



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

REGULAR MONTHLY BOARD MEETING
January 13, 2021

TABLE OF CONTENTS

<u>Item</u>	<u>Page No.</u>
Agenda – January 13, 2021 Board Meeting	1
Minutes – December 9, 2020 Board Meeting	2-4
Jacobs Operations Contract Annual Report	5-15
Rogers Engineering Letter – Biosolids Building Conveyor Installation	16
General Managers Report	17
New Developments	18
Staff Reports – December, 2020	19
Jacobs Operations Report – December, 2020	20-26
Financial Reports	
• Cash Disbursement Recap	27
• Accounts Payable Detail	28-35



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

**January 13th, 2021
RUSA Board Room
4:00 p.m.**

NOTICE

The January 13th 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

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. December 9th, 2020 Board Meeting
- 4. Convene the Roseburg Urban Sanitary Authority Local Contract Review Board**
 - a. Review of bids for the Hooker Road Sewer Project.
- 5. Reconvene the Roseburg Urban Sanitary Authority Board Meeting**
- 6. Jacobs Operations Contract Annual Report**
- 7. General Managers Report**
 - a. Hooker Road Rehabilitation Project
 - b. Douglas Avenue Project, City of Roseburg
 - c. Biosolids Building Expansion, Conveyor Installation
 - d. Douglas County request to negotiate a contract with RUSA for emergency disposal of leachate.
- 8. New Development**
- 9. Staff Report**
- 10. Jacobs Plant Operations Report**
- 11. Accounts Payable**
- 12. Executive Session**
 - a. General Manager Annual Evaluation
- 13. Other Business**

AMERICANS WITH DISABILITIES ACT NOTICE

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



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

**MINUTES OF THE REGULAR BOARD MEETING
OF THE BOARD OF DIRECTORS OF
ROSEBURG URBAN SANITARY AUTHORITY**

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:02 p.m. on December 9, 2020 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

Absent:

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

Consideration of the November 10, 2020 Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for the November 10, 2020 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
David Campos seconded the motion.
The motion passed unanimously.

Roseburg Urban Sanitary Authority Contract Review Board

Board Chair Dunn convened the Roseburg Urban Sanitary Authority Contract Review Board.

Staff solicited bids from contractors for the installation of the Biosolids Conveyor Electrical & Pneumatic Systems. One bid was received by the deadline of 2:00 p.m. on December 9, 2020.

Z Terrell & Son were the only bidders with a bid of \$178,557.02 for the project. The Engineer has reviewed the bid and has recommended to the Board to proceed to award a contract to Z Terrell and Son for the project.

The Contract Review Board discussed the bid details at length. Staff advised that any construction material cost saving measures available will be thoroughly researched and implemented when possible.

Kelsey Wood made a motion to approve the Notice of Intent to Award for the installation of the Electrical & Pneumatic Systems to Z Terrell & Son.

David Campos seconded the motion.

The motion passed with a vote of 4 to 1.

Board Chair Dunn reconvened the regular Roseburg Urban Sanitary Authority Board Meeting.

General Managers Report

Winchester Pump Station Force Main Replacement Project

Douglas County and RUSA have agreed to the final accounting for the project. The outstanding balance to close out the project is \$157,799.02. We have received an invoice in that amount.

Hooker Road Rehabilitation Project

The contract documents have been completed. The project will be advertised in December with a bid deadline of January 6th.

Douglas Avenue Project

Civil West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Civil West is working on 100% plans. The plans, specifications and construction estimate are scheduled to be completed in January.

The City did not receive the anticipated funding for this project. This project will not be constructed in the 2021-2022 budget year.

Biosolids Building Expansion, Conveyor Installation

The contractor has mobilized to the WWTP and is starting the installation of the conveyors.

Phase II of the project, the electrical and pneumatic installation, is out to bid. The bid deadline is December 9th at 2:00. Staff will be making a recommendation after reviewing the bids.

Douglas County Request for a Contract to accept Leachate

Douglas County has requested that RUSA accept trucked in leachate from the County landfill. They are asking that we accept truck loads in an emergency condition only. There have been times in the past that the Green Winston WWTP could not take the entire amount of leachate generated during high rain events.

RUSA has accepted the leachate from the landfill in the past and discontinued the contract due to extensive testing required by Senate bill 737. Our current permit does allow RUSA to accept trucked in waste. We have confirmed this with the Oregon DEQ.

Any contract to accept leachate would include an Ammonia limit and PH limit before the waste could be discharged to the plant. We would also require that the County submit copies of the test result conducted by the County on the leachate.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 97% Total Suspended Solids removal during November. The total Effluent flow was 103.18 million gallons of which 2.46 million gallons went to the Natural Treatment System prior to the switch to the winter mode of operation.

Accounts Payable

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

Rob Lieberman moved to approve the Accounts Payable Report and Addendum as presented. David Campos seconded the motion.
The motion passed unanimously.

Other Business

Staff presented the Roseburg Urban Sanitary Authority Capital Improvement 5 year plan.

Due to Covid-19 RUSA will not be holding the annual staff Christmas party. The Board suggested employees receive Christmas Eve off.

David Campos moved to approve RUSA employees receive Christmas Eve 2020 off as a paid holiday.

Kelsey Wood seconded the motion.
The motion passed unanimously.

Respectfully submitted,



Harmony Williams
Office Assistant



Operations and Management Services
2019-2020 Annual Report

Roseburg Urban Sanitary Authority Wastewater Treatment Facility

Jacobs

**Challenging today.
Reinventing tomorrow.**



A Message from Project Manager Jade Mecham

It is with pleasure that we present to you, our valued client, a delivery performance summary for the 2019 – 2020 contract year. It was an interesting year, where we saw the beginning of a pandemic like nothing our country has ever seen. I am proud of how our team responded and of how our strong partnership is weathering these challenging times. It is a testament to the strength of our partnership and the trust we have built together over 36 years of working together.

Highlights of the last contract year include:

- Received multiple awards for our project and people from the Umpqua Basin Operators Section of the Pacific Northwest Clean Water Association
- Conducted 1,416 permit tests and were 100-percent compliant
- Safely operated the Roseburg Urban Sanitary Authority's (RUSA) facilities for more than 2 years
- Experienced less flow at the Wastewater Treatment Facility (WWTF) thanks to less rain in the last year and the continual efforts of RUSA on the rehabilitation of the collection system
- Assisted RUSA with two out-of-scope projects; the preparation and submission of the annual Farm Operations Plan for 2020 and Monitoring Report for the 2019 season and the supervisory control and data acquisition (SCADA) upgrade
- Worked with RUSA on implementing the Strategic Energy Management program and so far achieved 5.2-percent savings or 152,000 kilowatt hours

I am proud to be your project manager and to share our performance accomplishments detailed on the following pages. We appreciate your business and look forward to another successful year.

Sincerely,



Jade Mecham
Project Manager

Responding to COVID-19 in a safe and responsible way

As we all deal with the global and local impacts of the COVID-19 crisis, we recognize the pressure these circumstances create for the community. As your long-term partner, we are here to support and assist during this critical time. We understand the Authority's drive to reduce costs and drive efficiency and have actively worked to optimize our delivery and costs, not only now with the added pressure of COVID-19, but throughout our partnership.

