



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

REGULAR MONTHLY BOARD MEETING

June 10, 2020

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

June 10th, 2020
RUSA Board Room
4:00 p.m.

NOTICE

The June 10th Board meeting will be held at RUSA's Administrative office. The Board Meeting will also be broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

AGENDA

REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griese

Kelsey Wood

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. May 6th, 2020 Budget Meeting
 - b. May 13th, 2020 Board Meeting
- 4. Public Hearing**
 - a. Public hearing to discuss the Roseburg Urban Sanitary Authority Budget for Fiscal Year 2020-2021 as approved by the Budget Committee on the May 6th, 2020
- 5. Resolution No. 20-03 Adopting the 2020-2021 Budget and Making Appropriations**
- 6. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. FEMA Damage Claim Disaster Relief
 - c. Hooker Road Rehabilitation Project
 - d. Douglas Avenue Project, City of Roseburg
 - e. Biosolids Building Expansion, Conveyor Installation
- 7. Staff Professional Development**
- 8. New Development**
- 9. Staff Report**
- 10. Jacobs (ch2m) 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

BUDGET COMMITTEE MEETING
ROSEBURG URBAN SANITARY AUTHORITY

The Budget Committee Meeting was called to order at 12:10 p.m. on May 6, 2020. Due to Oregon Executive Order No. 20-12, the May 6th Budget Committee Meeting was conducted by electronic communication. The Meeting was broadcast by Zoom® Meeting.

ROLL CALL

Budget Committee Members:

Present: John Dunn, Rob Lieberman, Jerry Griese, Kelsey Wood, David Campos, Marc Chirrick, Robin VanWinkle, Mike Jackson and Ron Thames

Absent:

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Collection System Superintendent Steve Lusch, Engineering Technician III Ryon Kershner and Jacobs Project Manager Jade Meham.

Budget Officers are as follows:

- **Budget Officer.** Jim Baird, General Manager, Roseburg Urban Sanitary Authority.
- **Budget Committee Chair.** John Dunn nominated Ron Thames as the Budget Committee Chair. Kelsey Wood seconded the motion.

Vote By Roll Call

John Dunn requested "Roll Call" for the motion to appoint Ron Thames as Budget Committee Chair:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	Yes
Kelsey Wood	Yes
David Campos	Yes
Mark Chirrick	Yes
Mike Jackson	Yes
Robin Van Winkle	Yes
Ron Thames	Yes

The motion was passed with a 9/0 vote.

- **Budget Committee Secretary.** John Dunn nominated Kelsey Wood as the Budget Committee Secretary. Mark Chirrick seconded the motion.

Vote By Roll Call

John Dunn requested “Roll Call” for the motion to appoint Kelsey Wood as Budget Committee Secretary:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	Yes
Kelsey Wood	Yes
David Campos	Yes
Mark Chirrick	Yes
Mike Jackson	Yes
Robin Van Winkle	Yes
Ron Thames	Yes

The motion was passed with a 9/0 vote.

The Budget Message for the fiscal year 2020-2021 was presented by the Budget Officer, General Manager Jim Baird. There was discussion regarding the contents of the Budget Message and if everyone had had an opportunity to review the message. Budget Committee members stated they had reviewed the message sufficiently.

David Campos made a motion to accept the Budget Message. Robin Van Winkle seconded the motion.

Vote By Roll Call

Budget Chair requested “Roll Call” for the motion to approve the Budget Message:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	Yes
Kelsey Wood	Yes
David Campos	Yes
Mark Chirrick	Yes
Mike Jackson	Yes
Robin Van Winkle	Yes
Ron Thames	Yes

The motion was passed with a 9/0 vote.

The Budget Chair directed the Committee to review all of the below listed General and Other Funds:

General Fund has 4 departments

- Administration and Engineering
- Treatment
- Collection
- Finance

Other Funds

- Fund #2 Diamond Lake LID Fund
- Fund #3 Collection System Expansion Fund
- Fund #4 Infrastructure Replacement Reserve Fund
- Fund #6 Treatment Plan Expansion Fund
- Fund #7 Asset Acquisition and Replacement Fund
- Fund #10 Plant Equipment Replacement Fund
- Fund #11 Administration Building Fund

Discussion was held by Budget Committee members on all 4 General and each Other Fund.

No rate increase is proposed for the 2020-2021 Budget, as submitted. However, the Committee did discuss future renovations for the aging Plant and NTS. After the Covid-19 Pandemic, annualized expenses to either improve or rebuild the plant will be discussed. There is not room for these improvements in the current rate structure.

At this time the Budget in entirety was considered and general discussion from the public was invited. The Budget Committee discussed the purchase of an excavator and questioned repair and maintenance on the machine. The Committee also discussed the cost for staff to continue their education, as well as the travel expenses associated with this.

No public comment was made.

Rob Lieberman made a motion to approve the 2020-2021 Budget, as presented. Mike Jackson seconded the motion.

Vote By Roll Call

Budget Chair requested "Roll Call" for the motion approve the 2020-2021 Budget:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	Yes
Kelsey Wood	Yes
David Campos	Yes
Mark Chirrick	Yes
Mike Jackson	Yes
Robin Van Winkle	Yes
Ron Thames	Yes

The 2020-2021 Budget was approved with a 9/0 vote.

There being no further business to come before the Budget Committee, the meeting was adjourned at 1:34 p.m.

