



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

## AGENDA REGULAR MONTHLY BOARD MEETING

January 10, 2018  
RUSA Board Room  
4:00 p.m.

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### Board of Directors

John Dunn, Chair  
David Campos

Rob Lieberman, Vice Chair  
Jerry Griese

Kelsey Wood

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1. **Call to Order**
2. **Roll Call**
3. **Consider Minutes**
  - a. December 13, 2017 Regular Board Meeting
4. **CH2M Contract addition** – Out of Scope Agreement
  - a. 2018 NTS Monitoring Report and Farm Operation Plan
5. **CH2M Scope of Work Agreement**
  - a. Evaluation of forcemain associated with the Winchester Pump Station
6. **General Managers Report**
  - a. Brown Avenue Area Improvements Project Phase 5
    - i. Project update. Pay estimate #6
  - b. Back Nine Sanitary Sewer Phase 1
    - i. Project update
  - c. Special Districts Association of Oregon
    - i. Special Districts Insurance Services Trust
      1. Best Practices Credit
      2. Longevity Credit

**7. New Developments**

**8. Staff Report**

**9. Permits Issued**

**10. CH2M Operations Report**

**11. Accounts Payable**

**12. Other Business**

a. Roseburg Area Chamber of Commerce Award Banquet

i. January 25<sup>th</sup> 6:00 PM



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 December 13, 2017 at 1297 N.E. Grandview Drive.

**ROLL CALL**

**Directors**

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

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**Others present:** General Manager Jim Baird, Collection System Superintendent Steve Lusch, Engineering Tech III Ryon Kershner, Accounting Clerk Angela Allen, Back Nine Representative Rick Mathews, Auditor – Isler CPA Paul Nielsen and CH2M Project Manager Jade Mecham.

**Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, November 8, 2017.**

Jerry Griese moved to approve the minutes, as presented, for the Wednesday, November 11th, 2017 Roseburg Urban Sanitary Authority Regular Monthly Meeting.  
Kelsey Wood seconded the motion.  
The motion passed unanimously.

**Isler CPA – Audit Report**

Paul Nielsen with Isler CPA, our auditors, presented the financial statement and advised that the audit went well.

**Umpqua Fishery Enhancement Derby Sponsorship**

RUSA was asked to sponsor the Umpqua Fishery Enhancement Derby again this year. This is something that has been done in years past and is in support of our local commitment to fishery enhancement.

Jerry Griese moved to approve the Umpqua Fishery Enhancement Derby Sponsorship in the amount of \$500.00.

Kelsey Wood seconded the motion  
The motion passed unanimously.

## **General Managers Report**

### **Brown Avenue Area Improvement – Phase V**

The main line and service line installation was completed last month. The contractor has filled and abandoned the pipe and structures. The surface restoration has been completed. The contractor is working to complete the items on the final punch list. The Contractor has submitted pay estimate #5 in the amount of \$74,983.00 with \$3,749.15 withheld as retainage for a pay request of \$71,233.85. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #5 in the amount of \$71,233.85.

Jerry Griese moved to approve pay request #5 from The Contractor in the amount of \$71,233.85. Kelsey Wood seconded the motion.  
The motion passed unanimously.

### **Back Nine Sanitary Sewer Extension Project**

The project construction is continuing with an estimated projected completion date of December 21<sup>st</sup>, 2017.

Rick Mathews with Back Nine Development was in attendance to give an update on the Back Nine Project. Rick advised that they are busy spending grant money and will need more funds to keep the project moving. They are currently in negotiations with the State regarding the future occupancy allowed on the site. Rick was very appreciative of the assistance that he has received from Jim Baird regarding the sewer construction as well as helpful insight on other items that have come up. Coke is still planning on purchasing some property and TerraFirma is still showing interest.

## **CH2M Report**

Jade Mecham, Project Manager, advised that the lines at the Natural Treatment System have been chlorinated and flushed for winterizing and that the effluent started going to the river on November 1, 2017 as scheduled.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the December 13<sup>th</sup>, 2017 Accounts Payable. There was a short discussion regarding the payables as presented.

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

The SDAO Conference is coming up in February. David Campos and Kelsey Wood plan on attending. David and Kelsey need to review the class options and provide their class schedule to Jim Baird for registration.

The Roseburg Area Chamber of Commerce Awards Banquet is coming up in January. RUSA will again be purchasing a table. John Dunn, Jerry Griese and Kelsey Wood showed interest in attending with their spouses, David Campos will advise at a later date.

Jim Baird has been the General Manager for nearly a year and an annual evaluation is due in January. David Campos and Kelsey Wood will conduct this evaluation in the first week of January.

There being no further business to come before the Board, the meeting was adjourned at 4:39 p.m.

Respectfully submitted,



Angela Allen  
Accounting Clerk



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**INTEROFFICE MEMORANDUM**

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**TO:** THE BOARD  
**FROM:** JAMES V. BAIRD, GENERAL MANAGER  
**SUBJECT:** OUT OF SCOPE AGREEMENT WITH CH2M  
**NTS MONITORING REPORT AND FARM OPERATION PLAN**  
**ANAMMOX SYSTEM MONITORING REPORT AND OPERATIONS UPDATES**  
**DATE:** FRIDAY, JANUARY 05, 2018  
**CC:**

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The Stipulated Order & Memorandum of Agreement between RUSA and the DEQ for the construction and operation of the Natural Treatment System requires that RUSA provide an annual monitoring report and an updated Farm Operations Plan.

The recently installed Anammox system at the plant requires a monitoring report and an operations update to be submitted to the DEQ.

The current contract between CH2M and RUSA, for the operations of the WWTP, provides for out of scope services that can be provided to RUSA at a reduced markup as a value add to RUSA.

The billing rate for CH2M Engineering when they are supporting the Operations group is significantly reduced from the rate that RUSA pays for engineering services on projects not associated with the treatment facilities. CH2M Operations group will provide these service at cost plus 15% as an out of scope agreement.

CH2M Operations group has provided a not to exceed proposal for a total of \$65,000.

Anammox system Monitoring Report and Operations Update	\$25,000
NTS Monitoring Report and updated Farm Operations Plan	\$40,000

I recommend that the Board direct the General Manager to enter into an agreement with CH2M to provide the 2018 NTS Monitoring Report and Updated Farm Operation Plan along with the Anammox System Monitoring Report and Operations Update in the amount of \$65,000.



January 4, 2018

Mr. James Baird  
Roseburg Urban Sanitary Authority  
P.O. Box 1185  
Roseburg, OR 97470

**Subject:** Out of Scope/Additional Services Letter for support services relating to monitoring and reporting.

Dear Mr. Baird:

As requested, Operations Management International, Inc. (“OMI”) is pleased to present this additional services letter agreement for the Roseburg Urban Sanitary Authority (RUSA) (Letter Agreement).

**Introduction and Scope**

The Natural Treatment System (NTS) on a 340-acre farm near the Roseburg Water Resources Reclamation Facility (WRRF) requires water quality monitoring and annual performance reporting. The facility includes a pump station, conveyance pipeline to the NTS Farm, treatment wetlands, storage pond, irrigation pump station, natural wetlands, irrigation system for land application, and hyporheic discharge. Performance of the recently installed Anammox system at the WRRF is also included in this report with monitoring data and operations updates.

This scope of work focuses on the monitoring and reporting needs of RUSA, as specified in the *Stipulated Order & Memorandum of Agreement between the Roseburg Urban Sanitary Authority and the State of Oregon Department of Environmental Quality Regarding NPDES permits for the Roseburg Sewage Treatment Plant and the Total Maximum Daily Loads for Nutrients and Temperature for the South Umpqua River (MOA)*, and reporting for the Anammox system. The tasks associated with these monitoring and reporting requirements are described below.