Our COVID-19 Continuity of Operations Plan was implemented in March to limit the exposure to COVID-19 that would interrupt or prevent our team from completing our operations. We have taken the following measures to ensure continuity whilst obeying all laws and protecting our team:

- Modified work schedules
- Wear the proper personal protective equipment (PPE)
- Clean all surfaces, work areas and vehicles before and after shifts
- Wear a face shield when riding in a vehicle with another person
- Restrict travel and contact with our client
- Adhere to all client and community policies

We've also developed a worst-case scenario plan so the WWTP can be operated with one associate housed onsite to complete all essential tasks without a disruption in service to the community. We also have access to additional Jacobs resources from the region, should additional support be required.

As a result of our diligence and emergency planning techniques, we are very proud to share that to date, we have had ZERO INFECTIONS among Jacobs staff, and total continuity of operations during this unprecedented event.

Experienced zero infections among Jacobs staff and total continuity of operations during the COVID-19 pandemic.

Our award-winning, experienced and dedicated team



The Roseburg team.

Our award-winning team received 4 awards from the Umpqua Basin Operators Section in 2020.

Our Jacobs team works tirelessly to ensure RUSA's facilities run smoothly, and this dedication and quality is evidenced by the recognition we received the last contract year from our industry. Our team won four awards from the Umpqua Basin Operators Section. They are:

- Wastewater Treatment Plant of the Year Award
- Wastewater Operator of the Year to Operator Brian Laudenslager
- Facility Safety Award
- Maintenance Person of the Year to Mechanic Jim Hilburn

The Roseburg team is comprised of 11 full-time associates (Exhibit 1) with one associate on call 24 hours per day, 7 days per week. Our associates have over 238 years of combined wastewater treatment experience, of which 215 years have been at the Roseburg facility. We are very proud of our dedicated workers and of the facilities we manage for the RUSA.

Exhibit 1

Our award-winning, experienced and dedicated team

Name and title	Years of experience	Licenses/certifications
Jade Mecham Project Manager	9 years	Oregon Wastewater Treatment Grade IV
Randy Turner Operations Supervisor	37 years	Oregon Wastewater Treatment Grade IV and Collections Grade II
Kevin Bruton Lead Mechanic	31 years	Oregon Wastewater Treatment Grade II, Collections Grade IV and Limited Maintenance Electrician (LME)
Rusty Marples Operator II	24 years	Oregon Wastewater Treatment Grade III
Brian Anderson Operator I	20 years	Oregon Wastewater Treatment Grade IV
Jim Hilburn Mechanic	20 years	LME
Randy Brown Laboratory Analyst II	33 years	
Brian Laudenslager Operator	18 Years	Oregon Wastewater Treatment Grade I
Terry Robeson Equipment Operator	20 years	Oregon Wastewater Treatment Grade I and Collections Grade I
Vanessa Jordan Lead Operator	5 Years	Oregon Wastewater Treatment Grade IV
Nikki Lemke Administrative Assistant IV	21 Years	

O&M scope of services overview

The Roseburg team is responsible for the operations and maintenance (O&M) of the 8 million gallon per day (mgd) WWTF and nine lift stations, 24 hours a day, 7 days a week. We staff the facility Monday-Friday 7:30 a.m. – 5 p.m., Saturday and Sunday 7:30 a.m. – 11:30 a.m. and a member of the team is on-call 24 hours a day, 7 days a week.

During the last contract year, we experienced less rainfall than the previous year (Exhibit 2), resulting in less flow (Exhibit 3) and a decrease in power use (Exhibit 4). We also attribute the decrease in flow to the continual efforts of RUSA on the rehabilitation of the collection system.

Exhibit 2

Total rainfall past two contract years

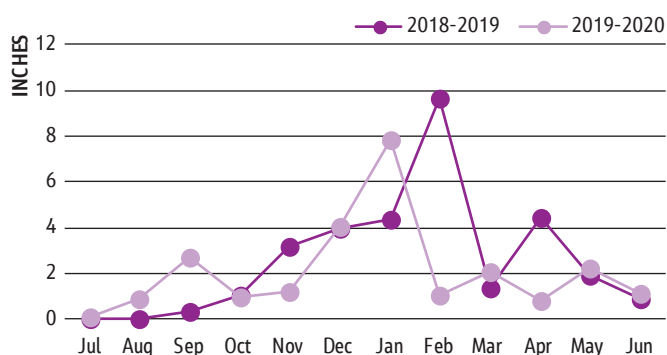


Exhibit 3

Total effluent flow past two contract years

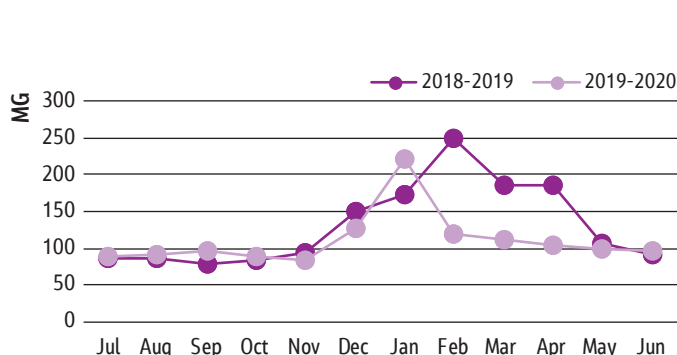
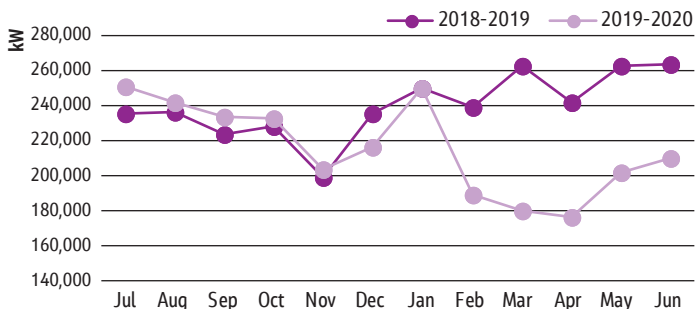


Exhibit 4

Total power usage past two contract years



We experienced less flow at the WWTF thanks to less rain in the last year and the continual efforts of RUSA on the rehabilitation of the collection system.

Maintenance excellence

During the 2019-2020 contract year, we performed the following tasks to better operate and maintain RUSA's equipment and assets.

WWTF

- Conducted the semi-annual sample collection for three days, twice in the last contract year. All samples were shipped to an outside laboratory for analysis.
- Completed and submitted the state Fire Marshall Report for hazardous substances on site.
- Reconciled, applied and finalized all accounting transactions for Contract Year (CY) 32.
- Delivered the rebate check to RUSA.
- Drained, cleaned and inspected the primary and secondary clarifiers and aeration basin #2.
- Submitted the annual stormwater report to Department of Environmental Quality (DEQ). Moving forward, we only need to do monthly observations since our previous four consecutive samples have shown us to be below the state benchmarks.
- Replaced all the old valves on Digester #3.
- Installed two new Bio-Tower pumps.

Biosolids

- Sent all biosolids generated at the WWTF to the screw press for dewatering throughout the winter season.
- Completed and submitted the biosolids annual report to the DEQ.

- Completed the Peterbilt, Freightliner and International biosolids trucks annual Department of Transportation (DOT) inspection at Pape.
- Sent quarterly biosolids samples to Neilson Research Corporation (NRC) for analysis. All samples were in both Oregon and U.S. EPA limits for pollutants.
- Collected soil samples from several biosolids sites for analysis for nitrogen.
- Hauled liquid and dewatered biosolids to multiple sites during the available season.

Lift stations

- Installed generators at all lift stations.
- RUSA provided a fuel trailer that can be used to fill up generators in the event we have another extended city-wide power outage.

