



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

REGULAR MONTHLY BOARD MEETING

November 8, 2017

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
1. Agenda – November 8, 2017 Board Meeting	1-2
2. Minutes – October 11, 2017 Board Meeting	3-6
3. Resolution No. 17-07 – A Resolution Adopting A Discrimination Workplace Harassment Policy	7
4. Discrimination Workplace Harassment Policy	8-12
5. General Manager's Informational Report – October, 2017	13-15
6. Brown Avenue Area Improvements – Phase 5; Pay Request #4	16-19
7. New Developments and Projects – October, 2017	20
8. Staff Reports – October, 2017	21
9. Permits Issued – October, 2017	22-23
10. CH2M Operations Report – October, 2017	24-28
11. Roseburg CY30 September Expenditure Report	29
● Cash Disbursement Recap	30
● Accounts Payable Detail	31-38



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

AGENDA REGULAR MONTHLY BOARD MEETING

**November 8, 2017
RUSA Board Room
4:00 p.m.**

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griesse

Kelsey Wood

- 1. Call to Order**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. October 11, 2017 Regular Board Meeting
- 4. Resolution No. 17-07 – A Resolution Adopting A Discrimination Workplace Harassment Policy**
 - **Discrimination Workplace Harassment Policy**
- 5. General Managers Report**
 - a. Brown Avenue Area Improvements Project Phase 5
 - i. Project update. Pay estimate #4
 - b. Back Nine Sanitary Sewer Phase 1
 - i. Project update
 - c. Downtown Improvements Phase 2 – Sewer Improvements
 - d. Loma Vista Pump Station design study
 - e. WWTP Roof Leak Insurance Claim
 - f. RUSA Natural Treatment System Annual Monitoring and Performance Evaluation for 2017, and Farm Plan Updated

g. Staff Professional Development

6. New Developments

7. Staff Report

8. Permits Issued

9. CH2M Operations Report

a. First Quarter Expenditure Report

10. Accounts Payable

11. Other Business

a. SDAO Annual Conference

i. February 9-11, 2018 – Seaside, Oregon



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 4:02 p.m. on October 11, 2017 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Finance Director Christine Morris, Collection System Superintendent Steve Lusch, Accounting Clerk Angela Allen, and CH2M Chief Plant Operator Randy Turner, Chase McCarthy w/Gallagher VEBA and Lee Holmes.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, September 13, 2017.

Kelsey Wood moved to approve the minutes, as presented, for the Wednesday, September 13th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Resolution No. 17-05, A Resolution Authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) Plan

Chase McCarthy from Gallagher VEBA attended the meeting to explain how the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) works. The HRA VEBA is an Authority funded plan independent of the health insurance to help the employee pay deductibles and out-of-pocket expenses. Gallagher VEBA would be the administrator and administrative fees will be paid by the employee. There was a discussion regarding the HRA VEBA and how it works.

Kelsey Wood moved to approve Resolution No. 17-05, A Resolution Authorizing the Establishment of the Health Reimbursement Arrangement/Voluntary Employees' Beneficiary Association (HRA VEBA) Plan.

David Campos seconded the motion.
The motion passed unanimously.

Resolution No. 17-06, A Resolution Authorizing the Establishment of the Health FSA Plan

The employees had expressed interest in a Flexible Spending Account (FSA) for deductibles, out-of-pocket expenses and services not covered by the health insurance plan. This is an employee funded plan, with a small administration fee paid by the Authority. There was discussion regarding the plan and how it works.

Kelsey Wood moved to approve Resolution No. 17-06, A Resolution Authorizing the Establishment of the Health FSA Plan.
David Campos seconded the motion.
The motion passed unanimously.

Resolution No. 17-04, A Resolution Declaring Surplus Property

The Authority would like to surplus the 2007 Chevrolet Silverado LS and advertise it on the Public Surplus and GovDeals online auction sites and place the funds in Miscellaneous Income in the General Fund.

Kelsey Wood moved to approve Resolution No. 17-04, A Resolution Declaring Surplus Property.
Jerry Griese seconded the motion.
The motion passed unanimously.

General Managers Report

Brown Avenue Area Improvement – Phase V

The contractor has installed approximately 350 feet of new sewer main, 42 feet of building sewer and two manholes. The project is about two weeks off-schedule due to cave-ins on Umpqua Street, but they have moved back to the Brown Avenue area and things are getting back on track. The Contractor submitted pay estimate #3 in the amount of \$136,599.00 with \$6,829.95 withheld as retainage for a pay request of \$129,769.05. The project Engineer recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #3 in the amount of \$129,769.05.

Jerry Griese moved to approve pay request #3 from The Contractor in the amount of \$129,769.05.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Back Nine Sanitary Sewer Extension Project

The project construction has begun. The wet well was set September 27th and the contractor has started to install the sanitary sewer main.

Wilbur Manhole Replacement

After Wilbur II pump station was overwhelmed with storm water last winter, we investigated the source of the large amount of inflow and infiltration (I & I) that contributed to the pump station failure. Two manholes located along Highway 99 North were determined to need replacement. Black Pearl Paving and Excavation was contracted to replace the manholes. Both manholes have been replaced and tested for leaks. The two new manholes have passed the testing and should not have any I & I from them in the future.

NW Black Avenue Sanitary Sewer Replacement

The City of Roseburg will be reconstructing a two and a half block section of Black Avenue. The work will start at the west entrance of the Garden Valley Shopping Center west to Estelle Street. We will be partnering with the City to replace the sanitary sewer main and all the building sewers located in the right of way.

The City contracted with 3J Consulting of Beaverton, Oregon to provide the project management, topographic surveying and construction plans and specifications. We asked the Engineering firm to provide a scope of work and not to exceed cost proposal to include the replacement of the sewer system within the construction limits.

3J Consulting provided a proposal to provide the engineering services, bid documents and plans for a not to exceed amount of \$28,950.00. Staff recommends that the Board direct the General Manager to enter into a contract with 3J Consulting for this additional sanitary sewer design work to be included with the NW Black Avenue Project.

There was discussion regarding the cost of services from 3J Consulting.

Jerry Griesse made a motion to approve the General Manager entering into a contract with 3J Consulting for the NW Black Avenue Sanitary Sewer Replacement.

Kelsey Wood seconded the motion.

The motion passed unanimously.

CH2M Report

Randy Turner, Chief Plant Operator at the WWTP, advised that the plant is continuing to operate properly.

There was a leakage problem from the expansion joints at 411 Long Meadows, the concrete rooftop deck/storage site at the NTS. A quote was received from TerraFirma to fix the issues causing the leak, but the staff at the WWTP decided to make the repairs themselves with a new compound that is water resistant, flexible and self-leveling.

Pretreatment inspections were completed, a couple of businesses were out of compliance and contacted regarding correction.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the October 11th, 2017 Accounts Payable.

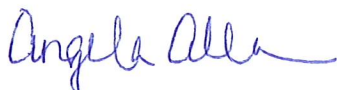
David Campos made a motion to approve the Accounts Payable and Addendum as presented. Kelsey Wood seconded the motion.
The motion passed unanimously.

Other Business

None.

There being no further business to come before the Board, the September Monthly Board, the meeting was adjourned at 4:42 p.m.

Respectfully submitted,



Angela Allen
Accounting Clerk



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

RESOLUTION NO. 17-07

**A RESOLUTION ADOPTING A DISCRIMINATION WORKPLACE HARASSMENT
POLICY**

WHEREAS, Roseburg Urban Sanitary Authority is an Oregon special district which is governed by and elected board of directors; and

WHEREAS, the board of director's desires to adopt a Discrimination Workplace Harassment Policy to ensure work environment free from harassment;

THEREFORE, BE IT RESOLVED that the Roseburg Urban Sanitary Authority Board of Directors hereby adopts the attached Discrimination Workplace Harassment Policy.