Respectfully submitted,

Kelsey Wood
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 4:00 p.m. on May 13, 2020. Due to Oregon Executive Order No. 20-12, the May 13th Board meeting was conducted by electronic communication. The Board Meeting was broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Others present: General Manager Jim Baird, Finance Director Christine Morris, Office Assistant Harmony Williams, Engineering Tech III Ryon Kershner, Collections Superintendent Steve Lusch and Jacobs Project Manager Jade Mecham.

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, April 8, 2020.

Rob Lieberman moved to approve the minutes for the Wednesday, April 8, 2020 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
David Campos seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the minutes of April 8, 2020:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote.

Amendment No. 15 to the Agreement for Wastewater Facilities Operations

Staff presented Amendment No. 15 to the Agreement for Wastewater Facilities Operations, Maintenance and Management Services for Roseburg Urban Sanitary Authority for 2020-2021.

Kelsey Wood moved to approve Amendment No. 15. To the Agreement for Wastewater Facilities Operations.

Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion approve Amendment No. 15:

John Dunn	Yes
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Rob Lieberman	Yes
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Jerry Griesse	
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Kelsey Wood	Yes
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David Campos	Yes
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The motion was passed with a 4/0 vote.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The Contractor has completed the installation of the new force mains. The contractor has been cleaning and testing the pipe.

The Contractor needs to complete installing a section of gravity sewer, a manhole and make the final connection of the new force mains to the pump stations.

The project completion date is May 31, 2020.

FEMA Application for Damage Claimed Disaster Relief

The Contractor has completed the tree removal at the NTS. Staff has submitted a pay request to the State. The contractor's bid for the work is \$64,500, we will be receiving \$60,864.85 in reimbursement from FEMA.

Hooker Road Rehabilitation Project

The project is under design with 50% plans scheduled to be completed in May. The tentative schedule is to put the project out for bidding in July with construction to begin in August.

Douglas Avenue Project

The City of Roseburg is in the design phase for the reconstruction of Douglas Avenue from Rifle Range Street to Patterson Street. We have completed a condition assessment of the gravity sewer pipes and manholes within the construction limits and decided to replace the gravity sewer system as part of this project. Century West is the engineering firm working on the project for the City and we have asked them to provide a scope of work and a not to exceed price to include RUSA's work in the design.

The funding for this project has not been identified by the City yet but the 100% design date was moved up to ensure that the City would have a shovel ready project ready if stimulus funding is available due to COVID-19.

Administration Building Improvements

Staff hired RENCO General Contractors to add a sidewalk from the side exit of the building to the parking lot to provide a second ADA compliant exit route.

We have received bids to enclose the west porch area and plan on completing the construction in July. This area has become a security issue due to the homeless utilizing the area to sleep and charge their phones.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 97% BOD removal and 98% Total Suspended Solids removal during April. The total Effluent flow was 104.85 million gallons. Semiannual influent and effluent metals testing were within limits.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the May, 2020 Accounts Payable.

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

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Accounts Payable and Addendum:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	
Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote.

Other Business

The June Board Meeting could be held in person as long as Douglas County remains in Phase 1.

Respectfully submitted,



Harmony Williams
Office Assistant



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

**June 10th, 2019
RUSA Board Room**

**AGENDA
PUBLIC HEARING TO CONSIDER THE 2020-2021 BUDGET**

Board of Directors

John Dunn, Chair
David Campos

Rob Lieberman, Vice Chair
Jerry Griese

Kelsey Wood

1. Open the Public Hearing– John Dunn, Board Chair

2. Issue Statement – John Dunn, Board Chair

Oregon Local Budget Law requires the Roseburg Urban Sanitary Authority to conduct a public hearing on the 2020-2021 budget as approved by the Budget Committee, May 6th, 2020.

3. Background

The budget is adopted before June 30th and effective July 1st of each year.

4. Financial and/or Resource Considerations

The Budget for fiscal year 2020-2021 was presented in accordance with Oregon Revised Statutes (ORS), Chapter 294.

The Budget was submitted in balanced form.

The Budget Committee did not make any adjustments to the proposed budget presented.

5. Open the hearing to public comment

6. Close the Public Hearing

7. Return to the Regular Meeting

RESOLUTION 20-03

A RESOLUTION ADOPTING THE 2020-2021 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 2020-2021 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, 2020, and for the purposes shown below are hereby appropriated as follows:

GENERAL FUND 01

Administration & Engineering	1,205,200
Treatment	2,328,728
Collection	1,819,625
Finance	499,825
Contingency	550,000
Transfers To Other Funds	400,000
Unappropriated Ending Fund Balance*	4,253,822
TOTAL:	11,057,200

DIAMOND LAKE LID FUND 02

Transfers to Other Funds	0
Unappropriated Ending Fund Balance*	26,280
TOTAL:	26,280

COLLECTION SYSTEM EXPANSION FUND 03
--

Capital Outlay	367,162
Unappropriated Ending Fund Balance*	0
TOTAL:	367,162

INFRASTRUCTURE REPLACEMENT RESERVE FUND 04

Capital Outlay	2,235,000
Unappropriated Ending Fund Balance*	0
TOTAL:	2,235,000

TREATMENT PLANT EXPANSION FUND 06
--

Capital Outlay	518,456
Unappropriated Ending Fund Balance*	0
TOTAL:	518,456

ASSET ACQUISITION AND REPLACEMENT FUND 07
--

Transfer to Other Funds	1,011,700
Unappropriated Ending Fund Balance*	1,733,200
TOTAL:	2,744,900

PLANT EQUIPMENT REPLACEMENT FUND 10
--

Capital Outlay	1,250,000
Unappropriated Ending Fund Balance*	0
TOTAL:	1,250,000

ADMINISTRATION BUILDING FUND FUND 11

Capital Outlay	57,300
Unappropriated Ending Fund Balance*	0
TOTAL:	57,300

**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 10, 2020.

DATED: June 10, 2020

John W. Dunn
Chairman of the Board

James V. Baird
General Manager

GENERAL MANAGERS REPORT

Date: 6/2/20
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Winchester Pump Station Force Main Replacement Project

The Contractor is making the final connection of the new force mains to the pump stations.