Natural Treatment System

- Replaced multiple sprinklers, supply line whips and support rods.
- Sheep were on the property for six months beginning in November.
- Redirected flow going to the NTS to the river at outfall 001 at the beginning of November.
- Drained all irrigation lines at the pump station and winterized the system.
- Placed monitoring probes upstream and downstream in the river. One probe was also placed in Sylman Creek.
- Pumped plant effluent flow to the NTS starting on May 1, 2020.

- Irrigated more water onto the fields earlier this year because of low river flows.
- Completed many repairs on the sprinkler system at the beginning of the season.
- Adjusted irrigation procedures to meet the lower benchmark for phosphorous to 3.4 pounds per day due to our dry weather and river flow below 150 cubic feet per second (cfs).

Pretreatment

The Jacobs team is responsible for the completion of five pretreatment [fats, oils and grease (FOG)] inspections each month along with inspections, sampling and laboratory testing services for each of our permitted categorical industrial users (CIU) or significant industrial users (SIU). These were conducted in addition to the following activities:

- Submitted the annual pretreatment report to the DEQ on behalf of RUSA.
- Inspected the Umpqua Dairy for pH as part of their semi-annual check. They were found to comply both times.
- Re-sent a one-time dental compliance report to the dentists that we did not receive a response from in the district as part of a new EPA dental amalgam rule.
- Renewed Jack Pollock's permit to haul tanked waste was for another year.
- Renewed FCC furniture's permit.

Laboratory

Beginning November 1, and continuing through April 30, we follow our winter testing requirements of:

- Biochemical oxygen demand (BOD) three times per week
- Total suspended solids (TSS) three times per week
- pH daily
- Chlorine residual daily average
- Ammonia once per week
- E. coli three times per week

From May 1, through October 31, we follow our summer testing requirements of:

- Carbonaceous biochemical oxygen demand (CBOD) three times per week
- TSS three times per week
- pH daily
- Chlorine residual daily average
- Ammonia three times per week
- E. coli three times per week
- Nitrate once per week
- Total kjeldahl nitrogen (TKN) once per week
- Total phosphorus once per week

From July 2019 through June 2020, we conducted 1,416 permit tests and were **100-percent compliant** at the WWTF.

Natural Treatment System Laboratory

During the summer months (May 1 – Oct. 31) we send flow to the NTS (Outfall 002). When discharging from the pond, we sampled daily for total phosphorus, flow with continuous probe data for pH, dissolved oxygen (DO), and temperature at SW5.

During the entire compliance period (May 1 – Oct. 31), we have continuous probes at SW1, SW5, and SW6 to sample for pH, DO, and temperature and we take total phosphorus samples weekly. At MW1, we take monthly samples for pH, DO, temperature, and total phosphorus.

From July 2019 through June 2020, we conducted 1,416 permit tests and were 100-percent compliant at the WWTF.

Exhibit 5 highlights the parameters and number of tests ran.

Exhibit 5

Laboratory analysis required by RUSA permit

pH	366
Chlorine Residual	366
BOD/CBOD	157
TSS	157
Ammonia	102
E. coli	156
TKN	27
Nitrite/Nitrate	28
Total Phosphorus	57
Total	1,416

Out-of-scope projects

In the last contract year, we assisted RUSA with the following out-of-scope projects:

- Assisted with the preparation of the annual Farm Operations Plan for 2020 and Monitoring Report for the 2019 season. Both were submitted and accepted by the DEQ
- SCADA upgrade

Safely operating the Authority's facilities for more than 2 years

Safety is a top priority at the Roseburg WWTF and for the operations team. The Jacobs BeyondZero safety program is designed and implemented to ensure employees go home in the same or better condition in which they arrived. Safety is woven into the fabric of our culture and touches how we approach everything we do. It includes the physical, mental, and emotional wellness of our employees, clients, subcontractors, and the community. We are trained and fully committed to be vigilant and look after one another and because of this dedication, we have not experienced a recordable incident in more than 2 years and have not experienced a lost-time incident in more than 17 years.

Employee training is a critical element of Jacobs safety program. Due to COVID-19, we adjusted our training but have completed all trainings and followed all necessary guidelines to keep everyone safe. Training completed this year included over 500 hours in the following:

- Bloodborne pathogens
- Lifting
- Ladder
- Fire extinguisher
- Noise
- Heavy equipment
- Lockout/tagout
- Lawn mower
- Vehicle safety
- And more

These sessions are designed to both educate and train new employees, they are also key to keeping us refreshed in our knowledge and remind us to be dedicated to looking after ourselves and our colleagues every single day. As an example, tailgate sessions are held weekly where all employees are encouraged to lead these briefings on pertinent health and safety issues. A training log is maintained for each session, and copies of training certificates are kept in each employee's safety file or online in our H&S Program.

Jacobs takes as many precautions as necessary to keep our employees safe. In addition to preparing standard operating procedures (SOPs) for equipment, we perform activity hazard analyses (AHAs). The AHAs carefully study and record each step of a job that employees perform, identifying existing or potential equipment, environment, or action generated hazards. AHAs help us make sure we have thoroughly thought the task through, noted and addressed any potential hazards, and confirmed we have the equipment and safety tools we need to execute the job safely and efficiently.



The Roseburg team.

We have safely operated the Authority's facilities for more than 2 years and have not experienced a lost-time incident in more than 17 years.

Commitment to sustainability

Our team employs sustainable practices each day as we treat wastewater, protect the environment and enhance the health and well-being of the community. Sustainability initiatives continue to be integrated into our operation to deliver efficiency improvements with economic and community benefits. Our sustainability efforts in the last contract year include the following:

- Reduced gas usage by 110.1 gallons
- Recycled 303 pounds of plastic, magazines, newspapers and used paper; 12 pounds of printer cartridges and 2,200 pounds of scrap metal
- Worked with RUSA on implementing the Strategic Energy Management program. This program helps identify potential energy savings throughout the year. So far, we have achieved 5.2-percent savings or 152,000 kilowatt hours making permanent mechanical changes to equipment. In CY 33's report, we will report the energy savings from this program.

Our commitment to sustainability resulted in reduced gas usage by 110.1 gallons; recycled more than 2,500 pounds of plastic, magazines, paper and scrap metal and achieved 5.2-percent energy savings.

Community engagement

We understand how important it is that the citizens of Roseburg trust and have confidence that their utilities are being managed safely and wisely. Getting involved and connecting with community is key to building that trust, and we relish opportunities to get involved that help us inform and connect with our neighbors. Due to the COVID-19, we were unable to help our client at the Annual Home Show, but we look forward to dedicating our time to the community when it is safe.





Looking forward

For the coming year, we are focused more than ever on keeping costs down, and in some cases, finding new ways to operate the facility to save the Authority and its ratepayers money. Projects we are focused on in the coming year include:

- Installing duct work for the Pre-Treatment building recirculation fan.
- Getting approval to tie in the stormwater drains to the headworks.
- Installing new variable frequency drives (VFDs) at the Winchester Lift Station.
- Assist Authority with implementing Capital Improvement Project (CIP)

Jacobs is proud to operate RUSA's WWTF and we look forward to being the Authority's wastewater utility partner for years to come.

*558 S.E. Jackson St.
Roseburg, Oregon 97470
Ph: (541) 672-0315
Fax: (541) 672-1787
rogersr@rosenet.net*

January 7, 2021

Roseburg Urban Sanitary Authority
Attn: Jim Baird, Manager
1297 NE Grandview Dr.
Roseburg, OR 97470

RE: Boisolds Building – Conveyor Installation

An inspection of the project was completed by Rogers Engineering. Conveyor installation is complete and in substantial compliance with the original design and construction documents.