Approved by the Board of Directors of the Roseburg Urban Sanitary Authority at its Regular Monthly Board Meeting on Wednesday, November 8th, 2017

DATED: November 8th, 2017

Roseburg Urban Sanitary Authority

ATTESTED:

James V. Baird

General Manager

John W. Dunn

Board Chair

DISCRIMINATION WORKPLACE HARASSMENT POLICY

I. PURPOSE

The purpose of this policy is to clearly establish Roseburg Urban Sanitary Authority's commitment to provide a work environment free from harassment, to define discriminatory harassment and to set forth the procedure for investigating and resolving internal complaints of harassment.

II. POLICY

Harassment of an applicant, contractor, vendor, customer, board member, supervisor, manager, or employee by a supervisor, management employee or co-worker on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law is explicitly in violation of State and/or Federal law and will not be tolerated by Roseburg Urban Sanitary Authority.

It is critical that all employees treat all other employees with dignity and respect. This policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reinstatement, transfer, leave of absence, compensation and training.

Employees, supervisors or management employees found to be participating in any form of job-based harassment or retaliating against any other employee shall be subject to disciplinary action up to and including termination from employment.

III. DEFINITIONS

A. Verbal Harassment - Epithets, derogatory comments, slurs, propositioning, or otherwise offensive words or comments on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law, whether made in general, directed to an individual or to a group of people regardless of whether the behavior was intended to harass. This includes, but is not limited to

inappropriate sexually-oriented comments on appearance, including dress or physical features, sexual rumors, and race oriented stories.

B. Physical Harassment - Assault, impeding or blocking movement, leering, or the physical interference with normal work, privacy or movement when directed at an individual on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This includes pinching, patting, grabbing, inappropriate behavior in or near RUSA facilities or facilities where RUSA events are being conducted, or making explicit or implied threats or promises in return for submission to physical acts.

C. Visual Forms of Harassment - Derogatory, prejudicial, stereotypical or otherwise offensive posters, photographs, cartoons, notes, bulletins, drawings. or pictures on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law. This applies to both posted material or material maintained in or on RUSA's equipment or personal property in the workplace.

D. Sexual Harassment - Any act which is sexual in nature and is made explicitly or implicitly a term or condition of employment, is used as the basis of an employment decision, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

IV. COMPLAINT PROCESS

The use of this procedure is limited to complaints related to discriminatory workplace harassment on the basis of race, religion, color, sex, age, national origin, physical or mental disability, marital or familial status, political affiliation, sexual orientation, veteran status, or membership in any other group protected by law.

If any person feels they are the victim of any form of harassment, they should inform the person(s) participating in this behavior that he/she finds it offensive. This one-on-one confrontation has been demonstrated to be an effective way to end harassing

behaviors. If the inappropriate behaviors do not stop, the offended employee can initiate the complaint process as described below. Because confrontation is difficult for some people and because of the complex nature of harassment, employees are not required to confront an offending party prior to initiating this complaint procedure.

A. Filing a Preliminary Complaint - Any applicant, contractor, vendor, customer, board member, supervisor, manager, or employee who alleges to be a victim of discriminatory workplace harassment should contact the HR Director or designee, either verbally or in writing, within thirty (30) calendar days of the alleged incident.

B. Review of Preliminary Complaint - Upon notification of a harassment complaint, the HR Director or designee shall conduct an initial investigation to make a preliminary determination as to whether there is merit to the complaint. If no merit is found, the HR Director or designee may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

C. Formal Complaint - If after an initial investigation is conducted, there is no resolution and/or no conciliation of the preliminary complaint, a formal written complaint can be filed by the complainant. The HR Director or designee will issue a Discriminatory Workplace Harassment form to the complainant. This form shall be completed, signed and returned to the HR Director within five (5) days after issuance. Upon receipt of the formal written complaint, the HR Director or designee will contact the alleged harasser(s) who will be informed of the basis of the complaint, will be given a copy of the complainant's form, and will be provided an opportunity to respond. The response shall be in writing, addressed to the HR Director and received by the HR Director, within ten (10) calendar days after being notified of the complaint. Concurrently, a formal investigation of the complaint may be commenced.

D. Review of Response and Findings - Upon receipt of the response, the HR Director may further investigate the formal complaint. Such investigation may include interviews with the complainant, the accused harasser(s) and any other persons determined by the HR Director to possibly have relevant knowledge concerning the complaint. This may include other victims of similar conduct.

Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred.

The results of the investigation and the determination as to whether harassment occurred shall be final and binding and will be reported to appropriate persons including the complainant and the alleged harasser(s) within twenty (20) calendar days from the receipt of the response.

V. DISCIPLINARY ACTION

If harassment is determined to have occurred, the HR Director shall take prompt and effective remedial action against the harasser. The action will be commensurate with the severity of the offense, up to and including termination from employment. If discipline is imposed, the nature and extent of the discipline will not be divulged to the complainant.

VI. RETALIATION

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination. The HR Director will take reasonable steps to protect the victim and other potential victims from further harassment, and to protect the victim from any retaliation as a result of communicating the complaint.

VII. CONFIDENTIALITY

Confidentiality will be maintained to the fullest extent possible in accordance with applicable Federal, State and local law.

VIII. FALSE COMPLAINTS

Any complaint made by an employee of Roseburg Urban Sanitary Authority regarding job-based harassment which is conclusively proven to be false, shall result in discipline

of the complainant up to and including termination. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

GENERAL MANAGERS REPORT

Date: November 2, 2017

To: Roseburg Urban Sanitary Authority
Board of Directors

From: James V. Baird
General Manager

Re: General Managers Informational Report to the Board

Brown Avenue Area Improvements Phase V

The contractor has installed approximately 690 feet of new sewer main, 420 feet of building sewer, three manholes and surface restoration. The project is proceeding on schedule. The Contractor has submitted pay estimate #4 in the amount of \$194,683.75 with \$9,734.19 withheld as retainage for a pay request of \$184,949.56. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #4 in the amount of \$184,949.56.

Back Nine Sanitary Sewer Extension Phase I

The project construction is continuing with a projected completion date of December 21st, 2017.

Downtown Improvements Phase II- Sanitary Sewer Improvements

The City has selected i.e. Engineering to provide the plans and specification for the second phase of intersection improvement in the downtown core area. RUSA has three manholes, approximately 260 feet of sewer main line and several building sewers within the project limits. We will be including the sanitary sewer work in the City's project as we have done in the past. The estimated cost for the sanitary sewer portion of the project is approximately \$75,000. i.e. Engineering has provided a "Not to Exceed" amount of \$5,000 or 6.6% of the expected construction cost.

Staff would recommend that the Board direct the General Manager to enter into a contract with i.e. Engineering for the additional sanitary sewer design work within the project limits with a, "Not to Exceed", amount of \$5,000.

Loma Vista Pump Station Design Study

The Loma Vista pump station was constructed in 1988 to provide service to the properties on the west side of RUSA's boundary adjacent to and including Loma Vista Drive. Over the years several components have failed and needed to be replaced. Currently, the pumps need replacement and the installation of a valve vault assembly is recommended.

RUSA has evaluated the estimated cost to replace and bring the pump station to meet the current standards for pump stations and the total cost is approximately \$80,000 to \$100,000. The current pump station property is very small approximately 0.01 acres or 530 square feet. The current standard is 4,000 to 5,000 square feet.

Before RUSA invests up to \$100,000 dollars, staff believes we should study relocating the pump station south of the current location to a larger lot and in an area, that would provide service to several properties along Troost street that currently are inside our service boundary that would require an additional pump station to be built.

Staff has requested a “Not to Exceed” proposal for i.e. Engineering to prepare a design study to relocate the Loma Vista pump station approximately 650 feet south of the current location. The study will identify a property to move the pump station, cost associated with a new pump station, gravity sewer and force main improvement and the additional properties that would be able to be served if the improvements were constructed. i.e. Engineering had submitted a proposal for \$13,900 to complete the design study.

The City of Roseburg is looking at a comprehensive plan amendment to change the Urban Growth Boundary (UGB) to include properties to the west of the current UGB boundary. The study will evaluate the properties to the west that could be served if the UGB boundary is moved.