**Approach**

OMI provides water quality sampling, and data review to guide farm and Anammox operations. OMI proposes to prepare the Farm Operating Plan, and the Annual Monitoring and Performance Evaluation Report per MOA requirements, and to report data and evaluation of performance for the Anammox System.

**Task 1—Water Quality Monitoring Data Review and Analysis, and preparation of the Annual Monitoring and Performance Evaluation Report**

**1.1 Monitoring Data Review**

As described in the MOA, surface water quality parameters of interest include temperature, daily maximum pH, daily minimum dissolved oxygen, total dissolved inorganic nitrogen (sum of nitrate [NO3-], nitrite [NO2-], and ammonia [NH4+]), total phosphorus, and dissolved

Ortho-phosphorus (PO<sub>4</sub>-2). All 2017 data will be reviewed and checked for outliers and errors and compared to previous years to provide confidence that data to be used in the reports are valid.

### **1.2 Year-End Data Analysis**

OMI will analyze the surface water and groundwater quality data to determine performance and to identify operations that enhanced performance. Performance trends will be analyzed to determine what operations or events such as large rainfall events or operational changes may have impacted performance at the farm and in the Anammox system at the WRRF.

Discrete data consist of temperature measurements and grab samples of nitrogen and phosphorus collected at sites specified in the *MOA*. For these data, OMI will plot, tabulate, and calculate monthly means, medians, standard deviations, minimums, and maximums to establish central tendencies and variations during the TMDL compliance period (May 1 through October 31). OMI will compare means and medians from each month to assess temporal trends, and comparison of central tendency indicators at the sampling locations to reveal spatial trends.

Continuous pH, temperature, and dissolved oxygen data collected with data logging sensors at river monitoring sites, will also be evaluated to capture diurnal pH, DO, and temperature fluctuations. OMI will plot and review continuous data. Erratic data resulting from equipment malfunctions or debris-sensor blockages will be removed from the dataset and documented. OMI will plot discrete sample data with the continuous data to ensure that the continuous sensors are calibrated and in agreement with discrete data. OMI will plot and tabulate the data to identify daily maximum pH, daily minimum dissolved oxygen, and the relationship between pH, dissolved oxygen, and temperature.

OMI will prepare the Annual Monitoring and Performance Evaluation Report for submittal to DEQ, and produce five bound hardcopies for RUSA signature and certification to the DEQ. PDF versions of the report files will also be delivered.

### **Task 2 -- Farm Operating Plan**

Per the *MOA*, a Farm Operating Plan must be submitted to DEQ annually to document planned operations and modifications to the NTS before and during the following operation season. OMI will prepare the Farm Operating Plan, which will describe various annual operating regimes to be followed on the farm. The Farm Operating Plan will also describe best management practices for the operating regimes and strategies for adaptive management of such operating regimes. The plan will include information on operating the pumps, water application rate assessment and adjustment, extent of modifications to the irrigation system and wetlands, drainages, and detention/control structures.

### **Schedule**

Review of the monitoring data will occur primarily in November and December 2018. Year-end analysis of the water quality data and preparation of the Monitoring report will occur in December 2018 through February 2019. The Farm Operating Plan will be prepared in November 2018 through January 2019. Input from operations staff will be provided but not charged against this Letter Agreement since the operations staff labor is funded separately by the facility operations and maintenance project. The Annual Monitoring Report and the Farm Operating Plan will be submitted for DEQ review in February of 2019 after RUSA review and approval.

**Budget**

RUSA shall pay to OMI as compensation for services performed under this additional services Agreement a not to exceed fee of Sixty Five Thousand Dollars (\$65,000). This fee allocates \$25,000 for monthly review and necessary travel for Mark Madison and David Austin and \$40,000 for the Farm Operating Plan and the Monitoring Report. OMI proposes to complete this work under Section 2.18 of the terms of the Agreement for Wastewater Facilities Operations, Maintenance and Management Services between RUSA and OMI, Inc., dated June 10, 2005. Such services will be invoiced to RUSA at OMI's cost plus fifteen percent (15%).

With respect to services provided under this out of scope/additional services request terms and conditions of the Agreement and the supplemental terms attached to this letter shall apply. In the event of any conflicting term between the Agreement and the supplemental terms, the supplemental terms shall govern. If these terms are agreeable to you, please sign and return both copies of this letter. We will return one fully executed original for your files.

OMI appreciates the opportunity to provide these additional services to RUSA.


Sincerely,

\_\_\_\_\_  
Jade Mecham  
OMI  
Project Manager

All parties indicate their approval of the above described services by their signature below.

**Authorized by:  
Operations Management  
International, INC.**

**Authorized by:  
Roseburg Urban Sanitary Authority**

  
\_\_\_\_\_  
Name: Gary Young  
Title: Designated Manager  
Date: Jan. 4, 2018\_\_\_\_\_

\_\_\_\_\_  
Name: James V. Baird  
Title: General Manager  
Date: \_\_\_\_\_

\_\_\_\_\_  
Name: John Dunn  
Title: Board Chairman  
Date: \_\_\_\_\_

## SUPPLEMENTAL TERMS AND CONDITIONS

### To Out of Scope/Addition Services for Monitoring and Reporting

1. CH2M Hill Engineers, Inc., an affiliate of OMI, will perform the tasks set forth herein
2. CH2M Hill Engineers, Inc shall maintain the insurance coverages set forth in Appendix H of the Agreement along with Professional Liability Insurance in the amount of \$1,000,000.00.
3. Reports (as defined below) shall be prepared by OMI in accordance with the supplemental terms set forth below:

The Farm Operating Plan, Annual Monitoring and Performance Evaluation Reports are prepared for the Oregon DEQ on RUSA's behalf. These reports may not be distributed to, disclosed in any form to, used by, or relied upon by, any third party except those identified and set forth herein without prior written consent of OMI, which consent may be withheld in its sole discretion. Further RUSA agrees to defend and indemnify OMI and its affiliates, officers, employees and subcontractors from and against any liability for direct, indirect, incidental, consequential or special loss or damage or other liability of any nature arising from any unauthorized third party's use of the Reports or reliance upon any misuse of the contents of the Reports."



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**INTEROFFICE MEMORANDUM**

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**TO:** BOARD

**FROM:** JAMES V. BAIRD, GENERAL MANAGER

**SUBJECT:** SCOPE OF WORK AGREEMENT WITH CH2M  
WINCHESTER PUMPSTATION FORCEMAIN IMPROVEMENTS

**DATE:** FRIDAY, JANUARY 05, 2018

**CC:**

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Douglas County is in the design phase of a project to improve the roadway on Highway 99 North between Winchester and the intersection of Hwy 99 N and Kenneth Ford Drive. The project will include the complete reconstruction of the roadway including storm drain improvements.

RUSA has a 12-inch diameter forcemain that transports the pumped sewage from two pumpstation located in Winchester to a discharge manhole located near Willamette Graystone. The forcemain is original to the first pumpstation constructed in 1967. A new upgraded pumpstation was constructed in the 1991 increasing the pump size from 50 HP to 200 HP. The original forcemain was utilized, although it was slightly undersized for the application, as funds were not available to replace the pipe with a larger diameter.

With the County planning on reconstructing Hwy 99 N. RUSA needs to look at replacing the forcemain as part of this project so that we do not need to excavate the new road should the pipe need to be repaired or replaced.

