



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

## **REGULAR MONTHLY BOARD MEETING**

**April 14, 2021**

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

**April 14<sup>th</sup>, 2021  
RUSA Board Room  
4:00 p.m.**

#### **NOTICE**

The April 14<sup>th</sup> Board meeting will be held at RUSA's Administrative office. Public in-person attendance is not allowed by the Governor's restrictions. The Board Meeting will be broadcast by Zoom® Meeting. Public attendance via Zoom® will be arranged by contacting the Administrative Office at 541.672.1551. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, [rusa-or.org](http://rusa-or.org)

#### **AGENDA REGULAR MONTHLY BOARD MEETING**

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##### **Board of Directors**

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Giese

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- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
  - a. March 10<sup>th</sup>, 2021 Board Meeting
- 4. General Managers' Report**
  - a. Hooker Road Rehabilitation Project
  - b. Douglas Avenue Project, City of Roseburg
  - c. American Rescue Plan Act project list
- 5. Staff Professional Development**
- 6. New Development**
- 7. Staff Report**
- 8. Jacobs Plant Operations Report**
- 9. Accounts Payable**
- 10. 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 4:00 p.m. on March 10, 2021 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

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

**Consideration of the February 10, 2021 Regular Monthly Board Meeting Minutes.**

Rob Lieberman moved to approve the minutes for the February 10, 2021 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.  
David Campos seconded the motion.  
The motion passed unanimously.

**Appointment of Budget Officer**

Annually the Board must appoint a budget officer (as per. ORS 294.331). The budget officer shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the RUSA Board.

Historically the Board has appointed the general manager as the budget officer.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2021 - 2022 Budget preparation.

Rob Lieberman made a motion to appoint Jim Baird as the budget officer for the 2021 – 2022 Budget preparation.  
David Campos seconded the motion.  
The motion passed unanimously.

### **Appointment of Budget Committee Member**

The Board appoints budget committee members for a three-year term. Position three on the committee is currently vacant.

Staff advised that Mike Baker is a customer of RUSA and lives in the Hucrest area. Mike works at the Oregon Department of Transportation as a Planning Manager. He was a City Councilor from 2003 through 2019. Mike is currently a City of Roseburg Budget Committee member.

Staff recommended that the Board appoint Mike Baker to Position three on the RUSA Budget Committee for the remainder of the term ending June 30, 2022.

David Campos made a motion to appoint Mike Baker to Position three on the RUSA Budget Committee.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### **2021 - 2022 Budget Process Calendar**

Staff presented a draft Budget Process Calendar for the 2021 – 2022 Budget.

Kelsey Wood made a motion to approve the 2021 – 2022 Budget Process Calendar.

David Campos seconded the motion.

The motion passed unanimously.

### **Roseburg Urban Sanitary Local Contraction Review Board**

Roseburg Urban Sanitary Authority publicly opened and read aloud the bids received on March 8<sup>th</sup>, 2021 for the Hooker Road Sewer Rehabilitation project. Three bids were received:

Cradar Enterprises, Inc Roseburg Oregon at \$1,733,482

Jesse Rodriguez Construction, Silverton, Oregon at \$1,884,275

Laskey-Clifton Corporation, Reedsport, Oregon at \$2,034,388

The Engineers estimate is \$1,661,033 and \$1,827,136 with a 10% contingency included.

The staff and project Engineer reviewed the three bid proposals and found the unit bid prices appear to be balanced and the bids met the requirements of the Bidding Documents.

Staff and the project Engineer recommend that the Contracting Review Board accept the bid from Cradar Enterprise, Inc. and make a Notice of Intent to Award. Should no protests be received after seven days of the Notice of Intent to Award, the bid will be awarded to Cradar Enterprises, Inc.

Rob Lieberman made a motion to issue Notice of Intent to Award to Cradar Enterprises, Inc.

Kelsey Wood seconded the motion.

The motion passed unanimously.

## **General Managers Report**

### **Hooker Road Rehabilitation Project**

The bidding period for the Hooker Road project ended March 8<sup>th</sup>, 2021 at 2:00 pm. Staff provided the bid results to the RUSA Local Contracting Review Board on March 10<sup>th</sup>, 2021.

### **Douglas Avenue Project**

Century West has submitted 60% plans for RUSA to review. Staff has reviewed the plans and made comments and corrections. Century 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, Installation of Storage 2 Conveyors Electrical & Pneumatic Systems**

The contractor, Z Terrell & Son LLC, has completed the work included in the contract. The engineer has conducted an inspection of the conveyor installation. The manufacturer, Spirac, has conducted an installation inspection and start-up evaluation. The installation is complete, and the system is operational. The Engineer and the manufacturer's technician have approved the work.

The contractor, Z Terrell & Son, has submitted an invoice for the final payment in the amount of \$89,917.02. The Engineer has recommended payment of the final invoice in that amount.

Staff would recommend the Board approve final payment in the amount of \$89,917.02. The total project cost for the installation of the electrical and Pneumatic System is \$163,557.02. Through value engineering and contractor concessions RUSA saved \$15,000 from the approved bid amount.