Staff would recommend that the Board direct that the General Manager enter into a contract with i.e. Engineering to provide a design study for the relocation and construction of the Loma Vista Pump Station in the, “Not to Exceed”, amount of \$13,900.

WWTP Roof Leak Insurance Claim

RUSA has received a check from Umpqua Roofing's insurance company for \$170,000. We have requested that SDAO provide payment of our claim for the remainder of the costs associated with the repairs and equipment damaged by the two roof leaks caused by the roofing contractor. The total cost incurred by RUSA is \$182,978.71. The settlement from CNA is \$170,000 with \$12,978.71 as the amount remaining that we have requested that SDAO pay on our claim.

RUSA Natural Treatment System Annual Monitoring and Performance Evaluation for 2017, and Farm Plan Update

CH2M has been providing the NTS Annual Monitoring and Farm Plan Update that is required by the DEQ. We have received a proposal to provide the required evaluation and updated plan in the amount of \$65,640.

Jade Mecham, Project Manager with CH2M Operations, and I have been discussing the pending contract extension for the operations and management of RUSA's WWTP and the value add that CH2M can provide as part of the contract. The current contract includes a section detailing “Out of Scope” projects and the method of utilizing the services of CH2M for work not included in the contract. Jade and I discussed utilizing this service to complete the work required for the Monitoring and Performance Evaluation and Farm Plan update. The work done under the Out of Scope Agreement is marked up at 15% from the billing rate CH2M has established for work done for another CH2M division.

The Out of Scope Agreement total cost to RUSA would be \$38,870 to provide the required evaluation report and farm plan update. This will save RUSA \$26,770. Staff would recommend that the Board direct the General Manager to enter into an Out of Scope Agreement with CH2M in the, "Not to Exceed", amount of \$38,870 to provide the 2017 Monitoring and Performance Evaluation, and Farm Plan update.

Staff Professional Development

Jim Baird attended the Northwest Biosolids Annual Conference in Portland in October.

Jim Baird, Christine Morris, Steve Lusch, Ryon Kershner, Dean Ronk and Scott Ough attended the Pacific Northwest Clean Water Association Annual Conference in Vancouver, WA last month. Steve Lusch is a member of the Collection Committee of the PNCWA and participated in hosting a pre-conference session on pipe line inspections and asset management. Christine Morris was selected as a presenter of a pre-conference session for section leadership training in best practices for financial records. Ryon Kershner worked as a judge for the Operators Challenge events held at the conference. Dean Ronk was selected as Oregon's Collection Operator of the year. Scott Ough participated as a Team member on the Oregon Operators Challenge Team. Jim, Steve, Ryon, Dean and Scott also attended daily sessions required to maintain their State operator's certifications.

November 2, 2017

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

RE: Brown Avenue Area Improvements, Phase 5
Pay Request #4

Dear Mr. Baird;

Pay Request #4 for work completed on the above project, as submitted by Cradar Enterprises, Inc. and reviewed by i.e. Engineering Inc., was found to be correct and in accordance with the Contract Documents.

It is recommended that Roseburg Urban Sanitary Authority accept this request and issue payment to the Contractor for the amount of \$184,949.56

Enclosed is a copy of the invoice and breakdown of costs. Please call me at (541) 673-0166 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Derek M. Miller, P.E.".

Derek M. Miller, P.E.

Project Engineer

Cradar Enterprises, Inc.

GENERAL CONTRACTOR

CCB LICENSE #51492

1051 MELROSE ROAD, ROSEBURG, OREGON 97471

PHONE (541) 673-3268 FAX (541) 673-0056

Invoice

Date	Invoice #
11/2/2017	002853

Bill To
RUSA P.O. BOX 1185 ROSEBURG, OR 97470

P.O. No.	Terms	Project
		9113 - BROWN AV...

Quantity	Description	Rate	Amount
1	PAY APPLICATION #4 - SCHEDULE A & B (\$194,683.75 - RETAINAGE @ 5% \$9,734.19 = \$184,949.56)	184,949.56	184,949.56
		Total	\$184,949.56

TO: RUSA

1297 NE Grandview Drive

Roseburg, OR 97470

ATTN: Derek Miller, PE

Pay Estimate #4

Schedule A & B

Contractor Name

Cradar Enterprises, Inc.

PROJECT:

Brown Avenue, Phase 5

DATE:

October 26, 2017

WORK TO

9/26/2017-10/25/2017

ESTIMATE NO.

4

VENDOR NO.:

CONTRACTOR EARNED ESTIMATE

ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE
Cascade Community Federal Credit Union												
1	Mobilization	LS	1	\$ 116,940.00	\$ 116,940.00	1.00	\$ 116,940.00	0.00	\$ -		\$ 116,940.00	\$ -
2	Temporary Signs	LS	1	\$ 8,500.00	\$ 8,500.00	1.00	\$ 8,500.00	0.00	\$ -		\$ 8,500.00	\$ -
3	Temporary Barricades, Type III	LS	1	\$ 1,100.00	\$ 1,100.00	1.00	\$ 1,100.00	0.00	\$ -		\$ 1,100.00	\$ -
4	Flagger	Hour	110	\$ 40.00	\$ 4,400.00	80.00	\$ 3,200.00	14.00	\$ 560.00		\$ 3,760.00	\$ 640.00
5	Construction Survey Work	LS	1	\$ 12,000.00	\$ 12,000.00	0.75	\$ 9,000.00	0.25	\$ 3,000.00		\$ 12,000.00	\$ -
6	4" Sanitary Sewer Pipe, 10' Deep	LF	957	\$ 75.00	\$ 71,775.00	696.00	\$ 52,200.00	419.00	\$ 31,425.00		\$ 83,625.00	\$ (11,850.00)
7	4" Sanitary Sewer Pipe, 15' Deep	LF	313	\$ 125.00	\$ 39,125.00	0.00	\$ -	0.00	\$ -		\$ -	\$ 39,125.00
8	4" Sanitary Sewer Pipe, 20' Deep	LF	45	\$ 140.00	\$ 6,300.00	70.00	\$ 9,800.00	0.00	\$ -		\$ 9,800.00	\$ (3,500.00)
9	8" Sanitary Sewer Pipe, 10' Deep	LF	1,574	\$ 73.00	\$ 114,902.00	867.00	\$ 63,291.00	691.00	\$ 50,443.00		\$ 113,734.00	\$ 1,168.00
10	8" Sanitary Sewer Pipe, 15' Deep	LF	493	\$ 125.00	\$ 61,625.00	430.00	\$ 53,750.00	0.00	\$ -		\$ 53,750.00	\$ 7,875.00
11	8" Sanitary Sewer Pipe, 20' Deep	LF	246	\$ 155.00	\$ 38,130.00	282.00	\$ 43,710.00	0.00	\$ -		\$ 43,710.00	\$ (5,580.00)
12	Inside Drop, Y & CO @ Sta. 75+34.6	LS	1	\$ 2,200.00	\$ 2,200.00	1.00	\$ 2,200.00	0.00	\$ -		\$ 2,200.00	\$ -
13	Pipe Tees, 8"	Each	55	\$ 150.00	\$ 8,250.00	37.00	\$ 5,550.00	16.00	\$ 2,400.00		\$ 7,950.00	\$ 300.00
14	Manhole, 10' Deep	Each	11	\$ 7,250.00	\$ 79,750.00	7.00	\$ 50,750.00	3.00	\$ 21,750.00		\$ 72,500.00	\$ 7,250.00
15	Manhole, 15' Deep	Each	1	\$ 8,900.00	\$ 8,900.00	1.00	\$ 8,900.00	0.00	\$ -		\$ 8,900.00	\$ -
16	Remove Abandoned Structures	Each	4	\$ 900.00	\$ 3,600.00	3.00	\$ 2,700.00	0.00	\$ -		\$ 2,700.00	\$ 900.00
17	Filling Abandoned Structures	Each	2	\$ 900.00	\$ 1,800.00	0.00	\$ -	0.00	\$ -		\$ -	\$ 1,800.00
18	Filling Abandoned Pipe in Place	LF	678	\$ 5.00	\$ 3,390.00	0.00	\$ -	0.00	\$ -		\$ -	\$ 3,390.00
19	AC Trench Resurfacing	SF	10,660	\$ 7.00	\$ 74,620.00	0.00	\$ -	8615.00	\$ 60,305.00		\$ 60,305.00	\$ 14,315.00
20	Concrete Sidewalks	SF	560	\$ 14.00	\$ 7,840.00	490.40	\$ 6,865.60	0.00	\$ -		\$ 6,865.60	\$ 974.40
21	Concrete Driveways	SF	180	\$ 20.00	\$ 3,600.00	224.00	\$ 4,480.00	0.00	\$ -		\$ 4,480.00	\$ (880.00)
22	Concrete Curb and Gutter	LF	152	\$ 50.00	\$ 7,600.00	113.00	\$ 5,650.00	0.00	\$ -		\$ 5,650.00	\$ 1,950.00
23	Trench Resurfacing-Gravel	SF	550	\$ 1.00	\$ 550.00	0.00	\$ -	550.00	\$ 550.00		\$ 550.00	\$ -
24	Trench Resurfacing-Grass Seed	SF	920	\$ 2.00	\$ 1,840.00	0.00	\$ -	0.00	\$ -		\$ -	\$ 1,840.00
25	Additional Sawcut per Parallel Pipe Detail	SF	450	\$ 2.00	\$ 900.00	0.00	\$ -	0.00	\$ -		\$ -	\$ 900.00
26	Additional Excavation & Backfill per Parallel Detail	CY	155	\$ 45.00	\$ 6,975.00	1266.00	\$ 56,970.00	56.00	\$ 2,520.00		\$ 59,490.00	\$ (52,515.00)
27	Remove & Replace Bollard, Curb & Fence	LS	1	\$ 2,500.00	\$ 2,500.00	0.00	\$ -	0.00	\$ -		\$ -	\$ 2,500.00
Approved Change Orders / Extra Work												
1	PR#1 (Gas Main)	LS	1	\$ 3,983.50	\$ 3,983.50	1.00	\$ 3,983.50	0.00	\$ -		\$ 3,983.50	\$ -
2	PR#2 (Rosemond Manhole/Service)	LS	1	\$ -	\$ -	0.00	\$ -	0.00	\$ -		\$ -	\$ -
3	PR#3 (H2O Conflicts on Umpqua)	LS	1	\$ 6,385.75	\$ 6,385.75	0.00	\$ -	1.00	\$ 6,385.75		\$ 6,385.75	\$ -
4	PR#4 (Fairhaven Overlay)	LS	1	\$ 15,345.00	\$ 15,345.00	0.00	\$ -	1.00	\$ 15,345.00		\$ 15,345.00	\$ -
TOTAL CHANGE ORDERS					\$ 25,714.25	\$ 3,983.50	\$ 21,730.75					