The County had contracted with Black & Veatch to design the road improvement for construction in 2019 – 2020.

The correct size and forcemain configurations must be determined before the new forcemain can be added to the County's design. CH2M has provided a proposal to evaluate up to three forcemain scenarios for the replacement of the existing piping. The work will include review of the two existing pumpstations, development of a forcemain hydraulic model and a cost estimate for the improvement.

I am recommending that the Board direct that RUSA enter into a contract in the amount of \$12,003 for CH2M to provide a technical memorandum summarizing the forcemain evaluation and recommendations.



# Winchester Pump Station Forcemain Evaluation

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This project will evaluate the replacement options for the existing Winchester Pump Station Forcemain. This project will be completed as a new task under the existing on-call services agreement between Roseburg Urban Sanitary Authority (RUSA) and CH2M HILL, Inc.

## Background

The existing Winchester Pump Station consists of two wetwells. In one wetwell there are two 50-hp constant speed pumps each with 350 gpm rated capacity. In the other there are two 200-hp variable speed pumps each with 1,850 gpm capacity. The 50-hp pumps are operated for approximately 9 months of the year and handle base flows, while the large pumps are operated during wet weather conditions. The small and large pumps are operated in a Lead/Lag mode with the small pumps not in operation when the large pumps are in service. The current operating scenario limits either the small or large pumps operating and not one of each (e.g. Lead, Lag1, Lag2, and Lag3).

The Winchester Pump Station discharges into an existing 12" forcemain that is in poor condition. The forcemain runs south along the east side of the existing railroad tracks in the existing railroad right-of-way and discharges into an existing gravity sewer manhole near the intersection of Promise Ave. and Hwy 99. The forcemain is too small to convey the wet weather flows (>1,850 gpm) from the Winchester Pump Station, which could result in an overflow at the Winchester Pump Station.

RUSA needs to decide on a replacement option (e.g. single pipe or dual pipe) for the 12" forcemain due to the current condition and capacity limitations. Pipe replacement could occur at the same time Highway 99 is being resurfaced by Douglas County in Fiscal Year 2018/2019. Highway 99 runs parallel to the existing alignment.

## Scope of Work

CH2M will evaluate up to three forcemain size scenarios. This work will include the following specific tasks:

- Review of existing forcemain and pump station drawings and existing pump curves.
- Develop a simple forcemain hydraulic model to evaluate the hydraulic capacity of the pump discharge piping and forcemain for both a single and a two pipe forcemain scenario. The evaluation will look at passing the base flow rate of 350 gpm and peak flow of 2,100 gpm. The single pipe scenario will evaluate a two forcemain sizes. The dual pipe scenario will evaluate a combination of a small diameter and large diameter forcemain operated in parallel.
- Develop a Class 5 relative cost estimate using cost per linear feet of pipe installation beneath an asphalt road for the two scenarios. Costs will not include air relief infrastructure or utility relocation as these items will not be identified as part of this evaluation.
- Develop a technical memorandum summarizing pipe replacement evaluation and recommendations.

## Assumptions:

- RUSA will provide GIS data for the existing alignment and storm and sanitary sewer locations, and pump information including make, model, impellor size, pump curves, operating speed, and horsepower. RUSA will also provide relative elevations for pipe inverts, pump wetwell levels, and pump elevation.
- No site survey will be performed. RUSA will provide elevations as requested.
- Evaluation of any hydraulic transient conditions is not included, but is recommended during design of the pipeline.
- Evaluation will not include determination of high and low points as well as determining utility conflicts or relocation of any utilities. This task would occur during preliminary or final design phase for the pipeline design.
- No permitting support is required for this evaluation.
- No site visits are required for this task.

## Deliverables

Deliverables will include a technical memorandum summarizing the evaluation and recommendations. CH2M will deliver an electronic PDF draft and final memorandum. The final memorandum will incorporate any comments provided by RUSA on the draft document.

## Schedule

CH2M is prepared to engage in this effort as soon as possible. These services are anticipated to be completed within 3 weeks following notice to proceed.

## Compensation

CH2M shall be compensated on a time and materials basis using a 3.15 multiplier with a not to exceed amount of \$12,003 and in accordance with the terms and conditions set forth in the existing Standard Agreement for Professional Services between Roseburg Urban Sanitary Authority and CH2M HILL, Inc. dated October 10, 2008. Approval of this work shall serve as authorization for services to be conducted by our commercial entity CH2M HILL Engineers, Inc.

The following table provide summaries of the labor and expenses associated with the tasks in the scope of work.

	<b>Total</b>	<b>Labor</b>	<b>Expense</b>
<b>Task Description</b>	<b>Hours</b>	<b>\$</b>	<b>\$</b>
Forcemain Evaluation	72	\$11,903	\$100
<b>Total</b>	<b>72</b>	<b>\$12,003</b>	

## GENERAL MANAGERS REPORT

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Date: January 4, 2018  
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 completed all the items on the final punch list. The Contractor has submitted pay estimate #6 in the amount of \$23,170.00 with \$1,158.50 withheld as retainage for a pay request of \$22,011.50. The project Engineer has recommended that RUSA accept this request and issue payment to the Contractor.

Staff recommends that the Board approve pay request #5 in the amount of \$22,011.50.

### **Back Nine Sanitary Sewer Extension Phase I**

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

### **Special Districts Association of Oregon**

RUSA is a customer of Special Districts Insurance Services (SDIS) Trust, which is administered by SDAO. As a member of Special Districts, we are offered the opportunity to implement a list of best practices. RUSA implemented all the required best practices and receive a credit in the amount of \$8,668 on our annual insurance cost. RUSA has also been using SDAO as our insurance provider for many years and was offered a longevity credit of \$8,102 toward our insurance cost. These programs, offered by SDAO, have resulted in a \$16,770 saving in insurance premiums.



809 SE PINE STREET  
POST OFFICE BOX 1271  
ROSEBURG, OR 97470

(541) 673-0166  
FAX: (541) 440-9392

January 2, 2017

Roseburg Urban Sanitary Authority  
ATTN: Ryon Kershner  
P.O. Box 1185  
Roseburg, OR 97470

RE: Brown Avenue Area Improvements, Phase 5  
Pay Request #6

Dear Mr. Kershner;

Pay Request #6 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 **\$22,011.50**

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." with a stylized flourish at the end.

Derek M. Miller, P.E.

Project Engineer



TO: RUSA  
1297 NE Grandview Drive  
Roseburg, OR 97470

Pay Estimate #6  
Schedule A & B

Contractor Name: Cradar Enterprises, Inc.  
PROJECT: Brown Avenue, Phase 5  
DATE: December 26, 2017  
WORK TO: 11/26/2017-12/25/2017  
ESTIMATE NO.: 6  
VENDOR NO.:

ATTN: Derek Miller, PE

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
<b>Brown Ave. Improvement, Phase 5</b>												
1	Mobilization	LS	1	\$ 116,940.00	\$ 116,940.00	1.00	\$ 116,940.00	0.00	\$ -	1.00	\$ 116,940.00	\$ -
2	Temporary Signs	LS	1	\$ 8,500.00	\$ 8,500.00	1.00	\$ 8,500.00	0.00	\$ -	1.00	\$ 8,500.00	\$ -
3	Temporary Barricades, Type III	LS	1	\$ 1,100.00	\$ 1,100.00	1.00	\$ 1,100.00	0.00	\$ -	1.00	\$ 1,100.00	\$ -
4	Flagger	Hour	110	\$ 40.00	\$ 4,400.00	121.00	\$ 4,840.00	0.00	\$ -	121.00	\$ 4,840.00	\$ (440.00)
5	Construction Survey Work	LS	1	\$ 12,000.00	\$ 12,000.00	1.00	\$ 12,000.00	0.00	\$ -	1.00	\$ 12,000.00	\$ -
6	4" Sanitary Sewer Pipe, 10' Deep	LF	957	\$ 75.00	\$ 71,775.00	1115.00	\$ 83,625.00	0.00	\$ -	1115.00	\$ 83,625.00	\$ (11,850.00)
7	4" Sanitary Sewer Pipe, 15' Deep	LF	313	\$ 125.00	\$ 39,125.00	0.00	\$ -	0.00	\$ -	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	\$ -	70.00	\$ 9,800.00	\$ (3,500.00)
9	8" Sanitary Sewer Pipe, 10' Deep	LF	1,574	\$ 73.00	\$ 114,902.00	1558.00	\$ 113,734.00	0.00	\$ -	1558.00	\$ 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	\$ -	430.00	\$ 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	\$ -	282.00	\$ 43,710.00	\$ (5,580.00)
12	Inside Drop, Y & CO @ Sta. 75+34.6	LS	1	\$ 2,200.00	\$ 2,200.00	2.00	\$ 4,400.00	0.00	\$ -	2.00	\$ 4,400.00	\$ (2,200.00)
13	Pipe Tees, 8"	Each	55	\$ 150.00	\$ 8,250.00	53.00	\$ 7,950.00	0.00	\$ -	53.00	\$ 7,950.00	\$ 300.00
14	Manhole, 10' Deep	Each	11	\$ 7,250.00	\$ 79,750.00	10.00	\$ 72,500.00	0.00	\$ -	10.00	\$ 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	\$ -	1.00	\$ 8,900.00	\$ -
16	Remove Abandoned Structures	Each	4	\$ 900.00	\$ 3,600.00	3.00	\$ 2,700.00	0.00	\$ -	3.00	\$ 2,700.00	\$ 900.00
17	Filling Abandoned Structures	Each	2	\$ 900.00	\$ 1,800.00	1.00	\$ 900.00	0.00	\$ -	1.00	\$ 900.00	\$ 900.00
18	Filling Abandoned Pipe in Place	LF	678	\$ 5.00	\$ 3,390.00	350.00	\$ 1,750.00	0.00	\$ -	350.00	\$ 1,750.00	\$ 1,640.00
19	AC Trench Resurfacing	SF	10,660	\$ 7.00	\$ 74,620.00	17702.00	\$ 123,914.00	3310.00	\$ 23,170.00	21012.00	\$ 147,084.00	\$ (72,464.00)
20	Concrete Sidewalks	SF	560	\$ 14.00	\$ 7,840.00	536.40	\$ 7,509.60	0.00	\$ -	536.40	\$ 7,509.60	\$ 330.40
21	Concrete Driveways	SF	180	\$ 20.00	\$ 3,600.00	224.00	\$ 4,480.00	0.00	\$ -	224.00	\$ 4,480.00	\$ (880.00)
22	Concrete Curb and Gutter	LF	152	\$ 50.00	\$ 7,600.00	195.00	\$ 9,750.00	0.00	\$ -	195.00	\$ 9,750.00	\$ (2,150.00)
23	Trench Resurfacing-Gravel	SF	550	\$ 1.00	\$ 550.00	550.00	\$ 550.00	0.00	\$ -	550.00	\$ 550.00	\$ -
24	Trench Resurfacing-Grass Seed	SF	920	\$ 2.00	\$ 1,840.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 1,840.00
25	Additional Sawcut per Parallel Pipe Detail	SF	450	\$ 2.00	\$ 900.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 900.00
26	Additional Excavation & Backfill per Parallel Detail	CY	155	\$ 45.00	\$ 6,975.00	1322.00	\$ 59,490.00	0.00	\$ -	1322.00	\$ 59,490.00	\$ (52,515.00)
27	Remove & Replace Bollard, Curb & Fence	LS	1	\$ 2,500.00	\$ 2,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 2,500.00
<b>Approved Change Orders / Extra Work</b>												
1	PR#1 (Gas Main)	LS	1	\$ 3,983.50	\$ 3,983.50	1.00	\$ 3,983.50	0.00	\$ -	1.00	\$ 3,983.50	\$ -
2	PR#2 (Rosemond MH Core Drilling)	LS	1	\$ 700.00	\$ 700.00	1.00	\$ 700.00	0.00	\$ -	1.00	\$ 700.00	\$ -
3	PR#3 (H2O Conflicts on Umpqua)	LS	1	\$ 6,385.75	\$ 6,385.75	1.00	\$ 6,385.75	0.00	\$ -	1.00	\$ 6,385.75	\$ -
4	PR#4 (Fairhaven Overlay)	LS	1	\$ 15,345.00	\$ 15,345.00	1.00	\$ 15,345.00	0.00	\$ -	1.00	\$ 15,345.00	\$ -
<b>TOTAL CHANGE ORDERS</b>					<b>\$ 26,414.25</b>		<b>\$ 26,414.25</b>		<b>\$ -</b>		<b>\$ 26,414.25</b>	<b>\$ -</b>
<b>ORIGINAL CONTRACT</b>					<b>\$ 689,112.00</b>							
<b>CURRENT CONTRACT</b>					<b>\$ 715,526.25</b>							
TOTAL PREVIOUS PERIOD							\$ 779,206.85					
TOTAL THIS PERIOD									\$ 23,170.00			
TOTAL WORK TO DATE											\$ 802,376.85	\$ 86,850.60
LESS RETAINAGE						5%	\$ 38,960.34	5%	\$ 1,158.50	5%	\$ 40,118.84	
SUBTOTAL							<b>\$ 740,246.51</b>		<b>\$ 22,011.50</b>		<b>\$ 762,258.01</b>	
LESS: PREVIOUS PAYMENTS											\$ 740,246.51	
<b>AMOUNT DUE THIS PERIOD</b>											<b>\$ 22,011.50</b>	

INTERNAL \_\_\_\_\_  
CREDIT INV.

# 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 #
12/26/2017	002879

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 #6 - SCHEDULE A & B (\$23,170.00 - RETAINAGE @ 5% \$1,158.50 = \$22,011.50)	22,011.50	22,011.50
		<b>Total</b>	\$22,011.50



## **NEW DEVELOPMENTS AND PROJECTS**

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### **DEVELOPMENTS:**

- Edenbower sewer main extension
  - Pinnacle Western Engineering is designing a sewer main extension to provide service to property east of Stephens street. This project is on hold.
- Oakridge Court Apartments
  - The plans and specifications have been approved. This project is on hold.
- Troost Street Subdivision
  - The construction of the improvement for the subdivision is complete. The Engineers certification, certified test results and as-built drawings are pending.
- 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
  - A pre-construction meeting was held November 30th. The contractor is scheduled to begin construction in the middle of January of 2018.

### **Preliminary Design**

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

### **PROJECTS:**

- Brown Avenue Area Improvements Phase V
  - Construction is ongoing. Project completion is scheduled for November 11<sup>th</sup>.
- 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 force main. Once completed with the force main the Contractor will move back to installing the remainder of the gravity sewer. Construction is scheduled to be completed by the end of February, weather permitting.
- NW Black Avenue Sanitary Sewer Improvement
  - 3J Consulting is in the design stage of this project.