Kelsey Wood made a motion to approve the final pay request to Z Terrell and Son LLC for \$89,917.02.

David Campos seconded the motion.

The motion passed unanimously.

### **Douglas County Request for a Contract to accept Leachate**

Staff and Jade Mecham are working on a draft agreement to accept the County landfill leachate in an emergency. We will be incorporating limits on constituents included in RUSA's local limits.

### **CIS Estimated Insurance Rates for 2022**

At the CIS 2021 Conference CityCounty Insurance Services provided the expected rates for 2022; Medical, Vision and Dental a 0% increase; Employer Life a 23% decrease; AD&D a 30% decrease.

## **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 96% BOD removal and 96% Total Suspended Solids removal during February. The total Effluent flow was 172.7 million gallons.

## **Accounts Payable**

The Board reviewed the Accounts Payable Report and Addendum for the March, 2021 Accounts Payable.

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

### **Other Business**

Due to the Covid-19 pandemic, past due RUSA accounts were not turned over to the Douglas County Assessor in 2020. Staff requested guidance from the Board for 2021. The Board advised that RUSA should turn past due accounts over to the Douglas County Assessor in 2021.

Respectfully submitted,



Harmony Williams  
Office Assistant

## GENERAL MANAGERS REPORT

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Date: 4/08/21

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**

No protests were received after the Notice of Intent to Award. We have opted to delay the official Notice of Award to meet with the contractor's requested project start of June.

### **Douglas Avenue Project**

Century West Engineering has received RUSA's and The City's comments and is working on the final draft of the plans and specifications.

The City has submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding.

### **American Rescue Plan Act**

Representative Gary Leif requested a list from agencies in his district that could be funded by the American Rescue Plan Act. The Federal Stimulus Package identified \$2.3 billion in funds that will be coming to Oregon for capital construction projects. RUSA provided the following list of projects for consideration:

#### **ROSEBURG URBAN SANITARY AUTHORITY POTENTIAL ARPA PROJECTS**

Priority	Project	Status	Estimate
1	Douglas Avenue Sanitary Sewer Improvements - Joint project with the City of Roseburg	Shovel Ready	\$ 1,737,000
2	Sodium Bisulfite System Building and Relocation	Shovel Ready	\$ 575,000
3	Odor Control System - Bio Tower	In CIP-Pending Funding	\$ 700,000
4	Deer Creek North Trunk Line Rehab/Replacement - Phase I	In CIP-Pending Funding	\$ 145,000
5	Deer Creek North Trunk Line Rehab/Replacement - Phase II	In CIP-Pending Funding	\$ 2,750,000
6	Deer Creek North Trunk Line Rehab/Replacement - Phase III	In CIP-Pending Funding	\$ 1,600,000
7	Court-Fowler Syphon/Lift Station	In CIP-Pending Funding	\$ 1,750,000
8	Deer Creek North Trunk Line Rehab/Replacement Phase IV	In CIP-Pending Funding	\$ 330,000



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## INTEROFFICE MEMORANDUM

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**TO: BOARD**  
**FROM: JIM BAIRD, GENERAL MANAGER**  
**SUBJECT: STAFF PROFESSIONAL DEVELOPMENT**  
**DATE: 04/08/21**  
**CC:**

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The following RUSA staff attended professional development training since the last Board meeting:

Christine Morris	Oregon Government Finance Officers (OGFOA) 2021 Annual Conference. This conference was offered in a virtual format.
Steve Lusch	Eastern Oregon Operators Annual Conference. This conference was offered in a virtual format.
John Bastianelli	Medic First Aid / Health and Safety Institute – First Aid/CPR/AED (adult and pediatric) Level 3 Instructor. John is now certified to provide our staff First Aid/CPR/AED training.  APWA Construction Inspection Workshop. This workshop was offered over eight days and included sixteen hours of instruction. This training was offered in a virtual format.
Greg O'Neill	APWA Construction Inspection Workshop. This workshop was offered over eight days and included sixteen hours of instruction. This training was offered in a virtual format.
Harmony Williams	State of Oregon Archives – Agency Records Officer Bootcamp. This training was offered in a virtual format.



## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Now Complete.
- Thyme Subdivision – Sewer Mainline almost complete. Waiting on PP&L for completion
- Kenwood Tabor PUD- Construction has resumed.

#### **PRELIMINARY DESIGN:**

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

#### **PROJECTS:**

- Hooker Road Project – Notice to Proceed will be issued in June to CRADAR.

# ROSEBURG URBAN SANITARY AUTHORITY

## MARCH 2021 STAFF REPORTS

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### COLLECTION DEPARTMENT:

- Completed 31 work orders.
- Completed CCTV and cleaning of 24,123 feet or 4.6 miles of mainline.
- Completed annual cleaning of 28,054 feet or 5.3 miles of mainline.
- Completed 1 tap on mainline.
- Completed 112 manhole inspections.
- Completed monthly trouble spot inspections.
- Completed 198 underground utility locate requests.