ORIGINAL CONTRACT

\$ 689,112.00

CURRENT CONTRACT

\$ 714,826.25

TOTAL PREVIOUS PERIOD	\$	509,540.10		\$	194,683.75		\$	704,223.85	\$	(10,602.40)
TOTAL THIS PERIOD								\$	35,211.19	
TOTAL WORK TO DATE	5%	\$ 25,477.01	5%	\$ 9,734.19		5%	\$	704,223.85	\$	(10,602.40)
LESS RETAINAGE								\$	35,211.19	
SUBTOTAL		\$ 484,063.09		\$ 184,949.56			\$	669,012.65		
LESS: PREVIOUS PAYMENTS							\$	484,063.09		
AMOUNT DUE THIS PERIOD							\$	184,949.56		

INTERNAL
CREDIT INV.

CONTRACT CHANGE ORDER
Brown Avenue Area Improvements, Phase 5

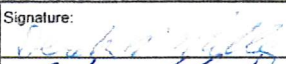


Contractor: Cradar Enterprises
1051 Melrose Road
Roseburg, OR 97471

Owner: RUSA
Project: Brown Avenue Area Improvements, Phase 5

Date: 11/2/17

CHANGE ORDER # 2

This Change Order amends all preceding contract documents and correspondence which pertain to the subject of this order and authorizes the following changes in work:

DESCRIPTION OF CHANGE	CONTRACT COST DECREASE	CONTRACT COST INCREASE
PR # 3, Install water valves, pipe, couplers, & restraints to isolate, rem & repl. the water pipe above sewer main		\$6,385.75
PR # 4, overlay 2 1/2" x 18' wide on Fairhaven. This will replace the trench repair in this area.		\$15,345.00
TOTALS	\$0.00	\$21,730.75
NET CHANGE IN CONTRACT PRICE	\$21,730.75	
ORIGINAL CONTRACT TOTAL		\$689,112.00
CHANGE ORDER NO. 1		\$3,983.50
CHANGE ORDER NO. 2		\$21,730.75
CURRENT CONTRACT TOTAL PRIOR TO THIS CHANGE ORDER		\$693,095.50
CHANGE ORDER NO. 2		\$21,730.75
CURRENT CONTRACT TOTAL INCLUDING THIS AND PREVIOUS CHANGE ORDERS:		\$714,826.25
Contract time will be increased/decreased/unchanged by <u>2</u> days as a result of this change.		
APPROVED (Project Engineer)	Signature: 	Date: <u>11-2-17</u>
ACCEPTED (Contractor)	Signature: 	Date: <u>11-2-17</u>
APPROVED: RUSA	Signature: 	Date: <u>11-2-17</u>

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Edenbower sewer main extension
 - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street. This project is on hold.
- Oakridge Court Apartments
 - The plans and specifications have been approved. This project is on hold.
- Troost Street Subdivision
 - Knife River Material has completed the installation of the sanitary sewer system. The infrastructure improvements for the subdivision is scheduled to be completed by in November.
- Newton Creek Manor
 - The owner, NeighborWorks Umpqua, has chosen to provide sewer service to the manufactured home park with a private sewer system. There is a small section of public main line that will be constructed as part of the improvement to the park. The project has been reviewed by Staff and CH2M. The plans and specifications have been approved, with minor corrections required, for construction.
- Umpqua Health Newton Creek Campus
 - ie Engineering has submitted the plans for a sanitary sewer main extension to provide sewer service for new health care clinic and offices. Staff and CH2M have reviewed the plans and specifications. The Plans and specifications have been approved, with minor corrections required, for construction.

Preliminary Design

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

PROJECTS:

- Brown Avenue Area Improvements Phase V
 - Construction is ongoing. Project completion is scheduled for November 11th.
- 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 installing the gravity sewer. Construction is scheduled to be completed by the end of the year, weather permitting.
- NW Black Avenue Sanitary Sewer Improvement
 - 3J Consulting is in the design stage of this project.

ROSEBURG URBAN SANITARY AUTHORITY

OCTOBER 2017 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 72 work orders.
- Completed CCTV of 12,185 feet of mainline.
- Completed cleaning of 21,967 feet of mainline.
- Completed root treatment of 5,153 feet of mainline.
- Completed 34 manhole inspections.
- Cleaned WWTF storm system lines.
- Repaired 3 manholes.
- Completed 2 spot repairs.
- Assisted CH2M crews in changing 2 valves at the Wilbur pump stations.
- Steve and Scott attended the PNCWA conference.
- Matt attended and graduated the APWA Public Works Supervision & Management course.

ENGINEERING DEPARTMENT:

- Completed 207 underground utility locate requests.
- Issued 10 permits and completed 5 inspections.
- Construction continues the Brown Avenue Area Improvements Phase V. The Contractor has installed approximately 690 feet of sewer main and 420 of four-inch building sewer with the associated manholes.
- Construction has begun on the Back Nine Sanitary Sewer Extension project. The contractor is continuing to install the sewer main.
- 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 is scheduled to complete the project by the end of November.

