	MG/L	na	8
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	20
Maximum , 5/7/2018	MPN	406	72
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum , 5/2/2018	MKCal	na	-5

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

CASH DISBURSEMENT RECAP BOARD MEETING JUNE 13, 2018

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	73,983.28
Total of Regular Checks & ACH Transactions	<u>223,407.42</u>

Total Expenditures (not including Payroll)	<u>297,390.70</u>
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Payroll:

Net Payroll - May 2018	53,081.05
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All Checks & ACH Transactions since the Board Meeting of May 9, 2018	<u>350,471.75</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 6/8/2018 12:07 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	05/11/2018	
	April 18 PR	PR Batch 00001.04.2018 PERS Pick-Up	PR Batch 00001.04.2018 PER	651.54
	April 18 PR	PR Batch 00001.04.2018 OPSRP-Not W/Held	PR Batch 00001.04.2018 OPS	3,547.10
	April 18 PR	PR Batch 00001.04.2018 PERS W/Held	PR Batch 00001.04.2018 PER	3,787.24
	April 18 PR	PR Batch 00001.04.2018 PERS - Not W/Held	PR Batch 00001.04.2018 PER	7,496.91
	PERS Rounding	Rounding Adjustment		0.01
Total for this ACH Check for Vendor 02669:				15,482.80
Total for 5/11/2018:				15,482.80
ACH	02669 1136414	PERS Deposit Social Security Admin Fee-PERS	05/25/2018	
				15.00
Total for this ACH Check for Vendor 02669:				15.00
Total for 5/25/2018:				15.00
ACH	ASIFLEX	ASIFlex	05/31/2018	
	May 2018 PR	PR Batch 00001.05.2018 Flexible Spending Acco	PR Batch 00001.05.2018 Flex	1,263.85
	May 2018 PR	PR Batch 00001.05.2018 Dependent Care FSA	PR Batch 00001.05.2018 Dep	83.33
Total for this ACH Check for Vendor ASIFLEX:				1,347.18
ACH	DNB	Internal Revenue Service	05/31/2018	
	May 2018 PR	PR Batch 00001.05.2018 FICA - Employer	PR Batch 00001.05.2018 FIC.	4,683.45
	May 2018 PR	PR Batch 00001.05.2018 Medicare - Employee	PR Batch 00001.05.2018 Med	1,095.33
	May 2018 PR	PR Batch 00001.05.2018 Medicare - Employer	PR Batch 00001.05.2018 Med	1,095.33
	May 2018 PR	PR Batch 00001.05.2018 Federal Income Tax	PR Batch 00001.05.2018 Fed	5,422.22
	May 2018 PR	PR Batch 00001.05.2018 FICA - Employee	PR Batch 00001.05.2018 FIC.	4,683.45
Total for this ACH Check for Vendor DNB:				16,979.78
ACH	OR-Rev	Oregon Dept. of Revenue	05/31/2018	
	May 2018 PR	PR Batch 00001.05.2018 Oregon W/Held	PR Batch 00001.05.2018 Ore	4,368.22
Total for this ACH Check for Vendor OR-Rev:				4,368.22
ACH	PBPP	Pitney Bowes Purchase Power	05/31/2018	
	May 2018	Postage refill		150.00
Total for this ACH Check for Vendor PBPP:				150.00
48338	CIS INS	CIS Trust	05/31/2018	
	May 2018 PR	PR Batch 00001.05.2018 Life Insurance - Spous	PR Batch 00001.05.2018 Life	129.68
	May 2018 PR	PR Batch 00001.05.2018 CCIS Insurance Long-	PR Batch 00001.05.2018 CCI	230.19
	May 2018 PR	PR Batch 00001.05.2018 Medical Ins w/RX	PR Batch 00001.05.2018 Med	22,151.89
	May 2018 PR	PR Batch 00001.05.2018 Short-Term Disability	PR Batch 00001.05.2018 Shoi	102.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	May 2018 PR	PR Batch 00001.05.2018 CCIS Insurance AD&I	PR Batch 00001.05.2018 CCI	19.37
	May 2018 PR	PR Batch 00001.05.2018 Dental & Vision	PR Batch 00001.05.2018 Den	2,770.38
	May 2018 PR	PR Batch 00001.05.2018 Voluntary Dependent L	PR Batch 00001.05.2018 Volu	29.60