The project completion date is June 5th, 2020.

FEMA Application for Damage Claimed Disaster Relief

RUSA has completed all the projects included in our damage claim to FEMA. We have received a total of \$33,422.18 in reimbursement for damages associated with the February 2019 winter storm.

Hooker Road Rehabilitation Project

We have received 50% plans for review. The tentative schedule is to put the project out for bidding in July with construction to begin in August.

Douglas Avenue Project

We are working with Civil West, the design firm for the road reconstruction project, to include the replacement of the sanitary sewer gravity system in the project.

Biosolids Building Expansion, Conveyor Installation

We are working with Rogers Engineering to develop a bid package for the installation of the new conveyor system for the new expansion of the Biosolids building.



INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: PROFESSIONAL DEVELOPMENT
DATE: 6/3/20
CC:

The following staff have completed the required continuing education to maintain their Oregon Department of Environmental Quality, Wastewater System Operator certifications:

Jim Baird – Wastewater Treatment II, Wastewater Collection III

Matt Chasteen – Wastewater Treatment I, Wastewater Collection IV

Rick Cox – Wastewater Collection II

Ryon Kershner – Wastewater Collection II

Greg O'Neill – Wastewater Collection II

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Harvard West Phase II – short mainline extension to serve a new commercial building - under review

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Neighborworks Apartment -preliminary design for a mainline extension
- Rosemary Subdivision
- Thyme Subdivision

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Testing not complete.
- Winchester Pump Station Pressure Line Replacement- The last piece of force main is being installed. The gravity near the North bridge remains to be installed. Work is 95 percent complete
- Hanna Heritage Plaza – The sewer mains have been installed and are waiting testing.

ROSEBURG URBAN SANITARY AUTHORITY

April 2020 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 22 work orders.
- Completed CCTV and cleaning of 12,375 feet or 2.4 miles of mainline.
- Completed 50 manhole inspections.
- Constructed pathway and prepped sidewalk site at admin building.
- Completed monthly trouble spot inspections.
- Completed ditch work at NTS.
- Completed service line hook up for the Watson St project.
- Conducted monthly staff training on the RUSA Hearing Conservation policy.
- Conducted new equipment training for the crane on the 2020 Service Truck.

ENGINEERING DEPARTMENT:

- Completed 224 underground utility locate requests.
- Issued 14 permits and completed 10 inspections.
- Hwy 99 pressure main project is underway, currently 99 percent of the project work has been completed. At the time of the board meeting only punch list items should remain.

FINANCE DEPARTMENT:

- Vacancy Credits: 14 were processed for a total of \$1,293.50 in May.
- Credit cards/eChecks: 944 payments totaling \$50,548.18 were collected in May. 1 payment received at the counter, 74 by voice response system, and 869 on-line.
- Automatic Payments: 2,082 customer accounts are signed up. Received \$82,296.97 or approximately 15.0% of monthly billing.

SAFETY COMMITTEE:

- Updated three safety program/policies.
- Conducted SDAO recommended training for COVID-19.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: June 3, 2020
SUBJECT: May 2020 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 99% 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 2020, was 202,000 KWHRS with a total Effluent flow of 104.85 million gallons all of which went to the Natural Treatment System (Outfall 002). The May 2019 electrical consumption was 263,000 with a total Effluent flow of 187.11 million gallons all of which went to the Natural Treatment System (Outfall 002).
- Plant flow was diverted to the Natural Treatment System on the 1st, for the season.
- We assisted a land owner to repair fencing to allow us into a biosolids site for application.
- Stormwater Quarterly Report was sent out to the DEQ.
- Dewatered biosolids application began at a site in Lookingglass.
- The last Saturday of the month, flows to the NTS peaked out at 12.2 MGD in a large rain event.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in May:

- *FCC Commercial Furniture* was inspected and sampled, sample results are 14 days out.
- *Umpqua Dairy's* Slug Control Plan was updated.
- *Taco Bell*: This was a follow up inspection after they were notified in April of a full tank that was losing a lot of grease. The tank had not been pumped. RUSA was notified.
- *Umpqua Valley Rehab*: Their discharge was in satisfactory condition.
- *KFC on Harvard*: Their discharge was in Ok condition.
- *Rose Haven*: This was a follow up inspection and they had the interceptor tank pumped out and it was in good condition.