FINANCE DEPARTMENT:

- Vacancy Credits: 15 were processed, for a total of \$2,015.38 in October.
- Credit cards/eChecks: 515 payments totaling \$24,911.74 were collected in October. 49 payments received at the counter, 19 by voice response system, and 447 on-line.
- Automatic Payments: 1,915 customer accounts are signed up. Received \$76,440.67 or approximately 13.9% of monthly billing.
- Christine attended the OGFOA Conference October 9th thru 11th.

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

1) NEW CONNECTIONS

(Construction of new single family residential units)

Single Family Residential:

- 2575 NW Troost Street
- 1300 SE Washington Street

Commercial:

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

- None

2) RELAY PERMITS

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

- 2956 W Toby Court
- 1613 NW Almond Street
- 3197 NE Hughes Street
- 632 W Pilger Street
- 1591 NW Vale Court

3) DEMOLITION PERMITS

(Demolition of an existing structure)

- 2486 NE Diamond Lake Blvd.

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)

- 1300 SE Washington Street

9) PLAN REVIEW

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

- None



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager *Jade Mecham*
DATE: November 1, 2017
SUBJECT: October 2017 Monthly Report

OPERATIONAL ACTIVITIES

- The treatment facility averaged 98% BOD removal (pending final results out 11/6/17) and 95% 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 October 2017, was 259,000 KWHRS with a total Effluent flow of 101.98 million gallons, of which 100.75 million gallons went to the Natural Treatment System (NTS) at Outfall 002 and the remaining 1.23 million gallons going to the river at Outfall 001. The October 2016 electrical consumption was 307,000 KWHRS with a total Effluent flow of 162.86 million gallons, of which 159.65 million gallons went to the Natural Treatment System (NTS) at Outfall 002 and the remaining 3.21 million gallons going to the river at Outfall 001.
- During a heavy rain event on October 22nd, 1.23 MG of dechlorinated water was discharged directly to the river. The peak flow during that event reached 15 MG.
- Biosolids were hauled to 3 sites during the month and a quarterly sample was sent to the lab.
- The first major storm event provided the opportunity to collect storm drain samples at the facilities.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in October:

- *FCC Furniture*: The second semi-annual event and inspection was completed. Sample results showed that FCC is within their permit discharge limits.
- *Elmers*: Their interceptor was full and losing some grease. The manager was called and he will look into having the tank pumped. Follow up next month.
- *Denny's*: Their interceptor was full and losing some grease. The manager was called and he will contact their corporate office about pumping. Follow up next month.
- *Old Soul Pizza*: The clean out downstream was Ok, with little buildup of grease.
- *Fred Meyer*: Met with the assistant manager to look over the grease trap and discuss pumping options.

NATURAL TREATMENT SYSTEM (NTS)

- Replaced 52 sprinklers at the NTS.
- Replaced 10 supply line whips.
- Replaced 6 support rods.
- The #3 Amiad filter was out of service which required sending more water to the high zones while service work was completed.

MAINTENANCE ACTIVITIES

- Replaced the power phase monitor for the #2 Primary Clarifier.
- Replaced all the building signs at the plant with new Stainless-Steel signs. (See attached)
- Replaced the engine block heater for the generator at the Highland Station.
- Replaced the drive pin and changed the screen for the #2 Amiad filter at the Natural Treatment System.
- Had Western Burner replace the butterfly valve for the digester gas line to the #1 Boiler.
- Installed vents along the front side of the lower storage part of the observation deck at the Natural Treatment System.
- Rebuilt the turntable for the #1 Secondary Clarifier with new bearings and races.
- Installed the newly rebuilt valve actuator for the irrigation zone 1H at the Natural Treatment System.
- Replaced the above ground valve for the pressure main on both Wilbur 1 and Wilbur 2 stations.
- Rebuilt the upper gear box for the #1 Primary Clarifier.
- Had the bad asphalt spots in the driveway replaced and all the cracks filled by Umpqua Asphalt.

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO4) for the NTS, which is sampled at SW1, SW5, and SW6 once a week.
- When discharging from the pond we sample daily for PO4 at SW5.
- When the river flow is less than 150 CFS we collect PO4 samples for testing weekly at SW1, SW6, SW5, and MW1. We also test MW1 for pH, Temp. and D.O.
- Number of Tests for permit: 133
13 CBOD's 31 pH 13 Fecal/E. Coli 5 TKN 5 Nitrate
13 TSS 31 Cl2 Res. 13 Ammonia 9 Total Phosphorus

- Precision results:
In control: 133
Out of control: 0
- Accuracy Results:
In Control: 120
Out of Control: 0
- On 10/20/17, collected stormwater samples. Preserved and refrigerated.
- Collected and shipped Lab water sample, along with stormwater samples, on 10/23/17.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Chad Snyder rejoined our staff as an Operator.
- Jade Mecham attended the PNCWA conference in Vancouver WA.
- Kevin Bruton spent three days helping our Coos Bay project.

UPCOMING EVENTS

OPERATIONS/NTS:

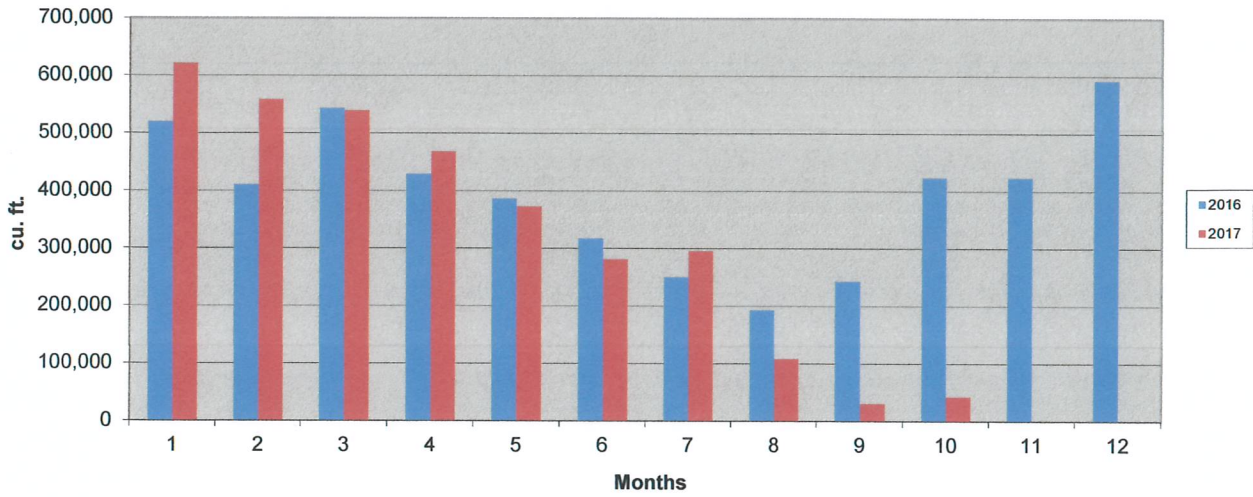
- Chlorinating NTS irrigation lines and shut down of the facilities for the season.
- Clean up of equipment and inventory checks.
- Order parts and trees.
- Preparation for winter mode of operations. Getting Bisulfite system into operation.