Invoice number 0000374 from Z Terrell & Son has been submitted. This invoice is for all work specified in the construction documents.

The payment request of \$32,000.00 is recommended for processing.

Should you have questions or need additional information, please contact me at your convenience.



Tom Rogers, P.E.

Date: 1/07/21

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

Hooker Road Rehabilitation Project

The bids were opened January 11th, 2021. The results of the bidding will be reported to the Local Contracting Board January 13th for their review.

Douglas Avenue Project

Century West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Civil West is working on 100% plans. The plans, specifications and construction estimate are scheduled to be completed in January.

The City did not receive the anticipated funding for this project. This project will not be constructed in the 2021-2022 budget year.

Biosolids Building Expansion, Conveyor Installation

The contractor, Z Terrel & Son LLC, has completed the work included in the contract "Biosolids Conveyor Installation". The contractor has submitted a final invoice for the work in the amount of \$32,000.

Rogers Engineering has inspected the work and reviewed the payment request.

The Engineer and Staff recommend that the Board approve the final payment to Z Terrel & Son LLC in the amount of \$32,000.

Douglas County Request for a Contract to accept Leachate

Douglas County has provided lab results to Jade Mecham for review. The winter leachate discharge does not have constituent levels that would upset the WWTP. The levels of ammonia can be high if there is not a rain event. We would need to work out a storage system so that any high ammonia leachate could be metered into the plan.

Staff will continue to work on a draft agreement for the Board to review.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Harvard West Phase II – short mainline extension to serve a new commercial building – Installed waiting on testing of manholes and paving.

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Rosemary Subdivision
- Sunshine Apartments

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Testing not complete.
- Thyme Subdivision – Sewer Mainline almost complete. Waiting paving for final construction

ROSEBURG URBAN SANITARY AUTHORITY

DECEMBER 2020 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 36 work orders.
- Completed CCTV and cleaning of 28,127 feet or 5.3 miles of mainline.
- Completed annual cleaning of 44,898 feet or 8.5 miles of mainline.
- Completed inspection of 10 new air control valves on Winchester pressure mains.
- Completed 154 manhole inspections.
- Completed monthly trouble spot inspections.
- Raised one manhole.

ENGINEERING DEPARTMENT:

- Completed 181 underground utility locate requests.
- Issued 2 permits and completed 4 inspections.
- Hanna Heritage Plaza Complete
- Oak Spring Apartment waiting on testing and easement.
- Mountain Mike Pizza – Main line installed waiting on manhole testing and pavement.
- Hooker Road Project out to Bid closes January 11, 2021

FINANCE DEPARTMENT:

- Vacancy Credits: 6 were processed for a total of \$400.00 in December.
- Credit cards/eChecks: 981 payments totaling \$49,510.84 or approximated 8.9% of monthly billing was collected in December. 66 payments were received by voice response system, 5 payment received at the counter and 910 on-line.
- Automatic Payments: 2,090 customer accounts are signed up. Received \$93,017.85 or approximately 16.8% of monthly billing.

SAFETY COMMITTEE:

- Completed Covid-19 requirements as shown in the OR-OSHA temporary rule as well as State of Oregon requirements.
- Completed annual loss control prevention self-evaluation.
- Reviewed Confined Space Policy



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager-Jacobs
DATE: January 6, 2021
SUBJECT: December 2020 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 97% 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 2020, was 207,000 KWHRS with a total Effluent flow of 137.960 million gallons of which all went to the river at Outfall 001. The December 2019 electrical consumption was 217,000 with a total Effluent flow of 127,220 million gallons all of which went to the river at Outfall 001.
- Operations staff encountered crystallization problems with the sodium bisulfite lines for two days due to low temperatures that cause crystals below temperatures of 38 degrees.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in December:

- *KFC/Long John Silvers*: Their interceptor was over 30% full. Called the manager and he checked and reported back that they are scheduled for a pumping in December.
- *McMenamins*: Found the tank to be at 20% full using the sludge judge.
- *Pete's Drive Inn*: The grease trap and the clean out were in Ok condition.
- *Grand Hotel Kitchen*: The interceptor was in good condition, less than 10%.
- *FCC Furniture*: Semi-annual sampling and inspection. The lab results showed that they are in compliance with their permit. They were sent a letter to notify them that they are in compliance.

NATURAL TREATMENT SYSTEM (NTS)

- The irrigation has been shut down for the winter.
- Cleaning and repair to rotator sprinklers that we have had problems with is continuing.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 89 Million Gallons
- Average Daily Flow from all Lift Stations per day - 3.2 Million Gallons

MAINTENANCE

- Rebuilt the #1 Sludge Recirculation pump with new bearings and seals.
- Had the Pretreatment roll up door repaired.
- Added timers to the Screw Press Polymer tank mixers.
- Replaced the Labs DI water system.
- Replaced the panel light fixture for the PLC at the Winchester station.
- Rebuilt the explosion proof light fixture for the Primary Clarifier #1.
- Had the #1 Boiler repaired with new relay and gas control valve.
- Replaced the VFD for the #1 pump at the Winchester station. (See attachment)

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.
- 110 permit tests were completed during the month.
- On 12/16/20, lab water samples were collected and shipped to NRC for testing.

BIOSOLIDS

- We are currently dewatering biosolids and storing it in the pond while work continues on the new conveyor line.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- The two new associates we have at the plant are learning fast.

UPCOMING EVENTS


OPERATIONS/NTS:

- Continuing to train the new associates.

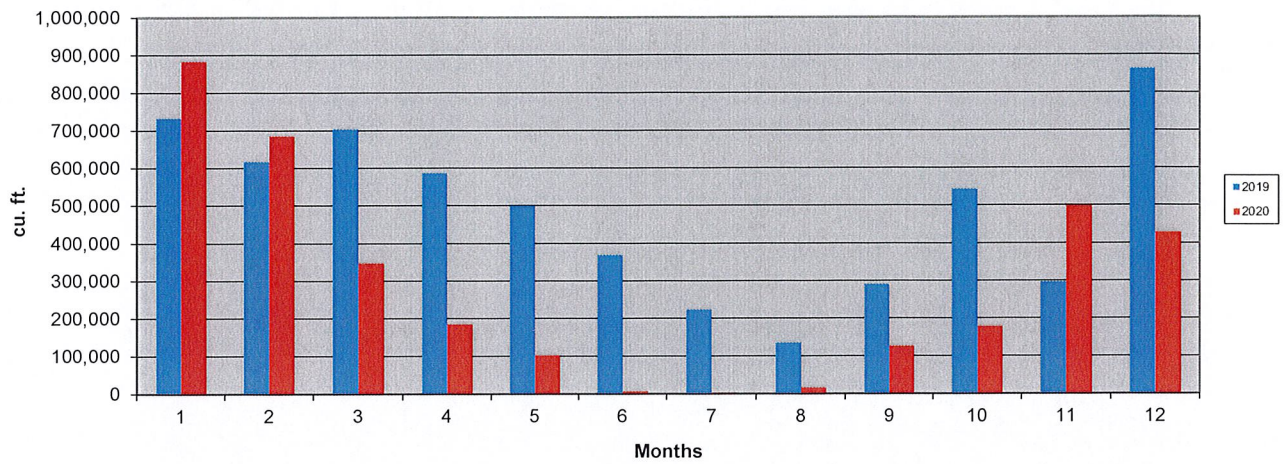
MAINTENANCE:

- Repair the Pretreatment building ceiling (outside contractor).
- Rebuild Highland Pump #2.
- Have the Duct work for the Pretreatment Fan made and installed.