NATURAL TREATMENT SYSTEM (NTS)

- Repairs to the sprinkler system continued in May with the influx of irrigation parts.
- A lot of mowing has taken place at the NTS roadways with the new Kubota tractor and mower.
- Sampling of the river and NTS discharge has begun along with in-stream probe monitoring.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 64 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.3 Million Gallons

MAINTENANCE

- There were 5 call outs for the month at the Treatment Plant and Liftstations.
- Worked 343 hours on preventative maintenance tasks and 157 hours on corrective maintenance tasks.
- Repaired the magnetic starter for the #2 Biofilter pump.
- Repaired the check valve for the #1 pump at Winchester station.
- Replaced the seal water solenoid valve for the #2 pump at Highland station.
- Installed a reuse water sprinkling system on top of the Biofilter for aid in odors coming from the tower
- Replaced all the work stations and HMIs for the SCADA system.
- Set up new service truck and cleaned out the old service truck.

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: 119
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on April 30. Probes were pulled, downloaded, recalibrated on May 15th and redeployed.
- On May 19th lab water was sampled for TOC, Ammonia and yearly total metals.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Nothing to report.

UPCOMING EVENTS

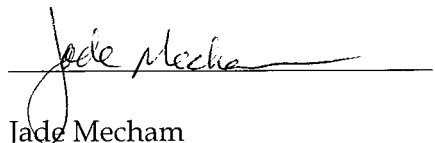
OPERATIONS/NTS:

- Clarifiers will be taken out of service as weather warms and flows reduce.
- Biosolids sites will continue to open as hay gets removed.
- NTS irrigation will be adjusted as river flows change.

MAINTENANCE:

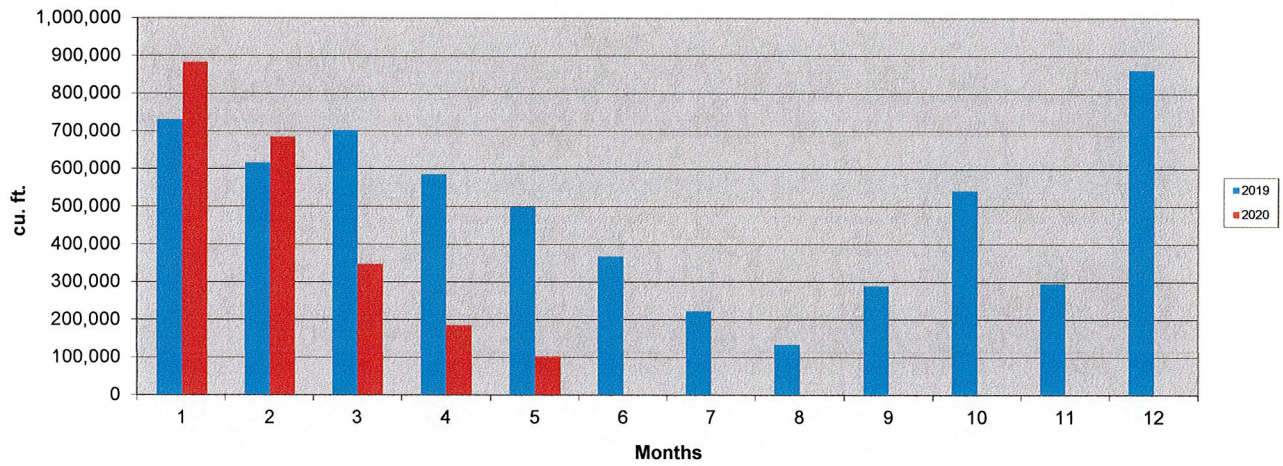
- Work on the Pretreatment Ventilation fan install.
- Rebuild Highland Pump #2
- Have parking lot asphalt resealed.