MAINTENANCE:

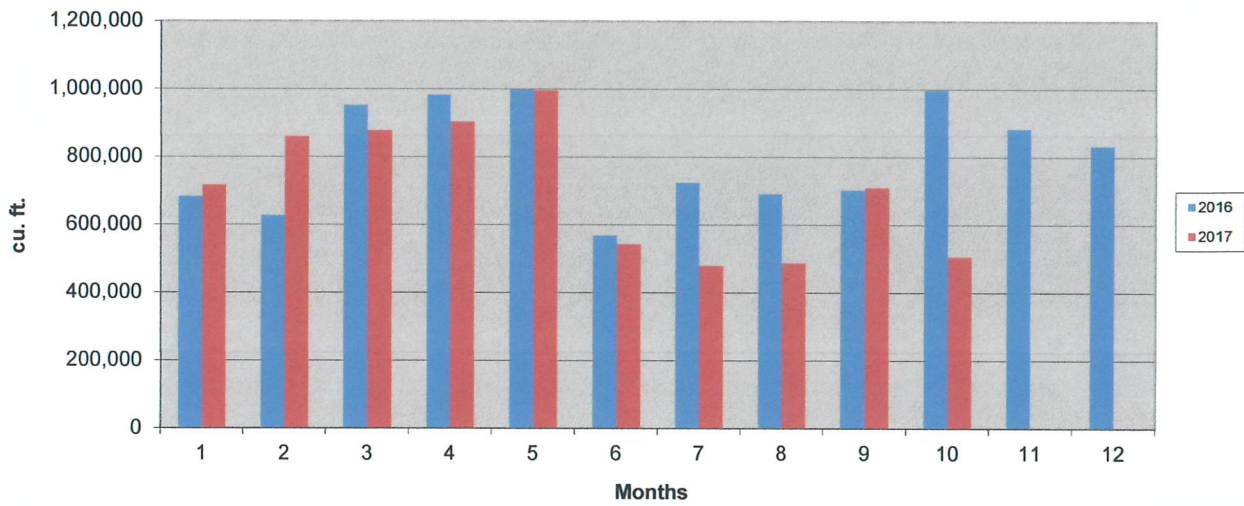
- Install Vacuum prime system for the #2 pump at Wilbur #2
- Rebuild the W-3 Strainer
- Replace all Yard light bulb with LED bulbs

Enclosures: Boiler/Flare Gas Usage graphs
12 Month Moving Avg. (to be delivered to Board Meeting)
Violation Sum-Limit Report (to be delivered to Board Meeting)
Building Signs Upgrade

BOILER GAS USAGE



FLARE GAS USAGE



Replaced all the old Building Signs



All the old wooden building signs were replaced with new metal signs. Also, a new sign was made for the Biosolids building. The new signs were cut from Stainless Steel using a Plasma cutter. The new signs were made to the same size as the old wooden signs that have been up for 20 years. The letters were cut out of the stainless sheet leaving the center of the lettering blank. Then the sign was backed using a UV resistant black plastic that made a long lasting durable sign that will last for many years to come. The signs were designed and made by the staff with the aid of the plasma cutting table at the Steel Outlet.

Sep-17

CH2M HILL-RUSA Expenditure Report

CY 30				
ITEM	Monthly Expenditure	PROJECT TO DATE EXPENDITURE	ANNUAL BUDGET AMOUNT	BUDGET AMOUNT REMAINING
Labor				
Labor-Site	\$48,849	\$166,287	\$749,286	\$582,999
Labor-Consulting	\$4,339	\$13,862	\$53,000	\$39,138
Overtime	\$1,490	\$4,174	\$21,890	\$17,715
Labor-Flex	\$0	\$0	\$0	\$0
Labor Subtotal	\$54,678	\$184,324	\$824,176	\$639,852
Materials and Supplies				
Uniform Expense	\$452	\$1,192	\$7,020	\$5,828
Dues & Subscriptions	\$50	\$970	\$1,810	\$840
Meeting Facilities	\$0	\$307	\$3,050	\$2,743
Tuition Fees	\$185	\$363	\$3,950	\$3,588
Safety Training	\$5	\$12	\$2,200	\$2,188
Auto Mileage Reimbursement	\$403	\$760	\$3,477	\$2,717
Auto Rentals	\$0	\$0	\$400	\$400
Air Transportation	\$0	\$0	\$520	\$520
Meals Travel	\$94	\$106	\$890	\$784
Lodging	\$456	\$456	\$3,960	\$3,504
Chemicals	\$2,554	\$11,493	\$80,463	\$68,970
Outside Services	\$626	\$1,115	\$2,400	\$1,286
Laboratory Services	\$5,082	\$8,530	\$25,050	\$16,520
Temporary Help Agency	\$0	\$0	\$0	\$0
Contract Hauling	\$0	\$0	\$0	\$0
Natural Gas	\$545	\$799	\$4,800	\$4,001
Fuel Oil	\$252	\$252	\$16,440	\$16,188
Water	\$879	\$1,384	\$4,020	\$2,636
Subcontract Service Other	\$2,762	\$5,747	\$56,185	\$50,438
Supplies Miscellaneous	\$0	\$180	\$6,000	\$5,820
Telephone Office	\$2,029	\$3,275	\$11,200	\$7,925
Auto Leases	\$9	\$19	\$180	\$161
Fleet Vehicle Expense	\$34	\$63	\$3,600	\$3,537
Supplies Office	\$1,144	\$1,972	\$16,350	\$14,378
Computer Expense	\$0	\$0	\$3,961	\$3,961
Other Office Expense	\$0	\$0	\$0	\$0
Jobsite Trash Removal	\$0	\$0	\$6,600	\$6,600
Advertising Recruiting	\$0	\$0	\$0	\$0
Safety Equipment	\$790	\$1,250	\$4,000	\$2,750
Licenses Fees	\$100	\$100	\$1,500	\$1,400
Meals Business	\$52	\$269	\$3,585	\$3,316
Postage Freight	\$67	\$168	\$1,200	\$1,032
Sales Use Tax	\$0	\$0	\$0	\$0
Other Taxes	\$0	\$0	\$0	\$0
Insurance Other	\$28	\$141	\$10,077	\$9,936
Materials & Services Subtotal	\$18,598	\$40,921	\$284,887	\$243,966
Repairs				
Equipment Rental	\$0	\$0	\$2,300	\$2,300
Equipment Maintenance	\$12,988	\$16,684	\$73,900	\$57,216
Building Maintenance	\$0	\$0	\$0	\$0
Client Plant Equipment	\$0	\$0	\$0	\$0
Outside Services	\$598	\$1,109	\$0	-\$1,109
Sub-Contract Services-Other	\$0	\$0	\$0	\$0
Repairs Subtotal	\$13,586	\$17,793	\$76,200	\$58,407
PROJECT TOTAL	\$86,862	\$243,038	\$1,185,263	\$942,225

CASH DISBURSEMENT RECAP BOARD MEETING NOVEMBER 8, 2017

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	60,503.19
Total of Regular Checks & ACH Transactions	<u>368,901.86</u>

Total Expenditures (not including Payroll)	<u>429,405.05</u>
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Payroll:

Net Payroll - October 2017	55,287.67
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All Checks & ACH Transactions since the Board Meeting of October 11, 2017	<u>484,692.72</u>
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Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	DNB	Internal Revenue Service	10/31/2017	
	Oct 17 PR	PR Batch 00001.10.2017 Federal Income Tax	PR Batch 00001.10.2017 Fed	7,319.32
	Oct 17 PR	PR Batch 00001.10.2017 FICA - Employee	PR Batch 00001.10.2017 FIC.	4,974.48
	Oct 17 PR	PR Batch 00001.10.2017 FICA - Employer	PR Batch 00001.10.2017 FIC.	4,974.48
	Oct 17 PR	PR Batch 00001.10.2017 Medicare - Employee	PR Batch 00001.10.2017 Med	1,163.38
	Oct 17 PR	PR Batch 00001.10.2017 Medicare - Employer	PR Batch 00001.10.2017 Med	1,163.38
Total for this ACH Check for Vendor DNB:				19,595.04
ACH	OR-Rev	Oregon Dept. of Revenue	10/31/2017	
	Oct 17 PR	PR Batch 00001.10.2017 Oregon W/Held	PR Batch 00001.10.2017 Ore	4,636.67
Total for this ACH Check for Vendor OR-Rev:				4,636.67
ACH	PBPP	Pitney Bowes Purchase Power	10/31/2017	
	OCT 2017	Postage refill for postage machine		150.00
Total for this ACH Check for Vendor PBPP:				150.00
47953	CIS INS	CIS Trust	10/31/2017	
	Oct 17 PR	PR Batch 00001.10.2017 CCIS Insurance AD&I	PR Batch 00001.10.2017 CCI	19.89
	Oct 17 PR	PR Batch 00001.10.2017 Dental & Vision	PR Batch 00001.10.2017 Den	2,625.23
	Oct 17 PR	PR Batch 00001.10.2017 Voluntary Dependent L	PR Batch 00001.10.2017 Volu	32.56
	Oct 17 PR	PR Batch 00001.10.2017 Voluntary Life Insuran	PR Batch 00001.10.2017 Volu	284.00
	Oct 17 PR	PR Batch 00001.10.2017 Life Insurance - er	PR Batch 00001.10.2017 Life	135.12
	Oct 17 PR	PR Batch 00001.10.2017 Life Insurance - Spous	PR Batch 00001.10.2017 Life	200.04
	Oct 17 PR	PR Batch 00001.10.2017 CCIS Insurance Long-	PR Batch 00001.10.2017 CCI	237.94
	Oct 17 PR	PR Batch 00001.10.2017 Medical Ins w/RX	PR Batch 00001.10.2017 Med	24,216.06
	Oct 17 PR	PR Batch 00001.10.2017 Short-Term Disability	PR Batch 00001.10.2017 Sho	76.73
Total for Check Number 47953:				27,827.57
47954	PEBS CO	Nationwide Retirement Solutions	10/31/2017	
	Oct 17 PR	PR Batch 00001.10.2017 Roth Contribution	PR Batch 00001.10.2017 Rotf	25.00
	Oct 17 PR	PR Batch 00001.10.2017 PEBS CO	PR Batch 00001.10.2017 PEB	1,975.00
Total for Check Number 47954:				2,000.00
47955	UB*00028	FRANKIE BETZ	10/31/2017	
		Refund Check		5.00
		Refund Check		1.25
		Refund Check		23.75
Total for Check Number 47955:				30.00
47956	Express	Express Services, Inc.	10/31/2017	
	19596211	Ellen payroll - week ending 10/8/17		1,210.00
	19645869	Ellen payroll - week ending 10/15/17		1,210.00
Total for Check Number 47956:				2,420.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47957	REFUND Sept - Oct 2017	Andrew Oshita Refund for sewer auto pay after home sold	10/31/2017	60.00
Total for Check Number 47957:				60.00
47958	USPS Oct 2017	US Postal Service Postage for November bills	10/31/2017	2,492.10
Total for Check Number 47958:				2,492.10
47959	VERIZON 9794525243 9794525243 EQ 9794525253	Verizon Wireless Cell phone service New equipment charges Wireless for TV Van	10/31/2017	648.35 527.44 39.02
Total for Check Number 47959:				1,214.81
47960	SHRED-IT 8123358920	Shred-It USA Document Shred Service	10/31/2017	77.00
Total for Check Number 47960:				77.00
Total for 10/31/2017:				60,503.19
Report Total (11 checks):				60,503.19

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	11/08/2017	
	1920445421	Office & Kitchen supplies		69.95
	1920534181	Kitchen supplies		4.73
	1921949321	Kitchen supplies		6.30
	21734	Web cameras, pens		215.76
Total for this ACH Check for Vendor STAPLES:				296.74
47961	APEX 323089	Apex/Ace Home Center Nozzle skids	11/08/2017	14.47
Total for Check Number 47961:				14.47
47962	WP Oct 2017	Avista Utilities Natural gas service	11/08/2017	58.95
Total for Check Number 47962:				58.95
47963	BANNERMC	BANNER BANK	11/08/2017	
	10172017	Panda-Easy Savings Discount		-0.28
	10192017	Red Lion on the River-Easy Savings credit		-5.94
	102517T	International Trans Fee-Microsurvey		3.56
	10252017	Red Lion on the River-Easy Savings credit		-7.47
	AA 100917	Pitney Bowes - postage machine lease		81.00
	AA 101117	Safeway - Board Meeting Snacks		12.89
	AA 101317	Walgreens - Halloween candy		29.98
	AA 101817	Amazon - Portable A/C unit for backup server ro		590.06
	AA 102417	Wayfair - Kitchen table w/stools		295.99
	AA 102517	Microsoft - Business essentials subscription		30.00
	CM 100417	Chen's - Christine & Angie working lunch		21.00
	CM 100917M	Starbucks - Meal - OGFOA - Christine		5.90
	CM 100917P	DT Portland Park - Parking - OGFOA - Christine		3.00
	CM 101017	Starbucks - Meal - OGFOA - Christine		5.90
	CM 101117L	Double Tree Hilton - Lodging - OGFOA - Christ		194.86
	CM 101117M	Subway - Meal - OGFOA - Christine		7.17
	CM 101117M	Double Tree Hilton - Meal - OGFOA - Christine		26.50
	CM 102017	Newegg.com - 2 monitors for finance dept		319.98
	CM 102217L	Red Lion - UBOS section training - Christine		160.27
	CM 102217M	Red Lion - Meal - UBOS section training - Chris		26.50
	CM 102217M	Starbucks - Meal - UBOS section training - Chri		6.60
	CM 102417	Microsoft - Office 365 Business subscription		126.61
	DF 101317	Piriform - C Cleaner for Dave's workstation		34.95
	DF 101617	Newegg.com - 2 monitors for crew computers		358.00
	DF 102417	Microsurvey - CAD premium service and mainte		395.00
	DR 101117	Roseburg Urgent Care - DOT physical		118.00
	DR 102117D	Olive Garden - Dinner - PNCWA - Dean		30.53
	DR 102117L	Buffalo Wild Wings - Lunch - PNCWA - Dean		21.78
	DR 102217	Subway - Lunch - PNCWA - Dean		12.33
	DR 102317	Subway - Lunch - PNCWA - Dean		10.38
	DR 102617	Hilton - Lodging - PNCWA - Dean		855.03