# ROSEBURG URBAN SANITARY AUTHORITY

## DECEMBER 2017 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 31 work orders.
- Completed CCTV of 14,411 feet of mainline.
- Completed cleaning of 38,518 feet of mainline.
- Completed 24 manhole inspections.
- Repaired 4 manholes.
- Repaired sinkhole on Harrison.

### ENGINEERING DEPARTMENT:

- Completed 125 underground utility locate requests.
- Issued 6 permits and completed 11 inspections.
- Construction has been completed for the Brown Avenue Area Improvements Phase V.
- Construction continues with the Back Nine Sanitary Sewer Extension project. The contractor is continuing to install the sewer main and force 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 has completed the project. Pend As-built drawing, certified test results and the Engineers letter of Inspection and Certification of Proper Construction.

### FINANCE DEPARTMENT:

- Vacancy Credits: 19 were processed, for a total of \$1,525.00 in December.
- Credit cards/eChecks: 554 payments totaling \$27,978.80 were collected in December. 48 payments received at the counter, 22 by voice response system, and 484 on-line.
- Automatic Payments: 1,929 customer accounts are signed up. Received \$76,698.81 or approximately 13.97% of monthly billing.
- Ellen returned to help the front office on December 18th.

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

**1) NEW CONNECTIONS**

(Construction of new single family residential units)

**Single Family Residential:**

- 4771 NE Stephens Street

**Commercial:**

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

- None

**2) RELAY PERMITS**

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

- 1624 W Ann Street
- 504 W Umpqua Street
- 1561 SE Stephens Street
- 1633 NW Estelle Street
- 2154 NE Tahoe Street

**3) DEMOLITION PERMITS**

(Demolition of an existing structure)

- None

**4) MAIN LINE EXTENSIONS**

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

- None

**5) MAINS AND LATERALS**

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

- None

## **6) SERVICE CONNECTIONS**

(Existing stub-out to a property line)

- None

## **7) TAP CUTS**

(Tap cut for connection to sanitary sewer main line)

- None

## **8) MANHOLE CORE DRILL**

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

- None

## **9) PLAN REVIEW**

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

- None



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager  
DATE: January 3, 2017  
SUBJECT: December 2017 Monthly Report

### OPERATIONAL ACTIVITIES

- The treatment facility averaged 94% BOD 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 December 2017, was 208,000 KWHRS with a total Effluent flow of 111.59 million gallons, all went to the river at Outfall 001. The December 2016 electrical consumption was 260,000 KWHRS with a total Effluent flow of 221.72 million gallons all of which went to the river at Outfall 001.
- The facility operated well within the limits, with lower than average flows coming into the plant.
- Umpqua Dairy notified staff at the WWTF that they experienced a 300-gallon loss of cream into the sewer. We did see a modest increase in the influent BOD, however nothing in the effluent.

### PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in December:

- *Taco Bell*: Their interceptor was full and losing grease, spoke with the manager and they will contact the maintenance manager to inquire about pumping. Follow up required.
- *Albertson's*: Their interceptor was half full. The outfall was in good condition.
- *Jimmy John's*: Their interceptor showed no signs of excess grease.
- *VA Canteen area*: This was a follow up and the interceptor had been pumped.
- *DC Coop*: The downstream observation showed no build-up of grease.
- *Costco*: Both of their interceptors were in satisfactory condition.

### NATURAL TREATMENT SYSTEM (NTS)

- Two days were spent planting willow cuttings in zones 1L, 2L, and 3L1 by 15 workers. All cuttings were taken from the existing willow trees.

## MAINTENANCE ACTIVITIES

- Repaired the water strainer for the #1 Gas Compressor.
- Replaced the battery charger for the Winchester Generator.
- Replaced the Mechanical seal for the #3 RAS pump.
- Replaced the P-trap primer valve for the men's room.
- Replaced the Bisulfite feed line from the feed pumps to the plant outfall.
- Replaced the #1 Biofilter turbine pump with a new Gould turbine pump.

## LABORATORY ACTIVITIES

- We are in our normal winter testing which requires: BOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia once a week, E. Coli 3 times a week.
- Number of QAQC results for permit: 102  
12 BOD's      31 pH      12 Fecal/E. Coli  
12 TSS      31 Cl2 Res.      4 Ammonia
- Precision results:      Accuracy Results:  
In Control: 95      In Control: 90  
Out of control: 7      Out of Control: 0
- The tests that were out of control were all for E.Coli due to extremely low counts and low control limit.
- On 12/12/17, we sampled Lab water and shipped to NRC for testing.
- On 12/19/17, we did our 2<sup>nd</sup> set of storm water samples for 2017-2018 period. Samples for metals and Fats, Oils, and Grease were shipped to NRC on 12/20/17.

## PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Trevor Dodds, UCC intern is not at the plant due to the colleges holiday schedule.

## UPCOMING EVENTS

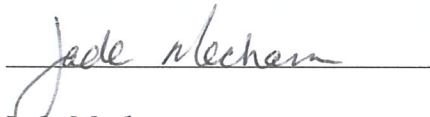
### **OPERATIONS/NTS:**

- Pruning of trees and shrubs within the plant.
- Planting willow tree cuttings in 3H and 2H.
- Repair and parts replacement of rotator sprinklers that have failed and won't turn at NTS.

### **MAINTENANCE:**

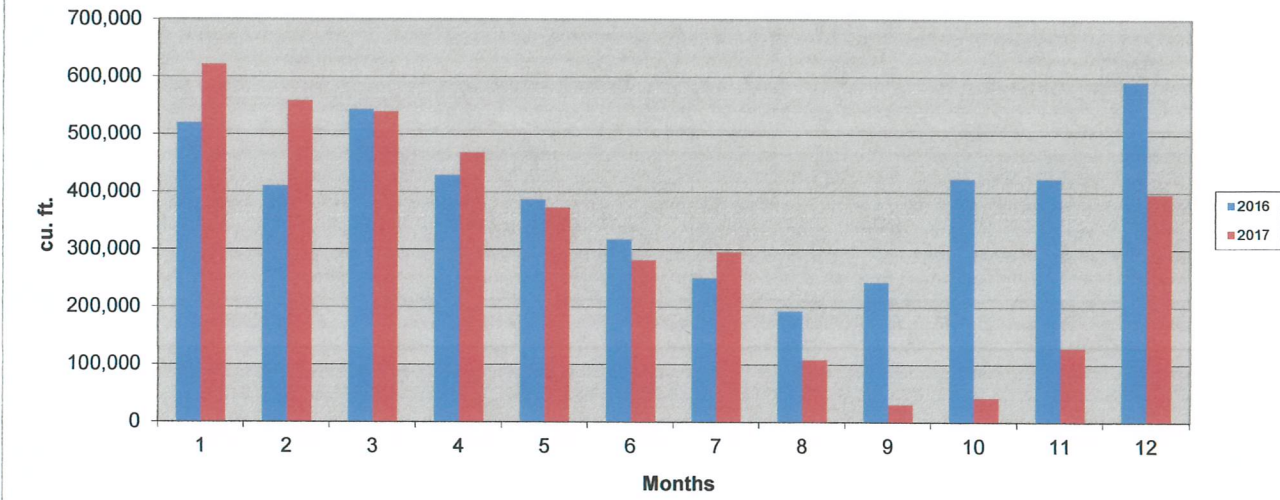
- Install Vacuum prime system for the #2 pump at Wilbur #2.
- Rebuild the W-3 Strainer.
- Install TWAS flow meter.