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

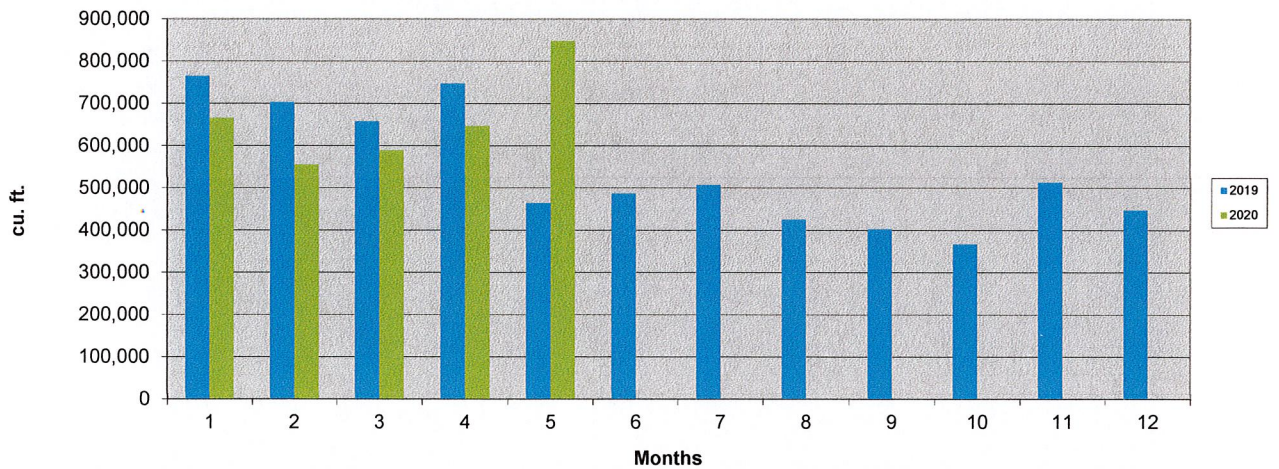


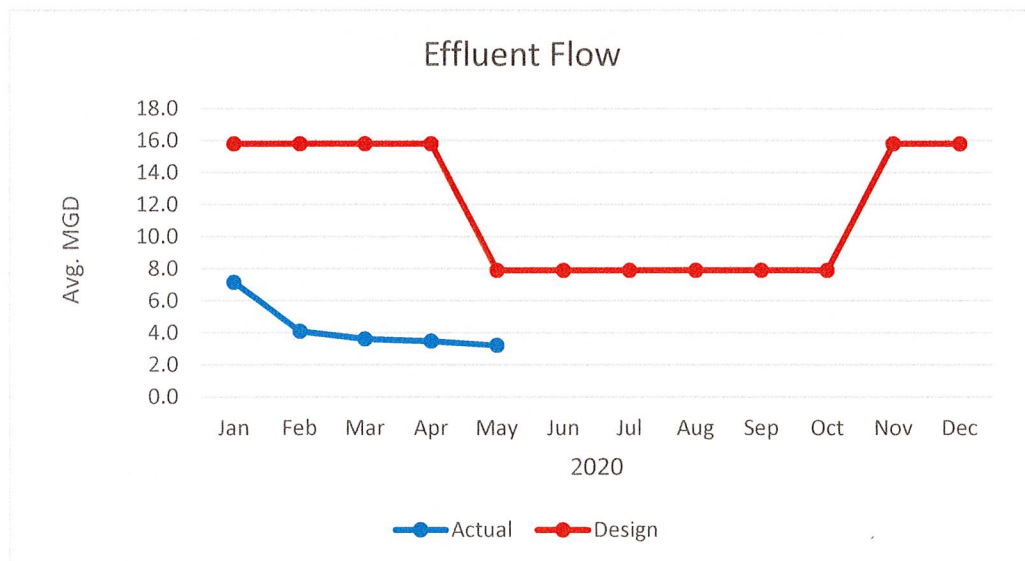
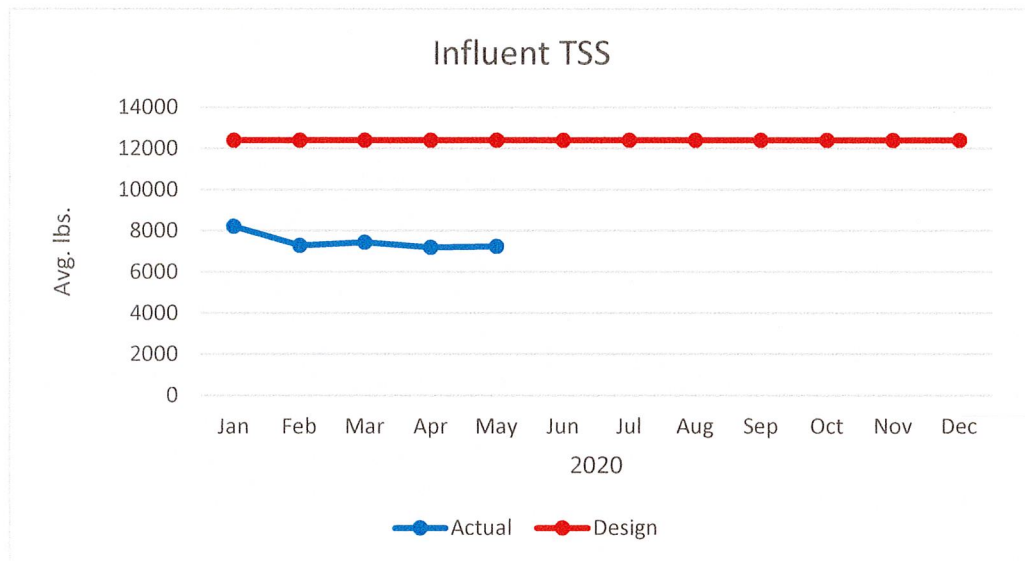
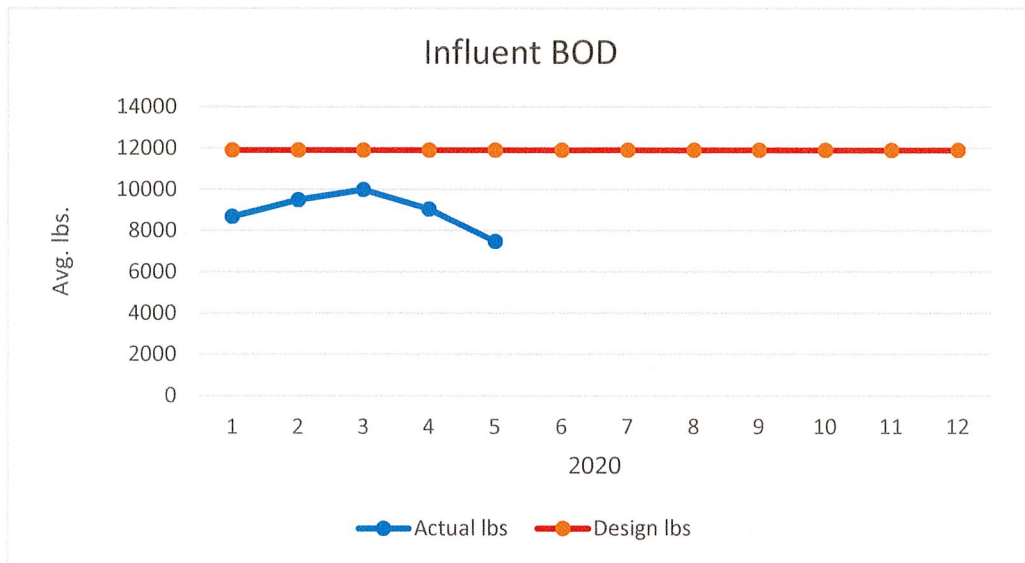
Jade Mecham
Project Manager
Jacobs