	May 2018 PR	PR Batch 00001.05.2018 Voluntary Life Insuran	PR Batch 00001.05.2018 Volu	255.55
	May 2018 PR	PR Batch 00001.05.2018 Life Insurance - er	PR Batch 00001.05.2018 Life	133.73
				<hr/>
Total for Check Number 48338:				25,822.52
48339	PEBSCO	Nationwide Retirement Solutions	05/31/2018	
	May 2018 PR	PR Batch 00001.05.2018 PEBSCO	PR Batch 00001.05.2018 PEB	2,475.00
				<hr/>
Total for Check Number 48339:				2,475.00
48348	Express	Express Services, Inc.	05/31/2018	
	20557295	Office Assistant payroll week ending 5/6/18		917.20
	20596223	Office Assistant payroll week ending 5/13/18		917.20
	20631513	Office Assistant payroll week ending 5/20/18		917.20
				<hr/>
Total for Check Number 48348:				2,751.60
48349	Comspan	National LightNet LLC	05/31/2018	
	19162	Monthly telephone service		277.34
				<hr/>
Total for Check Number 48349:				277.34
48350	NITOR	Nitor Solutions, Inc.	05/31/2018	
	IN-1967	10G Network Card for server		304.74
				<hr/>
Total for Check Number 48350:				304.74
48351	PETTY	Petty Cash c/o Angela Allen	05/31/2018	
	April 2018a	Costco - Staff Meeting Snacks		15.98
	April 2018b	Fred Meyer & Costco - Board Meeting Snacks		11.98
	April 2018c	DMV - Leland Miller CDL Testing, Permit		33.50
	March 2018a	Costco - Staff lunch to welcome new crew meml		78.52
	March 2018b	DMV - Leland CDL knowledge test		10.00
	May 2018a	Costco - Staff Meeting Snacks		35.96
	May 2018b	Sherms & Costco - Lunch for ACWA Board Mee		90.84
	May 2018c	Costco - Kitchen supplies		19.98
				<hr/>
Total for Check Number 48351:				296.76
48352	SHRED-IT	Shred-It USA	05/31/2018	
	8124774302	Shred service for April & May		156.80
				<hr/>
Total for Check Number 48352:				156.80
48353	UV FIRE	Umpqua Valley Fire Services	05/31/2018	
	3069321	Annual backflow testing for 10 backflows		395.00
				<hr/>
Total for Check Number 48353:				395.00
48354	USPS	US Postal Service	05/31/2018	
	May 2018	Postage for mailing June bills		2,456.72
				<hr/>
Total for Check Number 48354:				2,456.72
48355	VERIZON	Verizon Wireless	05/31/2018	
	9807233808	Wireless telephone service		664.80
	9807233816	Wireless for TV Van		39.02
				<hr/>
Total for Check Number 48355:				703.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 5/31/2018:				58,485.48
Report Total (16 checks):				73,983.28

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 6/8/2018 12:09 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032588505APq	ASIFlex FSA Administrative Fees	06/13/2018	41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
ACH	STAPLES 2078236351 2084637911 2085176611a 2085176611b 2092912601 2093272271a 2093272271b 72706 74928 75168 9603090306 9786051803	Staples Credit Plan Rulers, Canned Air, Sharpies Laptop bag for Steve USB Flash drives Post it notes New camera for front office, mouse pad for Angi Ergonomic keyboard replacement for Angie Kitchen supplies Shoulder rest for Ellen & Angie phones Backup plus hub for server upgrade Gorilla Drives for Network upgrade Return - Light bulbs for front desk Light bulbs for front desk	06/13/2018	64.84 40.88 59.99 11.77 148.08 42.99 28.58 27.38 159.99 39.99 -24.67 24.67
Total for this ACH Check for Vendor STAPLES:				624.49
48356	3JCONS 3807	3J CONSULTING NW Black Ave Proj - Sanitary Sewer Design NT	06/13/2018	630.03
Total for Check Number 48356:				630.03
48357	ACCELA INV-ACC40340	Accela Inc #774375 Springbrook Annual Maintenance	06/13/2018	18,185.12