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	GO 100317	Ten Down-DCUCC Lunch Mtg		15.50
	GO 100417	Do Co Clerk-Record Easement		47.50
	GO 100917	Do Co Clerk-Copies of Easements		9.50
	GO 101317	Rsbg Book & Stationery-Pencils		6.59
	JB 101217	Bagel Tree-Staff meeting supplies		36.05
	JB 101217S	Safeway-Staff meeting supplies		11.77
	JB 101517	Jantzen Beach B&G-NW Biosolids Conf-Dinner		19.00
	JB 101617P	Panda-NW Biosolids Conf-Dinner		7.10
	JB 101617R	Red Lion-NW Biosolids Conf-Lodging		148.74
	JB 102517	Hilton-PNCWA Annual Conf-Lodging, Ryon K		694.32
	JB 102617	Hilton-PNCWA Annual Conf-Lodging, Jim B		1,179.26
	KB 101117	Boot Barn - Work boots - Kyle		99.99
	KB 101217	Evergreen Family Medicine - DOT Physical		150.00
	KB 101717	Carlos' Restaurant - UBOS lunch - KB, TN, DR,		60.84
	MC 100517	Walmart - Phone case		30.00
	MC 102317	Driftwood Inn - Dinner - APWA Conf - Matt		20.75
	MC 102317L	Surfsand Resort - Lodging - APWA Conf - Matt		359.04
	MC 102417	Pizza a Feta - Dinner - APWA Conf - Matt		26.75
	MC 102517	Bigfoots Steakhouse - Dinner - APWA Conf - M		23.25
	MC 102617	Finns Fishhouse - Dinner - APWA Conf - Matt		22.73
	MC 102717	Chalet - Dinner - APWA Conf - Matt		16.75
	RC 101117	Roseburg Urgent Care - DOT physical		118.00
	RK 10032017	Ten Down Bowling-Ryon K		15.75
	RK 101717	Carlos-UBOS Lunch Ryon & John		28.25
	RK 102217	Gas for '07 Chevy		14.00
	RK 102317	Wiper Blades for '07 Chevy		6.29
	SL 100217	PNCWA - Credit		-70.00
	SL 100917	Backflow Mgmt Inc - Backflow recertification f		200.00
	SL 102617	Hilton - Lodging - PNCWA - Steve		1,150.85
	SO 102417	Homewood Suites - Lodging - PNCWA - Scott		405.86
Total for Check Number 47963:				8,624.51
47964	BENTLEYW 55912	Bentley Welding Trench gate	11/08/2017	916.56
Total for Check Number 47964:				916.56
47965	OMI 66214	CH2MHill OMI Professional services per agreement	11/08/2017	120,453.57
Total for Check Number 47965:				120,453.57
47966	Chytka 124872	Chytka Pest Control LLC Pest Control-November	11/08/2017	40.00
Total for Check Number 47966:				40.00
47967	WATER INV 03386	City of Roseburg Bulk water use - Sept	11/08/2017	87.26
Total for Check Number 47967:				87.26
47968	CO PAPER 533327	Coastal Paper & Supply Inc. Paper towels and toilet paper	11/08/2017	405.25
Total for Check Number 47968:				405.25
47969	CRADAR 002853 002853 Ret	Cradar Enterprises, Inc Pay request #4 for Brown Ave Project Pay request #4 for Brown Ave Project retainage	11/08/2017	194,683.75 -9,734.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 47969:				184,949.56
47970	SHAUN 87902	DC Precisions Lube & Tune Oil change 2007 Chevy	11/08/2017	27.44
Total for Check Number 47970:				27.44
47971	DAS STAT ARQ17740	Dept of Admin Services - DAS Cashier ORCPP Annual Membership renewal	11/08/2017	900.00
Total for Check Number 47971:				900.00
47972	DEQ Stephen T Lusch	Dept of Environmental Quality Stephen T Lusch, Collection IV-10707, Treatmer	11/08/2017	160.00
Total for Check Number 47972:				160.00
47973	DCTax R18529 R18545 R18553 R18593 R19041	Douglas County Tax Collector Property Taxes, 0 Long Meadows, R18529 Property Taxes, 605 Long Meadows, R18545 Property Taxes, 411 Long Meadows, R18553 Property Taxes, 0 Long Meadows, R18593 Property Taxes, 0 Long Meadows, R19041	11/08/2017	136.50 107.83 103.55 18.19 20.81
Total for Check Number 47973:				386.88
47974	DFN Nov 2017 Admin Nov 2017 High Nov 2017 Host Nov 2017 Keady Nov 2017 NB Nov 2017 NTS Nov 2017 Wilb 1 Nov 2017 Wilb 2 Nov 2017 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	11/08/2017 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 105796 Service: 105794 Service: 105795	202.71 64.14 10.28 64.14 61.64 51.37 64.14 61.64 64.14
Total for Check Number 47974:				644.20
47975	EARTH 055722 244321	EARTH20 Bottled water service Bottled water delivery	11/08/2017	38.20 38.20
Total for Check Number 47975:				76.40
47976	EJIW 110170088468 110170090005	EJ USA Inc. Manhole Frames & Risers Freight charge	11/08/2017	2,756.16 110.00
Total for Check Number 47976:				2,866.16
47977	Express 19672792 19712632	Express Services, Inc. Payroll for Ellen - week ending 10/22/17 Payroll for Ellen - week ending 10/29/17	11/08/2017	907.50 1,119.25
Total for Check Number 47977:				2,026.75
47978	F3B CONS 6013	F3B Construction LLC Locate stickers	11/08/2017	75.00
Total for Check Number 47978:				75.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
47979	FASTENAL ORROS183363 ORROS183833	Fastenal Company CCTV Coax Repair Socket set, misc sockets, screwdriver set	11/08/2017	34.15 215.92
Total for Check Number 47979:				250.07
47980	GRAPHDIM 993	Graphic Dimensions, Inc. Cutting of November Utility Bills	11/08/2017	30.70
Total for Check Number 47980:				30.70
47981	HANDY 102731	Handyman Hardware Mineral Oil for Backhoe	11/08/2017	13.98
Total for Check Number 47981:				13.98
47982	EDURED1 364 Channon	Hobi Brothers Properties Inc EDU Reduction for 364 Channon, R44614	11/08/2017	10.00
Total for Check Number 47982:				10.00
47983	LOWES 901098 901524	Lowes Screw driver bits for tool room Light bulbs	11/08/2017	16.11 18.92
Total for Check Number 47983:				35.03
47984	MSTRCR 2537J	MasterCare Cleaning Co Inc Janitorial Services-October	11/08/2017	390.00
Total for Check Number 47984:				390.00
47985	CMM Oct 2017	Christine Morris Mileage Reimbursement-October	11/08/2017	451.01
Total for Check Number 47985:				451.01
47986	MTMCOMM 439211012017	MTM Communications Monthly anwering service w/holiday	11/08/2017	63.12
Total for Check Number 47986:				63.12
47987	OR-LIN 102728 105683 108696 99719	Oregon Linen, Inc. Laundry service Laundry service & mats Laundry service & jeans-Kyle B Laundry service	11/08/2017	42.02 81.97 170.80 42.02
Total for Check Number 47987:				336.81
47988	OR-TOOL 416081	Oregon Tool & Supply Concrete tool	11/08/2017	18.95
Total for Check Number 47988:				18.95
47989	ORE TREE 640	Oregon Tree Works LLC Tree removal at Long Meadows Ln NTS	11/08/2017	3,600.00
Total for Check Number 47989:				3,600.00
47990	PPL Oct 17 140G Oct 17 411S	Pacific Power Power Usage-140 LM-NTS Gate Contract-411 LM-Storage Bldg	11/08/2017	19.94 11.82

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Oct 17 411SU	Usage-411 LM-Storage Bldg		33.11
	Oct 17 425 LM	Power Usage-425 Long Meadow		10.63
	Oct 17 Admin	Power Usage-Admin Bldg		649.57
	Oct 17 High	Power Usage-Highland PS		1,680.50
	Oct 17 Keady	Contract Min&Usage-Keady Ct PS		189.30
	Oct 17 LV PS	Power Usage-Loma Vista PS		135.89
	Oct 17 NBank	Power Usage-North Bank PS		111.37
	Oct 17 NTS PS	Contract/Power Usage-NTS PS		12,483.20
	Oct 17 SBank	Power Usage-South Bank PS		1,313.81
	Oct 17 Wilb1	Power Usage-Wilbur 1 PS		85.02
	Oct 17 Wilb2	Power Usage-Wilbur 2 PS		109.44
	Oct 17 WWTP1	Power Usage-WWTP 1		21,932.74
	Oct 17 WWTP2	Power Usage-WWTP 2		28.10
Total for Check Number 47990:				38,794.44
47991	Premium 20833	Premium Landscape, Inc. Landscaping services-October	11/08/2017	180.25
Total for Check Number 47991:				180.25
47992	RITZ 5483794	Ritz Safety Heavy duty Neoprene smooth	11/08/2017	79.49
Total for Check Number 47992:				79.49
47993	RONKDEAN Oct 17	Dean Ronk Mileage Reimbursement-PNCWA conference	11/08/2017	214.00
Total for Check Number 47993:				214.00
47994	A&I 751502	Roseburg Auto & Truck Supply Diesel fluid	11/08/2017	29.68
Total for Check Number 47994:				29.68
47995	RsbgTow 34518	Roseburg Towing Service, LLC Tow - TV Van	11/08/2017	350.00
Total for Check Number 47995:				350.00
47996	STEELOUT 155834	The Steel Outlet Nozzle skids	11/08/2017	18.13
Total for Check Number 47996:				18.13
47997	UNITED 925558	UNITED RENTALS (NORTH AMERICA) Engine ignition	11/08/2017	26.50
Total for Check Number 47997:				26.50
47998	WILLGRAY 15756368	Willamette Graystone, LLC Tammoseal	11/08/2017	146.00
Total for Check Number 47998:				146.00
47999	MOTORSP 10806 10829	Zoom Motorsports Install battery-Ford F450 3000 watt samlex invertor & install	11/08/2017	280.00 574.00
Total for Check Number 47999:				854.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 11/8/2017:				368,901.86
Report Total (40 checks):				368,901.86