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-19	3.08	7167	6931
Jul-19	2.90	7405	6865
Aug-19	2.94	7257	7133
Sep-19	3.20	6804	6772
Oct-19	2.83	6455	6594
Nov-19	2.79	10346	9195
Dec-19	4.11	9114	7470
Jan-20	7.16	8698	8222
Feb-20	4.14	9506	7296
Mar-20	3.63	9995	7443
Apr-20	3.51	9051	7202
May-20	3.22	7471	7250
SUM	43.51	99270	88372
AVE	3.63	8272	7364
MAX	7.16	10346	9195
MIN	2.79	6455	6594

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

Location/Parameter	Units	Limit	Actual
Plnt Ef - C BOD			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Average	MG/L	10.00	3.08
Max Weekly Avg (Wed Rule) , 5/17/2020	MG/L	15.00	3.33
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
BOD Nit Inh 5 - BOD Nitrogen Inhib Tot 5 Day			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
pH Lab - pH Lab Standard Units			
Minimum , 5/25/2020	S.U.	6.30	6.56
Maximum , 5/9/2020	S.U.	8.50	7.11
Plnt Ef - C BOD			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	10.00	8.58
Max Weekly Avg (Wed Rule) , 5/3/2020	MG/L	15.00	10.00
Average Loading	lb/day	660.00	
Max Weekly Avg (Wed Rule) Loading	lb/day	990.00	
Plnt Ef - Effluent			
Solids TSS - Total Suspended Solids TSS			
Maximum Loading	lb/day	1300	
Plnt Ef - C BOD			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	NA	
Efncy Pr - Plant Efficiency Process			
CBOD Removal - % Removal Efficiency			
CBOD % Rem	%	<85	99
Efncy Pr - Plant Efficiency Process			
TSS Removal - % Removal Efficiency			
TSS % Rem	%	<85	97
Plnt Ef - Effluent			
Nh3 N Ammonia - Nitrogen Ammonia Total As N			
Average	MG/L	NA	12
Maximum , 5/28/2020	MG/L	na	19
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126	4
Maximum , 5/25/2020	MPN	406	25
Plnt Ef - Effluent			
XS Therms - Excess Thermal Load			
Maximum	MKCal	na	

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

CASH DISBURSEMENT RECAP BOARD MEETING JUNE 10, 2020

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	69,551.92
Total of Regular Checks & ACH Transactions	<u>324,395.05</u>

Total Expenditures (not including Payroll)	<u>393,946.97</u>
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Payroll:

Net Payroll - May 2020	62,175.53
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All Checks & ACH Transactions since the Board Meeting of May 13, 2020	<u>456,122.50</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 6/4/2020 11:57 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX May 2020 PR	ASIFlex PR Batch 00001.05.2020 Flexible Spending Acc	05/29/2020 PR Batch 00001.05.2020 Flex	1,339.18
Total for this ACH Check for Vendor ASIFLEX:				1,339.18
ACH	DNB May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR	Internal Revenue Service PR Batch 00001.05.2020 FICA - Employee PR Batch 00001.05.2020 Medicare - Employee PR Batch 00001.05.2020 Federal Income Tax PR Batch 00001.05.2020 FICA - Employer PR Batch 00001.05.2020 Medicare - Employer	05/29/2020 PR Batch 00001.05.2020 FIC. PR Batch 00001.05.2020 Med PR Batch 00001.05.2020 Fed PR Batch 00001.05.2020 FIC. PR Batch 00001.05.2020 Med	5,688.06 1,330.28 6,663.59 5,688.06 1,330.28
Total for this ACH Check for Vendor DNB:				20,700.27
ACH	OR-Rev May 2020 PR	Oregon Dept. of Revenue PR Batch 00001.05.2020 Oregon W/Held	05/29/2020 PR Batch 00001.05.2020 Ore	5,144.06
Total for this ACH Check for Vendor OR-Rev:				5,144.06
49646	CIS INS May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR May 2020 PR	CIS Trust PR Batch 00001.05.2020 Voluntary Life Insuran PR Batch 00001.05.2020 Life Insurance - er PR Batch 00001.05.2020 Life Insurance - Spous PR Batch 00001.05.2020 CCIS Insurance Long- PR Batch 00001.05.2020 Medical Ins w/RX PR Batch 00001.05.2020 CCIS Insurance AD&I PR Batch 00001.05.2020 Dental & Vision PR Batch 00001.05.2020 Voluntary Dependent L PR Batch 00001.05.2020 Short-Term Disability	05/29/2020 PR Batch 00001.05.2020 Volt PR Batch 00001.05.2020 Life PR Batch 00001.05.2020 Life PR Batch 00001.05.2020 CCI PR Batch 00001.05.2020 Med PR Batch 00001.05.2020 CCI PR Batch 00001.05.2020 Den PR Batch 00001.05.2020 Volt PR Batch 00001.05.2020 Sho	339.79 117.00 176.13 234.02 29,476.84 22.37 3,315.60 31.92 124.51
Total for Check Number 49646:				33,838.18
49647	PEBSCO May 2020 PR	Nationwide Retirement Solutions PR Batch 00001.05.2020 Nationwide-Deferred C	05/29/2020 PR Batch 00001.05.2020 Nati	5,105.00
Total for Check Number 49647:				5,105.00
49648	CENTURY May 2020 Admin May 2020 NTS	CenturyLink Analog phone service for fax & fire alarm Analog phone service for NTS gate	05/29/2020	121.96 54.54
Total for Check Number 49648:				176.50
49649	SHRED-IT 8129764621	Shred-It USA Monthly shredding service	05/29/2020	71.50
Total for Check Number 49649:				71.50
49650	USPS May 2020	US Postal Service Postage to mail utility bills	05/29/2020	2,486.34