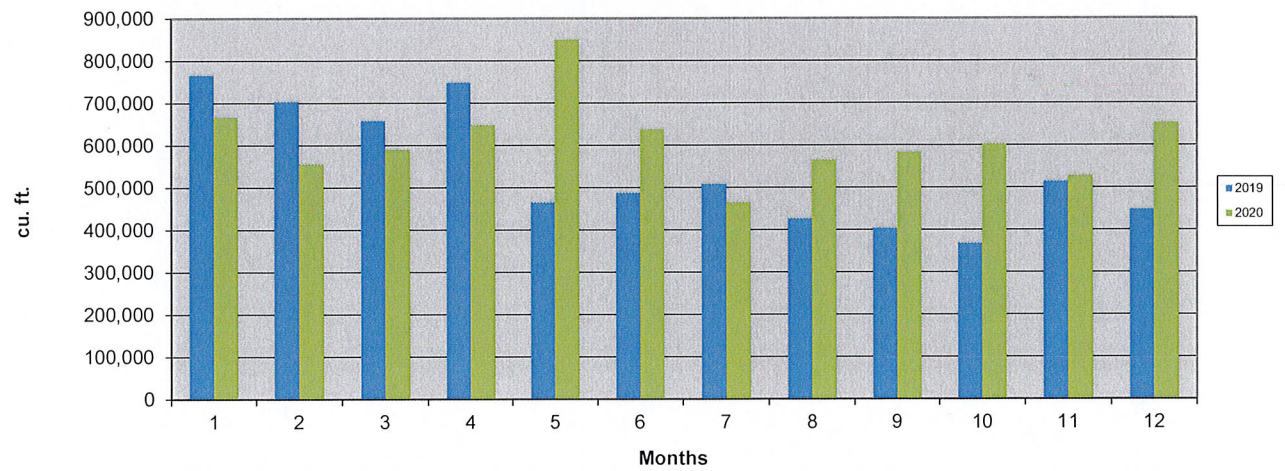
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.
 New VFD for Winchester Stations

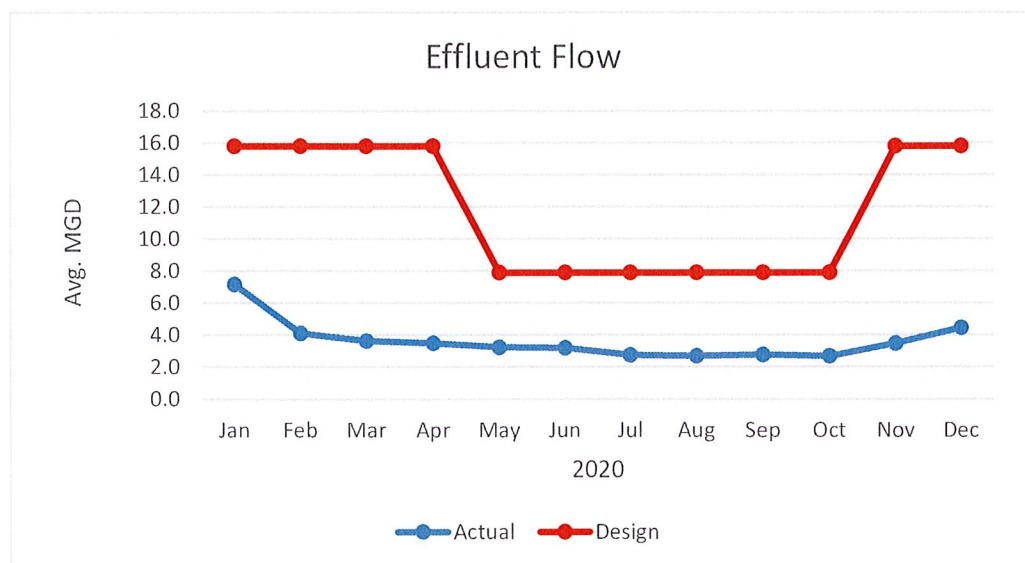
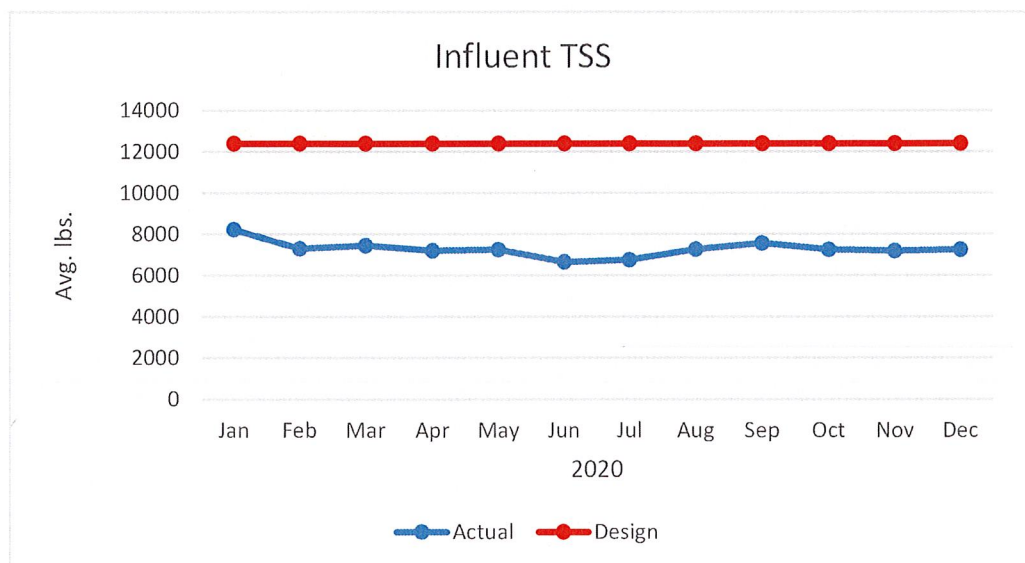
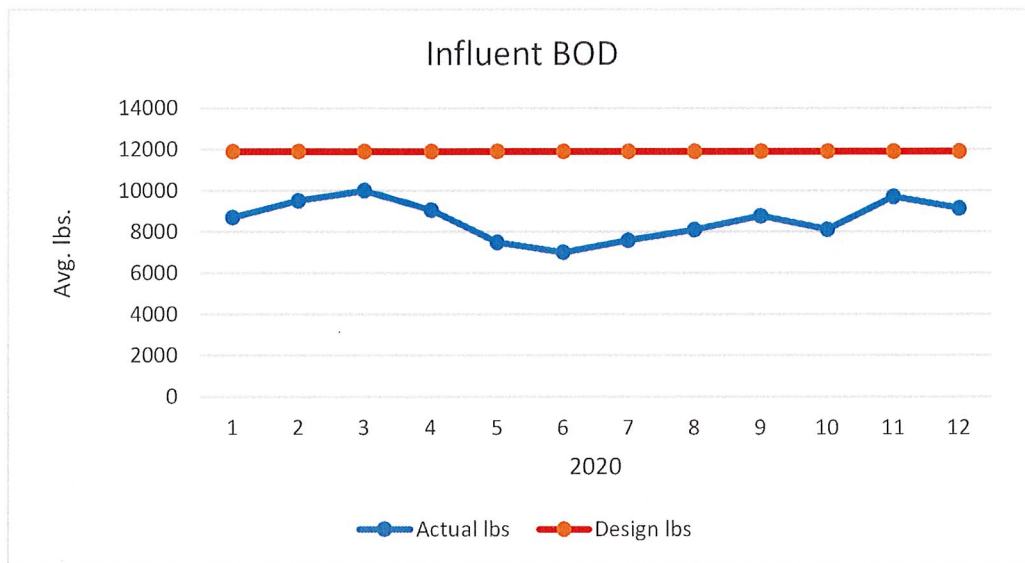

Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE

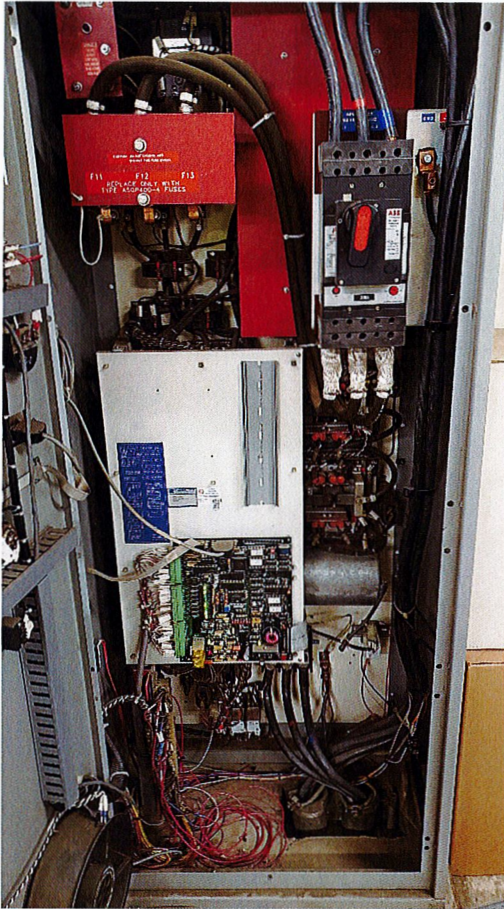




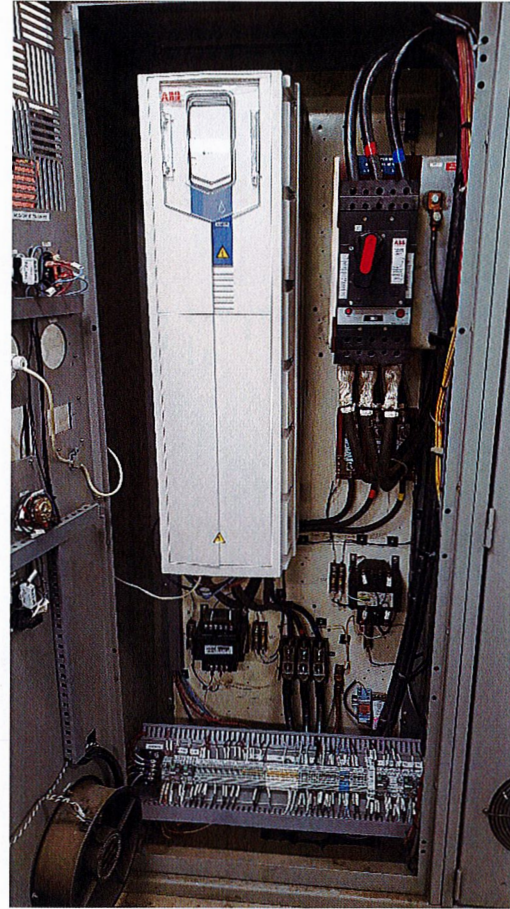
12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
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
Jun-20	3.19	6995	6651
Jul-20	2.75	7571	6750
Aug-20	2.70	8086	7255
Sep-20	2.77	8760	7557
Oct-20	2.68	8105	7249
Nov-20	3.45	9679	7176
Dec-20	4.46	9120	7241
SUM	43.66	103036	87291
AVE	3.64	8586	7274
MAX	7.16	9995	8222
MIN	2.68	6995	6651

New VFD for the Winchester Stations



Old VFD



New VFD

The Winchester stations VFDs (variable frequency drives) installed in 1991 are old and parts are no longer available. The #1 VFD has been upgraded to a new style of VFD using the old VFD cabinet. The entire VFD components were removed, leaving only the main breaker. Then an all new terminal strip with relays were added inside the cabinet along with the new VFD. The front of the panel was upgraded with a remote keypad for the new VFD along with new panel lights. This new VFD runs much smoother and uses less amperage to operate the pump, due to more efficient technology. In the next few months, the #2 VFD will be done in the same manor.

CASH DISBURSEMENT RECAP BOARD MEETING JANUARY 13, 2021

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	111,592.48
Total of Regular Checks & ACH Transactions	<u>309,839.90</u>

Total Expenditures (not including Payroll)	<u><u>421,432.38</u></u>
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Payroll:

Net Payroll - December 31, 2020	61,110.78
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All Checks & ACH Transactions since the Board Meeting of December 9, 2020	<u><u>482,543.16</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	12/11/2020	
	Nov 20 Rounding	PERS Rounding Adjustment		0.03
	NOV 2020 PR	PR Batch 00002.11.2020 PERS Pick-Up	PR Batch 00002.11.2020 PER	799.14
	NOV 2020 PR	PR Batch 00002.11.2020 PERS - Not W/Held	PR Batch 00002.11.2020 PER	8,539.44
	NOV 2020 PR	PR Batch 00002.11.2020 PERS W/Held	PR Batch 00002.11.2020 PER	4,667.10
	NOV 2020 PR	PR Batch 00002.11.2020 OPSRP-Not W/Held	PR Batch 00002.11.2020 OPS	7,287.12
	Nov 5 2020	PR Batch 00001.11.2020 OPSRP-Not W/Held	PR Batch 00001.11.2020 OPS	86.11
	Nov 5 2020	PR Batch 00001.11.2020 PERS W/Held	PR Batch 00001.11.2020 PER	35.49
Total for this ACH Check for Vendor 02669:				21,414.43
Total for 12/11/2020:				21,414.43
ACH	ASIFLEX	ASIFlex	12/31/2020	
	DEC 2020 PR	PR Batch 00001.12.2020 Flexible Spending Acco	PR Batch 00001.12.2020 Flex	1,339.02
Total for this ACH Check for Vendor ASIFLEX:				1,339.02
ACH	DNB	Internal Revenue Service	12/31/2020	
	DEC 2020 PR	PR Batch 00001.12.2020 Federal Income Tax	PR Batch 00001.12.2020 Fed	6,829.09
	DEC 2020 PR	PR Batch 00001.12.2020 FICA - Employee	PR Batch 00001.12.2020 FIC	4,762.40
	DEC 2020 PR	PR Batch 00001.12.2020 Medicare - Employer	PR Batch 00001.12.2020 Med	1,305.33
	DEC 2020 PR	PR Batch 00001.12.2020 Medicare - Employee	PR Batch 00001.12.2020 Med	1,305.33
	DEC 2020 PR	PR Batch 00001.12.2020 FICA - Employer	PR Batch 00001.12.2020 FIC	4,762.40
Total for this ACH Check for Vendor DNB:				18,964.55
ACH	OR-Rev	Oregon Dept. of Revenue	12/31/2020	
	DEC 2020 PR	PR Batch 00001.12.2020 Oregon W/Held	PR Batch 00001.12.2020 Ore	5,069.41
Total for this ACH Check for Vendor OR-Rev:				5,069.41
ACH	PBPP	Pitney Bowes Purchase Power	12/31/2020	
	27218023	Refill postage machine		150.00
Total for this ACH Check for Vendor PBPP:				150.00
50023	CIS INS	CIS Trust	12/31/2020	
	DEC 2020 PR	PR Batch 00001.12.2020 Trauma - Gold	PR Batch 00001.12.2020 Trau	20.00
	DEC 2020 PR	PR Batch 00001.12.2020 Hospital Indemnity	PR Batch 00001.12.2020 Hos	32.50
	DEC 2020 PR	PR Batch 00001.12.2020 Identity Protection	PR Batch 00001.12.2020 Iden	35.90
	DEC 2020 PR	PR Batch 00001.12.2020 Voluntary Life Insuran	PR Batch 00001.12.2020 Volu	421.04
	DEC 2020 PR	PR Batch 00001.12.2020 Life Insurance - er	PR Batch 00001.12.2020 Life	123.42
	DEC 2020 PR	PR Batch 00001.12.2020 Life Insurance - Spous	PR Batch 00001.12.2020 Life	176.30
	DEC 2020 PR	PR Batch 00001.12.2020 CCIS Insurance Long-	PR Batch 00001.12.2020 CCI	231.82
	DEC 2020 PR	PR Batch 00001.12.2020 Medical Ins w/RX	PR Batch 00001.12.2020 Med	28,038.96
	DEC 2020 PR	PR Batch 00001.12.2020 Accident Insurance	PR Batch 00001.12.2020 Acc	53.94
	DEC 2020 PR	PR Batch 00001.12.2020 CCIS Insurance AD&I	PR Batch 00001.12.2020 CCI	21.22
	DEC 2020 PR	PR Batch 00001.12.2020 Critical Illness Insuran	PR Batch 00001.12.2020 Criti	60.20