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

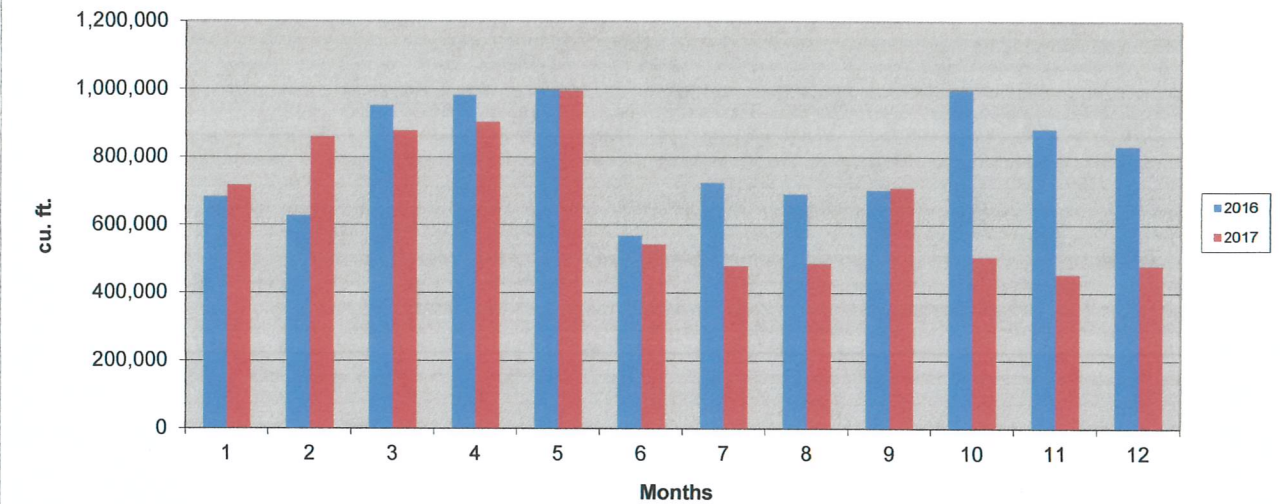
A handwritten signature in cursive script, reading "Jade Mecham", is written over a horizontal line.

Jade Mecham  
Project Manager  
CH2M now Jacobs

### BOILER GAS USAGE



### FLARE GAS USAGE





## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Jan-17	7.47	6853	5171
Feb-17	5.95	7396	6078
Mar-17	7.11	7531	6048
Apr-17	5.28	8807	6297
May-17	3.72	6888	6019
Jun-17	3.28	7194	5772
Jul-17	2.98	6661	5493
Aug-17	2.94	6326	5492
Sep-17	2.86	6750	5176
Oct-17	3.30	7816	6550
Nov-17	4.45	9093	7534
Dec-17	3.61	8340	6804
<b>SUM</b>	<b>52.95</b>	<b>89655</b>	<b>72434</b>
<b>AVE</b>	<b>4.41</b>	<b>7471</b>	<b>6036</b>
<b>MAX</b>	<b>7.47</b>	<b>9093</b>	<b>7534</b>
<b>MIN</b>	<b>2.86</b>	<b>6326</b>	<b>5171</b>

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

Location/Parameter	Units	Limit	Actual
Plnt Ef			
BOD 5 - BOD 5 Day 20 Deg C			
Average	MG/L	30	16.58
Max Weekly Avg (Wed Rule) , Beginning: 12/17/2017	MG/L	45	19
Average Loading	lb/day	3800	528
Max Weekly Avg (Wed Rule) Loading, Beginning: 12/17/2017	lb/day	5600.00	768
Plnt Ef			
pH Lab - pH Lab Standard Units			
Minimum , 12/18/2017	S.U.	6.10	6.53
Maximum , 12/29/2017	S.U.	8.50	7.07
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average	MG/L	30.00	6.58
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Max Weekly Avg (Wed Rule) , Beginning: 12/17/2017	MG/L	45.00	7.67
Plnt Ef			
Solids TSS - Total Suspended Solids TSS			
Average Loading	lb/day	3800.00	210.56
Plnt Ef - Effluent			
E Coli - E Coli			
Average	MPN	126.00	4
Max Weekly Avg (Wed Rule) , Beginning: 12/10/2017	MPN	406.00	6
Plnt Ef			
Cl2 Residual - Chlorine Total Residual			
Average	MG/L	.5	0.02
Plant TSS Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	97
Plant BOD Removal Efficiency			
Avg % Removal (Lower Limit)	%	85.00	94
South Bank 004			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Maximum	MGD	0.00	
Outfall #3 Flow			
Flow Mgd - Flow Thru Treatment Plant Mgd			
Sum	MGD	0.00	

# CASH DISBURSEMENT RECAP BOARD MEETING JANUARY 10, 2018

## Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	59,636.12
Total of Regular Checks & ACH Transactions	<u>319,115.83</u>

Total Expenditures (not including Payroll)	<u><u>378,751.95</u></u>
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Payroll:

Net Payroll - December 2017	51,045.94
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All Checks & ACH Transactions since the Board Meeting of December 13, 2017	<u><u>429,797.89</u></u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
 Printed: 1/5/2018 9:28 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	DNB	Internal Revenue Service	12/29/2017	
	DEC 17 PR	PR Batch 00001.12.2017 FICA - Employee	PR Batch 00001.12.2017 FIC.	4,606.78
	DEC 17 PR	PR Batch 00001.12.2017 FICA - Employer	PR Batch 00001.12.2017 FIC.	4,606.78
	DEC 17 PR	PR Batch 00001.12.2017 Medicare - Employee	PR Batch 00001.12.2017 Med	1,077.40
	DEC 17 PR	PR Batch 00001.12.2017 Medicare - Employer	PR Batch 00001.12.2017 Med	1,077.40
	DEC 17 PR	PR Batch 00001.12.2017 Federal Income Tax	PR Batch 00001.12.2017 Fed	6,838.30
Total for this ACH Check for Vendor DNB:				18,206.66
ACH	OR-Rev	Oregon Dept. of Revenue	12/29/2017	
	DEC 17 PR	PR Batch 00001.12.2017 Oregon W/Held	PR Batch 00001.12.2017 Ore	4,323.79
Total for this ACH Check for Vendor OR-Rev:				4,323.79
48066	CIS INS	CIS Trust	12/29/2017	
	DEC 17 ADJ	PR Batch Dec 17 - T Nigh Adj	PR Batch 00001.12.2017 CCI	-151.56
	DEC 17 PR	PR Batch 00001.12.2017 Dental & Vision	PR Batch 00001.12.2017 Den	2,533.65
	DEC 17 PR	PR Batch 00001.12.2017 Voluntary Dependent L	PR Batch 00001.12.2017 Volt	29.60
	DEC 17 PR	PR Batch 00001.12.2017 CCIS Insurance AD&I	PR Batch 00001.12.2017 CCI	18.52
	DEC 17 PR	PR Batch 00001.12.2017 Life Insurance - er	PR Batch 00001.12.2017 Life	133.07
	DEC 17 PR	PR Batch 00001.12.2017 Life Insurance - Spous	PR Batch 00001.12.2017 Life	130.06
	DEC 17 PR	PR Batch 00001.12.2017 CCIS Insurance Long-	PR Batch 00001.12.2017 CCI	225.16
	DEC 17 PR	PR Batch 00001.12.2017 Medical Ins w/RX	PR Batch 00001.12.2017 Mec	20,340.90
	DEC 17 PR	PR Batch 00001.12.2017 Short-Term Disability	PR Batch 00001.12.2017 Sho	105.99
	DEC 17 PR	PR Batch 00001.12.2017 Voluntary Life Insuran	PR Batch 00001.12.2017 Volt	259.30
	DEC 17 PR ADJ	PR Batch 00001.12.2017 - T Nigh Adj	PR Batch 00001.12.2017 CCI	-1,659.28
	DEC 17 PRADJ	PR Batch 00001.12.2017 - T Nigh Adj	PR Batch 00001.12.2017 CCI	-20.95
Total for Check Number 48066:				21,944.46
48067	PEBSCO	Nationwide Retirement Solutions	12/29/2017	
	DEC 17 PR	PR Batch 00001.12.2017 Roth Contribution	PR Batch 00001.12.2017 Rotl	25.00
	DEC 17 PR	PR Batch 00001.12.2017 PEBSCO	PR Batch 00001.12.2017 PEB	1,975.00
Total for Check Number 48067:				2,000.00
48068	Nigh T REFUND	Tom Nigh Refund Life Insurance overpayment	12/29/2017	
				151.56
Total for Check Number 48068:				151.56
48069	3JCONS 3399	3J CONSULTING NW Black Ave Proj - Sanitary Sewer Design NT	12/29/2017	
				233.92
Total for Check Number 48069:				233.92
48070	CDW KZP3133	CDW Government LLC New monitor for Greg's workstation	12/29/2017	
				164.47
Total for Check Number 48070:				164.47