Total for Check Number 48357:				18,185.12
48358	WP May 2018	Avista Utilities Natural gas service	06/13/2018	35.58
Total for Check Number 48358:				35.58
48359	BANNERMC AA 043018 AA 050218a AA 050218b AA 050918 AA 051618 AA 052418 AA 052918 CM 051718 CM 052418 DF 043018 DF 050118a DF 050118b DF 050218	BANNER BANK Microsoft - Office 365 Business Essentials Subsc Safeway - Budget Meeting Snacks Abbys - Budget Meeting Lunch Safeway - Board Meeting Snacks Pitney Bowes - Postage machine lease Microsoft - Office 365 Business Essentials Subsc Whitaker Bros - Electric Letter Opener Staples-Folding of turnover letters Microsoft-Office 365 Business Subscriptions (11 CDWG - Fingerprint readers Newegg - External hard drive for server backup : DataComm Cables - Patch cords for network upg E-File Cabinet - Annual subscription for electron	06/13/2018	35.00 22.00 144.44 11.17 81.00 35.00 1,088.00 26.00 137.50 178.62 179.99 212.90 1,750.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	DF 050518	DataComm Cables - Add'l patch cords for netwo		69.44
	DF 050718	DataComm Cables - Add'l patch cords for netwo		17.61
	DF 051018	Microsoft - Monthly fee for Visio for Dave		15.00
	DF 051818	DataComm Cables - More patch cords for netwo		58.71
	DF 052118	Newegg - 10G NIC for old server to accomodate		329.99
	DF 052318	Cleverbridge - Software transfer to Christine PC		39.95
	DF 052618	Keymetric Software - Database backup software		399.00
	GO 050118	Apex - lightbulbs for front desk		4.00
	KB 051518	Abby's - UBOS lunch mtg - KB, KV, LM, MC, S		85.85
	KB 051818	Kamper Korner - New plug-in adapter for TV Va		20.89
	KB 052318	Olive Garden - Dinner - Lucity Training - Kyle F		28.83
	KB 052418a	Famous Dave's - Dinner - Lucity Training - Kyle		20.49
	KB 052418b	Holiday Inn - Lodging - Lucity Training - Kyle F		143.30
	MAY REBATE	Rebate for purchase through easy savings		-0.56
	MC 050418	Coastal - Weedkiller for manholes		47.99
	MC 052218	Walmart - Sunscreen for crew vehicles		33.88
	RC 050118a	Coastal - Spray dye for herbicide		29.99
	RC 050118b	Coastal - Backpack sprayer		79.99
	RK 050118	TenDown - DCUCC lunch - Ryon		15.75
	RK 051718	DC Coop - Inspection note pads		9.98
	SL 050418	BMI - Backflow assembly tester class - Rick		545.00
	SL 051518	Traffic Safety Warehouse - Stop/Slow Flagging I		304.55
	SL 051718	AMP Testing - Wastewater Exam		69.00
Total for Check Number 48359:				6,270.25
48360	OMI 67318 67331	CH2MHill OMI Professional services per agreement NTS Monitoring Report & Farm Operation Plan	06/13/2018	120,453.57 7,581.28
Total for Check Number 48360:				128,034.85
48361	Chytka 126751 126896	Chytka Pest Control LLC Monthly pest control service Monthly pest control service	06/13/2018	40.00 40.00
Total for Check Number 48361:				80.00
48362	C ROSE ROW Per 47-18	City of Roseburg Right of way permit for Broad/Kristen repair	06/13/2018	30.00
Total for Check Number 48362:				30.00
48363	WATER May 2018	City of Roseburg Water service - Admin	06/13/2018	190.44
Total for Check Number 48363:				190.44
48364	CORIX 17813014752	Corix Water Products (US) Inc. Sprinkler/dripper repair parts	06/13/2018	49.51
Total for Check Number 48364:				49.51
48365	DEQ July18-June20 July18-June20	Dept of Environmental Quality Rick Cox Collection II - 12468 Renewal Gregory O'Neill Collection II - 12257 Renewal	06/13/2018	160.00 160.00
Total for Check Number 48365:				320.00