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	DEC 2020 PR	PR Batch 00001.12.2020 Dental & Vision	PR Batch 00001.12.2020 Den	2,703.12
	DEC 2020 PR	PR Batch 00001.12.2020 Voluntary Dependent I	PR Batch 00001.12.2020 Volt	31.92
	DEC 2020 PR	PR Batch 00001.12.2020 Short-Term Disability	PR Batch 00001.12.2020 Shoi	127.27
Total for Check Number 50023:				32,077.61
50024	PEBS CO DEC 2020 PR	Nationwide Retirement Solutions PR Batch 00001.12.2020 Nationwide-Deferred C	12/31/2020 PR Batch 00001.12.2020 Nati	5,130.00
Total for Check Number 50024:				5,130.00
50025	UB*00045	RUDY BUTLER Refund Check Refund Check Refund Check	12/31/2020	5.00 1.25 23.75
Total for Check Number 50025:				30.00
50026	CENTURY Dec 2020 Dec 2020 NTS	CenturyLink Analog phone lines for fax, fire/security Analog phone line for NTS gate	12/31/2020	128.74 56.18
Total for Check Number 50026:				184.92
50027	DELL 10448180583	Dell Marketing LP Replacement laptop for Ryon	12/31/2020	2,709.36
Total for Check Number 50027:				2,709.36
50028	SHRED-IT 8181081617	Shred-It USA Monthly document shredding service	12/31/2020	71.50
Total for Check Number 50028:				71.50
50029	USPS Dec 2020	US Postal Service Postage to mail utility bills	12/31/2020	2,490.62
Total for Check Number 50029:				2,490.62
50030	VERIZON 9869143213 9869143221	Verizon Wireless Wireless telephone service Wireless for CCTV Van	12/31/2020	612.11 39.02
Total for Check Number 50030:				651.13
Total for 12/31/2020:				68,868.12
Report Total (13 checks):				90,282.55

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 1/8/2021 12:58 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	01/12/2021	
	DEC 20 Rounding	PERS Rounding Adjustment		-0.01
	DEC 2020 PR	PR Batch 00001.12.2020 PERS Pick-Up	PR Batch 00001.12.2020 PERS Pick-Up	799.14
	DEC 2020 PR	PR Batch 00001.12.2020 OPSRP-Not W/Held	PR Batch 00001.12.2020 OPS	7,360.94
	DEC 2020 PR	PR Batch 00001.12.2020 PERS - Not W/Held	PR Batch 00001.12.2020 PER	8,471.84
	DEC 2020 PR	PR Batch 00001.12.2020 PERS W/Held	PR Batch 00001.12.2020 PER	4,678.02
Total for this ACH Check for Vendor 02669:				21,309.93
Total for 1/12/2020:				21,309.93
Report Total (1 checks):				21,309.93