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49650:	2,486.34
49651	VERIZON	Verizon Wireless	05/29/2020	
	9854620480	Wireless phone service		651.87
	9854620488	Wireless service for TV Van		39.02
			Total for Check Number 49651:	690.89
			Total for 5/29/2020:	69,551.92
			Report Total (9 checks):	69,551.92

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 6/4/2020 4:21 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	06/10/2020	
	2511494041	USB Hub		39.54
	2513411581	Pens, under desk foot support - Harmony		37.45
	2513482561	Kitchen supplies		16.10
	2523167161	Kitchen supplies		24.12
	2523398441	Hand sanitizer		31.59
	2531643311	Charging cables for phone/ipad		28.83
Total for this ACH Check for Vendor STAPLES:				177.63
49652	WP MAY 2020	Avista Utilities Natural gas service	06/10/2020	
				33.77
Total for Check Number 49652:				33.77
49653	BANNERMC	BANNER BANK	06/10/2020	
	AB 051920	Seat Covers Unlimited - Seat covers for new serv		266.40
	CM 051920a	Amazon - Table trays for crew for safe distancing		115.98
	CM 051920b	OR Society CPAs - FYE21 Dues for Christine		325.00
	CM 052020	Amazon - Sign holders for COVID compliance		36.95
	CM 052820	OMFOA - FYE21 Dues for Christine		110.00
	DF 051020	Amazon - Replacement speakers for Angie		99.00
	DF 051720	Amazon - Audio cables for Angie		13.48
	DF 051820	eFileCabinet Subscription		2,000.00
	DF 052020	Zoom.us - Zoom meeting for electronic meeting		54.99
	DF 052720	Network Solutions - Email acct to administer doi		11.39
	JJB 052920	Lowes - Ant bait		2.77
	KV 051120	UCC - Refund for Wastewater Cert Prep class		-424.00
	MC 051520	Home Depot - Parts for air vac install		10.97
	RC 050520	Apex - Parts for sprinkler system/sidewalk proje		5.47
	SL 043020a	DOL Vets - HireVets award app		90.00
	SL 043020b	DOL Vets - HireVets award app - duplicate		90.00
	SL 051820	DOL Vets - HireVets award app - duplicate rever		-90.00
	SL 052120	SA Company - Face shields		47.00
	SL 052220	USA BlueBook - Thermometer		105.72
Total for Check Number 49653:				2,871.12
49654	BHEC	Bassett-Hyland Energy Company	06/10/2020	
	CL89925-IN	Fuel usage		568.68
	CL90262-IN	Fuel usage		459.95
Total for Check Number 49654:				1,028.63
49655	OMI	CH2MHill OMI	06/10/2020	
	351289-030	Professional services per agreement		123,850.66
	351289-SC02	WWTP SCADA Upgrade - April services		945.82
	351289-SC03	WWTP SCADA UPGRADE - May services		5,881.04