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
48071	Express 19904537	Express Services, Inc. Jessica payroll week ending 12/10/17	12/29/2017	816.80
Total for Check Number 48071:				816.80
48072	VEBA TR 2018 Cont Coll 2018 Cont Eng 2018 Cont Fin	HRA VEBA Trust Report ID 40255 - 2018 HRA VEBA Cont.- Coll Report ID 40255 - 2018 HRA VEBA Cont.- Eng Report ID 40255 - 2018 HRA VEBA Cont.- Fina	12/29/2017	3,750.00 3,000.00 1,500.00
Total for Check Number 48072:				8,250.00
48073	OR-AUD 2017 Audit	Secretary of State FYE 6/30/17 Summary of Revenues & Expendit	12/29/2017	300.00
Total for Check Number 48073:				300.00
48074	SHRED-IT 8123755880	Shred-It USA Monthly document shredding service	12/29/2017	77.00
Total for Check Number 48074:				77.00
48075	USPS DEC 2017	US Postal Service Postage for January bills	12/29/2017	2,490.11
Total for Check Number 48075:				2,490.11
48076	VERIZON 9798093322 9798093331	Verizon Wireless Monthly cellular telephone service Wireless for TV Van	12/29/2017	638.33 39.02
Total for Check Number 48076:				677.35
Total for 12/29/2017:				59,636.12
Report Total (13 checks):				59,636.12

# Accounts Payable

## Checks by Date - Detail by Check Date

User: angie  
 Printed: 1/5/2018 4:33 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	GOVDEALS Onan Generator	GovDeals, Inc Buyer Certificate: 19-0103181603-6983, Onan C	01/10/2018	6,187.50
Total for this ACH Check for Vendor GOVDEALS:				6,187.50
ACH	STAPLES 1961718121 1962123921 1968978541 1968978541a 1974505941 1974612991	Staples Credit Plan New fingerprint reader for Dave New ergonomic keyboard for Dave, new mouse Office supplies Daytimer refills for crew Desk for crew office Office supplies	01/10/2018	84.99 64.58 169.76 167.94 203.39 10.27
Total for this ACH Check for Vendor STAPLES:				700.93
48077	WP Dec 2017	Avista Utilities Natural gas service	01/10/2018	233.56
Total for Check Number 48077:				233.56
48078	BANNERMC AA 120817 AA 121417 AA 121417b AA 122417 AA 122817 CM 122417 DF 120417 DF 121417 DF 122217 GO 120517 GO 121517 GO 122617 GO 122917 JB 120517a JB 120517b JB 120617 JB 120617b JB 120617c MC 122017 RK 120117 RK 120117b RK 120517 RK 121817a RK 121817b RK 122117a RK 122217 RK 122617 SL 120517 SL 120717	BANNER BANK Walgreens - Christmas party supplies/candy Bagel Tree - Staff meeting supplies Rockys - Oil change in 5yd, Oil change/coolant i Microsoft - Office 365 Business Essentials Paypal - Roseburg Chamber - First Citizens Banc Microsoft - Office 365 Business Premium Subsc Fred Pryor Career Track - Time management cla Newegg - Monitor for Christine Newegg - Storage drawer for new server rack Ten Down - DCUCC lunch meeting - Greg Lowes - Zip ties and buckets DC Precision Lube - 2014 Ford Oil Change, ligh OAWU - Water/Wastewater Field Ops/Safety & Coastal - Christmas Party Supplies Fred Meyer - Christmas Party Supplies BiMart - Christmas Party Supplies WalMart - Christmas Party Supplies Ten Down - DCUCC lunch meeting - Jim Home Depot - Shims for manholes Amazon - Small light table IAPMO - 2 updated plumbing code books Ten Down - DCUCC lunch meeting - Ryon & Jo Douglas County - Easement documents Douglas County - Gov Teller Credit Card Fee Sherms - Staff Meeting supplies Safeway - Staff Meeting supplies Adobe - Photoshop annual subscription APWA - Membership renewal - Steve McAfee - Antivirus renewal - Steve	01/10/2018	75.82 33.45 205.05 36.83 650.00 141.13 99.00 299.99 239.45 15.00 32.44 47.81 230.00 12.99 130.87 34.96 229.27 15.75 7.88 24.79 312.61 28.50 8.00 1.50 17.92 5.98 119.88 190.00 64.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL 121117	Jet.com - Batteries for gate openers		8.40
	SL 121117b	Jet.com - Gate openers		34.10
	SL 122017	Safeway - Christmas Potluck supplies		29.94
	SO 121817	Applebees - Meal - Backflow re-cert class		20.00
	SO 122017	Super 8 - Lodging - Backflow re-cert class		175.82
				<hr/>
Total for Check Number 48078:				3,580.12
48079	OMI 66529	CH2MHill OMI Professional services per agreement	01/10/2018	120,453.57
				<hr/>
Total for Check Number 48079:				120,453.57
48080	Chytka 125492	Chytka Pest Control LLC Monthly pest control service	01/10/2018	40.00
				<hr/>
Total for Check Number 48080:				40.00
48081	C ROSE 95-17	City of Roseburg Right of Way Permit - 457 W Harrison sink hole	01/10/2018	30.00
				<hr/>
Total for Check Number 48081:				30.00
48082	WATER DEC 2017 Keady INV03703	City of Roseburg Water service - Keady Ct lift station Nov Bulk Water	01/10/2018	39.44 151.41
				<hr/>
Total for Check Number 48082:				190.85
48083	CRADAR 002879 002879 ret	Cradar Enterprises, Inc Pay Request #6 Brown St Project Pay Request #6 Brown St Project Retainage	01/10/2018	23,170.00 -1,158.50
				<hr/>
Total for Check Number 48083:				22,011.50
48084	SHAUN 89428 89439 89441 89667	DC Precisions Lube & Tune Oil Change 2011 Service Truck Synthetic Oil Change 2017 Ford - Steve's truck Oil Change 2014 Service Truck Oil Change 2010 Silverado	01/10/2018	32.39 84.59 32.39 28.34
				<hr/>
Total for Check Number 48084:				177.71
48085	DCUCC 2018 Dues	DCUCC Yearly membership	01/10/2018	300.00
				<hr/>
Total for Check Number 48085:				300.00
48086	DiaPower 228777 228845	Diamond Power Equipment, Inc Maintain hot saw K760 Maintain hot saw	01/10/2018	46.53 48.88
				<hr/>
Total for Check Number 48086:				95.41
48087	DCPW 439497	Douglas County Public Works Grit pit material disposal	01/10/2018	170.82
				<hr/>
Total for Check Number 48087:				170.82
48088	DFN Jan 2018 Admin Jan 2018 High	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS	01/10/2018 Service: 14806 Service: 105797	202.71 64.14