48366	DFN June 2018 Admin June 2018 High	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS	06/13/2018 Service: 14806 Service: 105797	202.71 64.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	June 2018 Host	Admin Hosting		10.28
	June 2018 Keady	Internet Services-Keady Ct	Service: 106289	64.14
	June 2018 NBank	Internet Services-No. Bank PS	Service: 105793	61.64
	June 2018 New	New switch/service for Admin Office		139.39
	June 2018 NTS	Internet Services-NTS	Service: 23920	51.37
	June 2018 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	64.14
	June 2018 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	61.64
	June 2018 Winch	Internet Services-Winchester P	Service: 105795	64.14
			Total for Check Number 48366:	783.59
48367	EARTH 609004	EARTH20 Bottled water delivery	06/13/2018	69.94
			Total for Check Number 48367:	69.94
48368	Express 20695767 21060594	Express Services, Inc. Office assistant payroll week ending 6/3/18 Office assistant payroll for week ending 5/27/18	06/13/2018	733.76 825.48
			Total for Check Number 48368:	1,559.24
48369	FASTENAL ORROS189969a ORROS189969b	Fastenal Company Marking paint for locates Gloves and bins	06/13/2018	119.75 70.60
			Total for Check Number 48369:	190.35
48370	FLURY D 2303 D 2547	Flury Supply Company Nitrile gloves for inspectors B6 fill hose	06/13/2018	37.00 166.82
			Total for Check Number 48370:	203.82
48371	GENEQ 65851 66053	General Equipment Company LED light, license plate - Flusher Reel swivel for Camel	06/13/2018	64.19 459.87
			Total for Check Number 48371:	524.06
48372	GRAPHDIM 1394	Graphic Dimensions, Inc. Cut bills to mailing size	06/13/2018	32.40
			Total for Check Number 48372:	32.40
48373	IE-ENG 50063 50065 50188 50189 50190 50289 50290	i.e. Engineering, Inc. Engineering Garden Valley Sewer Replacement - Engineering for Winchester Lift Station - Const I Engineering for Winchester Lift Station - Direct Engineering Garden Valley Sewer Replacement - Engineering Design Study - Loma Vista PS Constr Mgmt-Garden Villy Sewer Replacement Eng-Winchester Lift Station-Force Main Constr	06/13/2018	214.00 2,320.00 20.00 250.00 1,350.00 1,189.00 1,885.00
			Total for Check Number 48373:	7,228.00
48374	Isler 221747	Isler CPA Final billing for fin stmt audit FYE 6/30/17	06/13/2018	6,400.00
			Total for Check Number 48374:	6,400.00
48375	LOWES	Lowes	06/13/2018	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	01685	New ceiling tiles for Pre-Treatment Building		765.90
	08675	Power cable repair		28.49
Total for Check Number 48375:				794.39
48376	MSTRCR 3058J	MasterCare Cleaning Co Inc Janitorial services for May	06/13/2018	390.00
Total for Check Number 48376:				390.00
48377	NEXNET 6555 6589 6600	Nexcom Networks On-site support for phone system after change to New conference phone and installation Phone system & service-May	06/13/2018	267.00 426.99 332.80
Total for Check Number 48377:				1,026.79
48378	Occu 8565	OccuHealth Physical for new hire	06/13/2018	110.00
Total for Check Number 48378:				110.00
48379	OR-LIN 188518 191422 194347 197222 200089	Oregon Linen, Inc. Laundry service w/mats Laundry service Laundry service Laundry service Laundry service w/mats	06/13/2018	64.55 24.60 25.84 25.84 67.80
Total for Check Number 48379:				208.63
48380	OR-TOOL 420704	Oregon Tool & Supply Extendable magnetic stick	06/13/2018	19.95
Total for Check Number 48380:				19.95