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49655:				130,677.52
49656	Chytka 134623	Chytka Pest Control LLC Monthly pest control service	06/10/2020	40.00
Total for Check Number 49656:				40.00
49657	WATER May 2020	City of Roseburg Water service - Admin	06/10/2020	221.98
Total for Check Number 49657:				221.98
49658	DANSELEC 202250	Dan's Electric Run Electrical Circuit	06/10/2020	1,600.00
Total for Check Number 49658:				1,600.00
49659	SHAUN 00002-17341 00002-17344 00002-17381 00002-17484 00002-17489	DC Precision Lube & Tune Oil change for 2011 Ford F-450 Oil change for 2004 Chevy Oil change for 2017 Ford F-150 Oil change for 2019 Service Truck Oil change for 2014 Ford Inspector Truck	06/10/2020	35.99 31.49 87.29 35.99 39.14
Total for Check Number 49659:				229.90
49660	DEQ WQ21WSC-0112 WQ21WSC-0112	Dept of Environmental Quality Wastewater System Operator Certificate FY21 Wastewater System Operator Certificate FY21	06/10/2020	920.00 920.00
Total for Check Number 49660:				1,840.00
49661	DAutoUp 7460 7461	Diamond Auto Upholstery Seat repair in 2004 Chevy Seat repair in Chevy 3500	06/10/2020	90.00 150.00
Total for Check Number 49661:				240.00
49662	DFN June 2020 Admin June 2020 High June 2020 Host June 2020 Keady June 2020 NBank June 2020 NTS June 2020 Ph/Ca June 2020 Wilb1 June 2020 Wilb2 June 2020 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 Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	06/10/2020 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 141784 Service: 105796 Service: 105794 Service: 105795	213.49 74.91 10.28 74.91 71.91 56.36 98.01 74.91 71.91 74.91
Total for Check Number 49662:				821.60
49663	EARTH 682527	EARTH20 Bottled water delivery	06/10/2020	68.49
Total for Check Number 49663:				68.49
49664	EJIW 11020003310	EJ USA Inc. Frames and Covers	06/10/2020	1,051.00
Total for Check Number 49664:				1,051.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
49665	FLURY E 5212	Flury Supply Company Lifting clevises	06/10/2020	29.48
Total for Check Number 49665:				29.48
49666	GRAPHDIM 2715	Graphic Dimensions, Inc. Cut utility bills to mailing size	06/10/2020	37.60
Total for Check Number 49666:				37.60
49667	ICONIX U2016020722 U2016021756	ICONIX WATERWORKS INC Parts for air vac Plug for 12" force main demo	06/10/2020	31.32 154.88
Total for Check Number 49667:				186.20
49668	Kelley IN682192	Kelley Imaging Systems, Inc. Toshiba 4515AC Series Color Multifunction Prip	06/10/2020	6,125.00
Total for Check Number 49668:				6,125.00
49669	LOWES 903993 906118 913610	Lowes Respirator for Leland Parts for Reservoir project Carriage bolts for Reservoir project	06/10/2020	56.99 11.72 7.30
Total for Check Number 49669:				76.01
49670	MSTRCR 26039-C	MasterCare Cleaning Co Inc Monthly janitorial services	06/10/2020	390.00
Total for Check Number 49670:				390.00
49671	NEWS-REV 3594157	The News-Review Budget Hearing Publication	06/10/2020	270.00
Total for Check Number 49671:				270.00
49672	OR-LIN 499454 504590	Oregon Linen, Inc. Laundry service Laundry & mat service	06/10/2020	37.08 54.20
Total for Check Number 49672:				91.28
49673	ORTRACT 00062466	Oregon Tractor & Equipment Co Inc Excavator rental for Reservoir project	06/10/2020	2,142.00
Total for Check Number 49673:				2,142.00
49674	ORE TREE 1879	Oregon Tree Works LLC Tree removal at Reservoir project	06/10/2020	400.00
Total for Check Number 49674:				400.00
49675	PPL May 2020 411LM May 2020 425LM May 2020 Admin May 2020 Back9 May 2020 Back9C May 2020 High May 2020 Keady	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage - Back Nine Power Usage - Back Nine Contract Power Usage-Highland PS Contract Min&Usage-Keady Ct PS	06/10/2020	28.88 10.52 485.36 58.18 69.35 1,157.40 55.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	May 2020 LV	Power Usage-Loma Vista PS		139.41
	May 2020 NBank	Power Usage-North Bank PS		106.92
	May 2020 NTS	Contract/Power Usage-NTS PS		5,945.32
	May 2020 NTSG	Power Usage-140 LM-NTS Gate		20.32
	May 2020 SBank	Power Usage-South Bank PS		1,272.74
	May 2020 Wilb1	Power Usage-Wilbur 1 PS		123.07
	May 2020 Wilb2	Power Usage-Wilbur 2 PS		130.56
	May 2020 WWTP1	Power Usage-WWTP 1		15,328.07
	May 2020 WWTP2	Power Usage-WWTP 2		28.22
			Total for Check Number 49675:	24,960.09
49676	PAPEKEN 22368	Pape Kenworth Kenworth Chassis	06/10/2020	132,777.47
			Total for Check Number 49676:	132,777.47
49677	Peterson SW570059243a SW570059243b	Peterson Backhoe Repair Backhoe Annual Maintenance	06/10/2020	1,500.00 2,079.23
			Total for Check Number 49677:	3,579.23
49678	Premium 23197	Premium Landscape, Inc. Monthly landscape maintenance	06/10/2020	180.25
			Total for Check Number 49678:	180.25
49679	RVP 252	Rogue Valley Precast, LLC Vault	06/10/2020	1,903.00
			Total for Check Number 49679:	1,903.00
49680	STEELOUT 227747	The Steel Outlet Irrigation sprinkler head steel riser rods	06/10/2020	2,250.00
			Total for Check Number 49680:	2,250.00
49681	Stratton 2020-126 2020-132	Stratton Brothers, Inc. Asphalt patching - Watson project Asphalt patching - various manholes	06/10/2020	565.50 2,529.00
			Total for Check Number 49681:	3,094.50
49682	UMPQUARF 36780 36897 36966 37218	Umpqua Quarries, LLC Rock for Watson project Rock for Watson project Rock for sidewalk project Rock for vault install on Hwy 99 project	06/10/2020	35.82 47.79 34.96 40.95
			Total for Check Number 49682:	159.52
49683	UMP-SAND 75511 76069 76118	Umpqua Sand & Gravel Sifted topsoil for Watson project Drain rock for Reservoir project Sifted topsoil for Reservoir project	06/10/2020	50.00 15.00 25.00
			Total for Check Number 49683:	90.00
49684	usablueb 237200	USABBLUEBOOK Labconco RapidStill I	06/10/2020	4,182.02

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 49684:	4,182.02
49685	WILLGRAY 20537365	Willamette Graystone, LLC Speedcrete for manhole repairs	06/10/2020	194.76
			Total for Check Number 49685:	194.76
49686	YAEGER P 13700	Yaeger's Plumbing, Inc. 2 Liberty risers with locking lid - Watson project	06/10/2020	375.00
			Total for Check Number 49686:	375.00
			Total for 6/10/2020:	324,395.05
			Report Total (36 checks):	324,395.05