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2018 Host	Admin Hosting		10.28
	Jan 2018 Keady	Internet Services-Keady Ct	Service: 106289	64.14
	Jan 2018 NB	Internet Services-No. Bank PS	Service: 105793	61.64
	Jan 2018 NTS	Internet Services-NTS	Service: 23920	51.37
	Jan 2018 Wilb 1	Internet Services-Wilbur 1 PS	Service: 105796	64.14
	Jan 2018 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	61.64
	Jan 2018 Winch	Internet Services-Winchester P	Service: 105795	64.14
Total for Check Number 48088:				644.20
48089	EARTH 631661	EARTH20 Bottled water delivery	01/10/2018	45.45
Total for Check Number 48089:				45.45
48090	Express 19973060	Express Services, Inc. Payroll for Ellen week ending 12/24/17	01/10/2018	802.55
Total for Check Number 48090:				802.55
48091	FASTENAL ORROS185060	Fastenal Company Locate paint	01/10/2018	149.68
Total for Check Number 48091:				149.68
48092	FLURY D0253 D0400 D0462 D0468	Flury Supply Company Hose repair on B6 Hose repair on Camel SS Clamps Box of gloves for Ryon	01/10/2018	20.00 20.00 7.90 18.50
Total for Check Number 48092:				66.40
48093	GEC AIE06733	c/o DAS EGS-Shared Financial Services Gr Annual billing for OR Govt Ethics thru 6/30/18	01/10/2018	570.14
Total for Check Number 48093:				570.14
48094	GRAPHDIM 1091	Graphic Dimensions, Inc. Cut bills to mailing size	01/10/2018	30.70
Total for Check Number 48094:				30.70
48095	Mathis 1374	Jack Mathis Construction LLC Crane service to install biofilter pump	01/10/2018	250.00
Total for Check Number 48095:				250.00
48096	COASTAL G84607	John Deere Financial f.s.b. Boots for Scott	01/10/2018	150.00
Total for Check Number 48096:				150.00
48097	Kelley IN340594	Kelley Imaging Systems, Inc. Samsung copier maintenance contract 1/12/18 -	01/10/2018	174.30
Total for Check Number 48097:				174.30
48098	LYOUNG 70300273332 70300273653	Lauren Young Tire Chains for 2017 Ford Flat repair - sign truck	01/10/2018	99.95 30.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48098:	129.95
48099	MSTRCR 2625J	MasterCare Cleaning Co Inc Janitorial services for December	01/10/2018	390.00
			Total for Check Number 48099:	390.00
48100	MTMCOMM 439201022018	MTM Communications Telephone answering service w/holiday	01/10/2018	56.78
			Total for Check Number 48100:	56.78
48101	NITOR 14269 14270	Nitor Solutions, Inc. 2 Desktop Computers - Crew 2 - Computers for Finance	01/10/2018	3,916.76 5,628.38
			Total for Check Number 48101:	9,545.14
48102	OR-LIN 127833 130747 133632 136589	Oregon Linen, Inc. Laundry service Laundry service Laundry service Laundry service	01/10/2018	27.78 67.73 28.08 28.08
			Total for Check Number 48102:	151.67
48103	OR-TOOL 768363	Oregon Tool & Supply Drill bit	01/10/2018	4.25
			Total for Check Number 48103:	4.25
48104	PAC AIR 71090	Pacific Air Comfort, Inc. Semi annual HVAC maintenance	01/10/2018	450.00
			Total for Check Number 48104:	450.00
48105	PPL DEC 2017 411LM DEC 2017 411LMC DEC 2017 425LM DEC 2017 Admin DEC 2017 Gate DEC 2017 HighPS DEC 2017 Keady DEC 2017 LVPS DEC 2017 NBank DEC 2017 SBank DEC 2017 Wilb1 DEC 2017 Wilb2 DEC 2017 WWTP1 DEC 2017 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Contract-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-140 LM-NTS Gate Power Usage-Highland PS Contract Min&Usage-Keady Ct PS Power Usage-Loma Vista PS Power Usage-North Bank PS Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	01/10/2018	29.96 12.45 10.63 643.73 19.52 1,888.56 188.73 130.88 139.94 1,682.91 124.25 155.21 16,654.91 28.10
			Total for Check Number 48105:	21,709.78
48106	PLATT P174083	Platt Electrical Supply Cabling and jacks for network upgrade	01/10/2018	1,381.16
			Total for Check Number 48106:	1,381.16
48107	Premium 21007	Premium Landscape, Inc. Monthly landscape maintenance	01/10/2018	180.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48107:	180.25
48108	ROCKYS	Rocky's Auto Repair	01/10/2018	
	7387	Oil change 2yd dump truck		42.72
	7472	Oil change TV Van		58.71
	7491	Oil change - 2011 Silverado		29.94
			Total for Check Number 48108:	131.37
48109	A&I	Roseburg Auto & Truck Supply	01/10/2018	
	758685	Rain X for vehicles		7.69
	758929	Diesel exst fld, chain cable		20.83
	761120	Air tool lube		7.98
			Total for Check Number 48109:	36.50
48110	RSBG-DIS	Roseburg Disposal Company	01/10/2018	
	1001595	Monthly garbage service		56.50
			Total for Check Number 48110:	56.50
48111	SDAO	Special Districts Insurance Services	01/10/2018	
	33P58366-1133	Liability, Property, Auto, Earthquake Insurance		38,677.00
	33P58366-1133	Liability, Property, Auto, Earthquake Insurance		38,677.00
			Total for Check Number 48111:	77,354.00
48112	Stratton	Stratton Brothers, Inc.	01/10/2018	
	2017-294	Asphalt patching on Harrison		658.50
	2017-305	Asphalt patching for manholes on Diamond Lake		2,845.00
			Total for Check Number 48112:	3,503.50
48113	UMPQUARF	Umpqua Quarries, LLC	01/10/2018	
	18134	Rock for NTS roads		292.50
	18161	Rock for NTS roads		259.96
			Total for Check Number 48113:	552.46
48114	UMP-SAND	Umpqua Sand & Gravel	01/10/2018	
	44587	Slurry for Harrison St Project		448.00
			Total for Check Number 48114:	448.00
48115	UNITED	UNITED RENTALS (NORTH AMERICA)	01/10/2018	
	153164488-001	Safety glasses		3.98
	153193749-001	Compressor rental to resurface Dia Lk manholes		147.89
	153193749-001			147.00
	153382365-001	Box of gloves - crew		18.50
			Total for Check Number 48115:	317.37
48116	THE JERR	WECO	01/10/2018	
	CP-00021742	Fuel use - December		1,254.54
			Total for Check Number 48116:	1,254.54
48117	WHITNEY	Whitney Equipment Company, Inc.	01/10/2018	
	84629	Replacement Pump - Bitower		43,005.70
	84629 frt	Replacement Pump - Bitower - Freight		1,163.94

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 48117:	44,169.64
48118	WILLGRAY 16064529	Willamette Graystone, LLC Mortar	01/10/2018	237.58
			Total for Check Number 48118:	237.58
			Total for 1/10/2018:	319,115.83
			Report Total (44 checks):	319,115.83