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	01/13/2021	
	2712166801	Desk for Harmony in Board Room		366.34
	2713212791	Copy paper		118.46
	2714776341	Bluetooth mouse for Christine's laptop		59.99
	2720910811	Calendars, post it notes, wall file, wipes, air fresh		142.99
	2721428381	Snap blade razor knives		7.14
	2724440361	Tape for label makers		63.96
	2726679111	Surge protector for Jim		35.49
	2728222311	Wall calendars		14.26
	2732499871	Bluetooth mouse for Ryon's laptop		49.99
Total for this ACH Check for Vendor STAPLES:				858.62
50031	AIRGASUS	Airgas USA, LLC	01/13/2021	
	9108209324a	Safety jackets w/logo for crew		209.93
	9108209324b	Safety jackets w/logo for engineering		119.96
	9108209324c	Safety jackets w/logo for OMI/Jacobs		329.89
Total for Check Number 50031:				659.78
50032	WP	Avista Utilities	01/13/2021	
	Dec 2020	Natural gas service		261.60
Total for Check Number 50032:				261.60
50033	BANNERMC	BANNER BANK	01/13/2021	
	AB 122320	Airgas - MSA Evotech full body XL Safety Harn		319.39
	CM 123020	Centro Print Solutions - 1099, W-2 Forms and er		84.90
	DF 120220	Lowes - Supplies for hanging door in Dave's offi		36.81
	DF 120720	Lowes - Door and wall supplies for Angie's offic		817.57
	DF 120920	Network Solutions - Email for admin of rusa-or.i		11.39
	DF 122020	Zoom - Electronic meeting software for board m		54.99
	GO 120320	Staples - USB cables for Angie's office rearrange		65.97
	GO 121620a	Colorcraft - Paint for Angie's office wall		62.13
	GO 121620b	Colorcraft - Paint for Angie's office wall trim		43.96
	GO 122220a	Douglas County - Record easement for Harvard		96.00
	GO 122220b	Douglas County - Credit card fee		2.39
	HW 121320	Safeway - Board meeting snacks		13.99
	KB 121820	NASSCO - Membership dues		90.00
	KB 122920	Engineering Supply - 2 grade rods for CCTV Vai		377.98
	RC 122120	Chevron - Fuel for trip to Bend to pickup auctior		45.00
	RK 120320	Steel Outlet - Aluminum flat bar for Angie's wall		45.32
	RK 122420	Adobe - Photo software		119.88
	SL 121620	Public Surplus - Flight Hatches purchased from t		440.00
	SL 121820	APWA - Annual membership dues		208.00
	SL 122920	All Seasons Uniforms - Work pants for crew		152.44
Total for Check Number 50033:				3,088.11
50034	BHEC	Bassett-Hyland Energy Company	01/13/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	CL94714	Fuel usage 12/1 - 12/15/20		493.91
	CL95049	Fuel usage 12/16 - 12/31/20		547.44
Total for Check Number 50034:				1,041.35
50035	BEAN 13977	Bean Electric, LLC Replaced 4 outside can lights with LED wafer lig	01/13/2021	310.99
Total for Check Number 50035:				310.99
50036	BIOMED 81011	bio-MED Testing Services Inc 6 FMCSA inquiries	01/13/2021	30.00
Total for Check Number 50036:				30.00
50037	BROWNNW 4673962a 4673962b 4717046a 4717046b	Brown & Brown Northwest Service Agreement-Prepay FYE22 Service Agreement 1/1/21-6/30/21 Cyber Liability Policy 1/1/21-6/30/21 Cyber Liability Policy 7/1/21-12/31/21 prepay	01/13/2021	5,015.50 5,015.50 2,214.68 2,214.68
Total for Check Number 50037:				14,460.36
50038	OMI 351289-038	CH2MHill OMI Services per Agreement for January	01/13/2021	126,710.64
Total for Check Number 50038:				126,710.64
50039	Chytka	Chytka Pest Control LLC Pest Control-January	01/13/2021	40.00
Total for Check Number 50039:				40.00
50040	CO PAPER 585865	Coastal Paper & Supply Inc. Paper Towels & Toilet paper	01/13/2021	402.27
Total for Check Number 50040:				402.27
50041	DRAUTO 936238 940756 940765 940777	D & R Auto & Truck Supply Corp Hydraulic filter DEF fluid Hydraulic filter, hydraulic fluid, DEF fluid for B Funnel, oil absorbent	01/13/2021	21.26 39.96 113.20 27.18
Total for Check Number 50041:				201.60
50042	SHAUN 00002-54296 47313	DC Precision Lube & Tune Oil change-'14 Ford F-150 PU (Greg's) Oil change-'18 Ford F-150 PU (Ryon)	01/13/2021	62.53 57.05
Total for Check Number 50042:				119.58
50043	DCUCC 2021 Dues	DCUCC 2021 Membership Dues	01/13/2021	300.00
Total for Check Number 50043:				300.00
50044	DFN Jan 2021 Admin Jan 2021 High Jan 2021 Host Jan 2021 Keady	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct	01/13/2021 Service: 14806 Service: 105797 Service: 106289	213.49 74.91 10.28 74.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2021 NBank	Internet Services-No. Bank PS	Service: 105793	71.91
	Jan 2021 NTS	Internet Services-NTS	Service: 23920	56.36
	Jan 2021 Phones	Phones/Security Cams	Service: 141784	98.01
	Jan 2021 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	Jan 2021 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Jan 2021 Winch	Internet Services-Winchester P	Service: 105795	74.91
Total for Check Number 50044:				821.60
50045	EARTH 068857	EARTH20 Bottled water delivery	01/13/2021	79.24
Total for Check Number 50045:				79.24
50046	EJIW 110200100407	EJ USA Inc. Manhole Frames/Covers	01/13/2021	4,512.10
Total for Check Number 50046:				4,512.10
50047	FLURY F0103	Flury Supply Company Rope for testing	01/13/2021	149.00
Total for Check Number 50047:				149.00
50048	GRAPHDIM 3056	Graphic Dimensions, Inc. Cut bills to mailing size	01/13/2021	37.60
Total for Check Number 50048:				37.60
50049	ICONIX U2016064964	ICONIX WATERWORKS INC Wing nut plug to abandon line on Main St	01/13/2021	126.72
Total for Check Number 50049:				126.72
50050	PUGH Oct 2020	Jeffrey L. Pugh, Attorney at Law Legal services - Easements, Hwy 99, Appt of Ag	01/13/2021	663.75
Total for Check Number 50050:				663.75
50051	TABOR Dec 2020	Jerry L Tabor Building, Inc. 48" Sanitary Manhole from RV Precast	01/13/2021	2,409.00
Total for Check Number 50051:				2,409.00
50052	Kelley IN775734	Kelley Connect Maintenance Agreement-Samsung	01/13/2021	172.50
Total for Check Number 50052:				172.50
50053	LOWES 01634 01665 02544 02748 02770 02982 05704 13176	Lowe's Moulding for Angie's wall/door Supplies for Angie's wall/door Supplies for Angie's wall Sheetrock for Angie's wall Supplies to clean air vacs on mains Supplies for Angie's wall Screws for Angie's wall Supplies for CCTV Van	01/13/2021	79.04 12.68 155.58 31.04 130.44 11.32 28.46 8.04
Total for Check Number 50053:				456.60
50054	MSTRCR	MasterCare Cleaning Co Inc	01/13/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	10984-J	Janitorial services for December		390.00
			Total for Check Number 50054:	390.00
50055	NEXNET 12842	Nexcom, LLC Monthly digital phone service	01/13/2021	332.80
			Total for Check Number 50055:	332.80
50056	NW Heat 16628	Northwest Heating & Cooling of Roseburg RUSA Entrance Awning	01/13/2021	10,676.59
			Total for Check Number 50056:	10,676.59
50057	OR-LIN 584012 589724	Oregon Linen, Inc. Laundry & mat service Laundry & mat service	01/13/2021	54.20 37.08
			Total for Check Number 50057:	91.28
50058	Premium 23676	Premium Landscape, Inc. Monthly landscape maintenance	01/13/2021	180.25
			Total for Check Number 50058:	180.25
50059	SERV-CTR 51887	The Service Center Re-key multiple door locks	01/13/2021	100.00
			Total for Check Number 50059:	100.00
50060	SDAO 36P58366-1133a 36P58366-1133b CHG-20183	Special Districts Insurance Services Prop & Liab 7/1/21-12/31/21 Prepaid Prop & Liab 1/1/21-6/30/21 Modifications to mobile equipment schedule	01/13/2021	48,652.50 48,652.50 135.00
			Total for Check Number 50060:	97,440.00
50061	TRUE NOR 001771	True North Equipment, Inc. Repair CCTV camera	01/13/2021	670.24
			Total for Check Number 50061:	670.24
50062	UBWA DEC 20 310B DEC 20 411LM DEC 20 606LM	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	01/13/2021	20.00 20.10 20.00
			Total for Check Number 50062:	60.10
50063	UMPQUARF 41901 41902 41939 41966 41967 42006	Umpqua Quarries, LLC Rock for NTS roads Rock for WWTP road Rock for NTS roads Rock for NTS roads Rip Rap for Admin driveway Rip Rap for Admin driveway	01/13/2021	591.59 332.99 327.82 450.39 121.80 73.82
			Total for Check Number 50063:	1,898.41
50064	UMP-SAND 82045 82230	Umpqua Sand & Gravel Super Blocks Super Blocks	01/13/2021	2,000.00 2,000.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	82701	Super Blocks		2,000.00
	82730	Super Blocks		2,000.00
				<hr/>
Total for Check Number 50064:				8,000.00
50065	UNITED 188814266-001	UNITED RENTALS (NORTH AMERICA) Mandrel frame rental for testing-Hwy 99 project	01/13/2021	
				87.22
				<hr/>
Total for Check Number 50065:				87.22
50066	ZTerrell 0000374	Z Terrell & Son LLC Contract-Installation Conveyors Biosolids Bldg.	01/13/2021	
				32,000.00
				<hr/>
Total for Check Number 50066:				32,000.00
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Total for 1/13/2021:				309,839.90
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				<hr/>
Report Total (37 checks):				309,839.90
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