48381	OR-RSBG July-Aug 2018	Oregonian-Roseburg Distributor Newspaper delivery	06/13/2018	67.00
Total for Check Number 48381:				67.00
48382	PPL May 2018 411LMS May 2018 411SBC May 2018 425LM May 2018 Admin May 2018 High May 2018 Keady May 2018 LV PS May 2018 NBank May 2018 NTS PS May 2018 NTSG May 2018 SBank May 2018 Wilb 1 May 2018 Wilb2 May 2018 WWTP1 May 2018 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Contract-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-140 LM-NTS Gate Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	06/13/2018	28.44 12.76 10.48 690.62 1,163.94 191.53 129.20 118.84 7,932.56 20.15 1,396.28 87.87 126.46 18,053.15 28.10
Total for Check Number 48382:				29,990.38
48383	Premium 21411	Premium Landscape, Inc. Monthly landscape maintenance	06/13/2018	180.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 48383:				180.25
48384	PRINTS 28836	Prints Charming Safety shirts for Crew, Engineering	06/13/2018	619.00
Total for Check Number 48384:				619.00
48385	A&I 783232 783233 783370 784994 785791 786233	Roseburg Auto & Truck Supply Hydraulic machine parts Hydraulic machine repair Bulbs for 2 yard Dex Cool for Sign Truck Bulbs for F450 Grease gun	06/13/2018	8.39 3.98 12.90 9.99 9.03 21.99
Total for Check Number 48385:				66.28
48386	RSBG-DIS 1022729	Roseburg Disposal Company Garbage service	06/13/2018	56.50
Total for Check Number 48386:				56.50
48387	SERV-CTR 36379	The Service Center Padlocks	06/13/2018	149.80
Total for Check Number 48387:				149.80
48388	Techroe 9204 9205a 9205b	TechRoe.com LLC 1 year Sophos Anti-Virus Labor & support for network upgrade Power supply 30Amp UPS	06/13/2018	1,450.00 4,500.00 1,000.00
Total for Check Number 48388:				6,950.00
48389	UBWA May 2018 411LM May 2018 425LM May 2018 606LM	Umpqua Basin Water Association Water service for 411 Long Meadows Water service for 425 Long Meadows Water service for 606 Long Meadows	06/13/2018	20.15 20.00 20.00
Total for Check Number 48389:				60.15
48390	UMPCCINC Deposit	Umpqua Community Center, Inc. Deposit to rent community center for picnic	06/13/2018	75.00
Total for Check Number 48390:				75.00
48391	UMPCCINC June 2018	Umpqua Community Center, Inc. Rent community center for picnic	06/13/2018	80.00
Total for Check Number 48391:				80.00
48392	UMP-SAND 48554 48709 49030 49179 49287	Umpqua Sand & Gravel Excavated material disposal Excavated material disposal Excavated material disposal Excavated material disposal Excavated material disposal	06/13/2018	54.48 24.60 51.56 10.43 16.36
Total for Check Number 48392:				157.43
48393	UNITED	UNITED RENTALS (NORTH AMERICA)	06/13/2018	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	157027858-001	Excavator Rental for NTS Maintenance		4,881.15
	157229278-001	Skid Steer Rental for NTS Maintenance		2,223.53
	157645708-001	Mini Excavator Rental for NTS Maintenance		1,608.38
				<hr/>
Total for Check Number 48393:				8,713.06
48394	US POBOX Box #1185	US Postal Service Yearly PO Box rental	06/13/2018	
				<hr/>
				182.00
				<hr/>
Total for Check Number 48394:				182.00
48395	WECO May 2018	WECO Fuel Usage-May 2018	06/13/2018	
				<hr/>
				2,027.89
				<hr/>
Total for Check Number 48395:				2,027.89
				<hr/>
Total for 6/13/2018:				223,407.42
				<hr/>
				<hr/>
Report Total (42 checks):				223,407.42
				<hr/>
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