### ENGINEERING DEPARTMENT:

- Issued 11 permits and completed 7 inspections.
- Oak Spring Apartment complete.
- Hooker Road project notice to proceed to be issued in June to Cradar
- FOG Report:
  1. Wendy's – Working with them to install new interceptor
  2. Real Taste of India – Verbal warning to pump
  3. Safeway – Ready for pumping
  4. Taco Bell – Needs Pumped
  5. Burger King- Good

### FINANCE DEPARTMENT:

- Vacancy Credits: 7 were processed for a total of \$5,325.00 in March.
- Credit cards/eChecks: 1069 payments totaling \$66,351.96 or approximated 11.9% of monthly billing was collected in March. 109 payments were received by voice response system, 1 payment received at the counter and 959 on-line.
- Automatic Payments: 2,096 customer accounts are signed up. Received \$92,971.76 or approximately 16.7% of monthly billing.

### SAFETY COMMITTEE:

- Reviewed Construction Safety Policy



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager-Jacobs  
DATE: April 7, 2021  
SUBJECT: March 2021 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 March 2021, was 208,000 KWHRS with a total Effluent flow of 120.97 million gallons of which all went to the river at Outfall 001. The March 2020 electrical consumption was 176,000 with a total Effluent flow of 112.28 million gallons all of which went to the river at Outfall 001.
- The contractor for RUSA has been working on the ceiling replacement in the pretreatment building.
- We experienced problems with the biosolids screw press, after several cleaning episodes, adjustments to the operating parameters and changing to a different polymer, the press is working like it should.
- We completed the 3 days semi-annual sampling of the influent and effluent for metals and found that the facility is operating within the design parameters.

### PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in March:

- *Roseburg Surgicenter*: With the push camera in a clean out, the lines looked to be free of fog build-up.
- *Basset-Hyland Energy Co*: In the downstream manhole they did not have a petroleum sheen in the water.
- *Jimmy John's*: With the sludge judge, we found very little FOG in the tank.
- *Mercy Medical Hospital*: The grease interceptor was very full and needing pumped. RUSA was notified and they notified a maintenance person at the hospital about pumping.
- *Community Cancer Center*: With the push camera in a clean out, the lines looked Ok.

## BIOSOLIDS

- We are currently dewatering biosolids.
- Our polymer representative tested some different polymers on the biosolids to help find a better polymer for the screw press application.

## PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- We are bringing Caleb Trammell on as a full-time associate.

## UPCOMING EVENTS

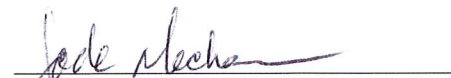
### OPERATIONS/NTS:

- Continue spraying blackberries and the roadways at the NTS.
- Consolidate some of the tree limbs into brush piles.
- Begin repairs on the sprinkler system.

### MAINTENANCE:

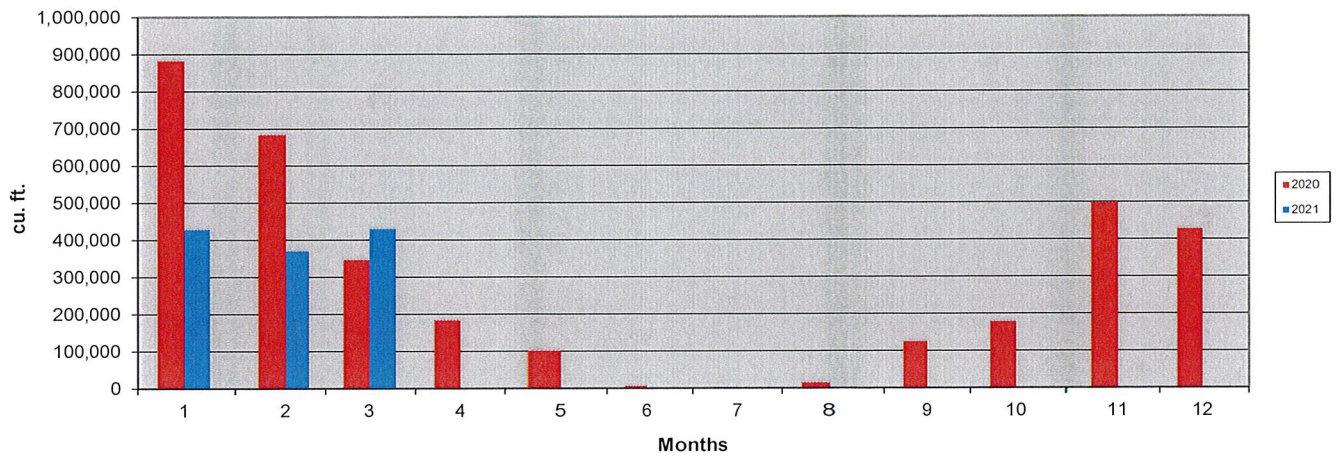
- Have the Pretreatment building ceiling repaired.
- Replace the #2 VFD at the Winchester station.
- Replace the oil cooler for the #2 Plant Air Compressor.

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

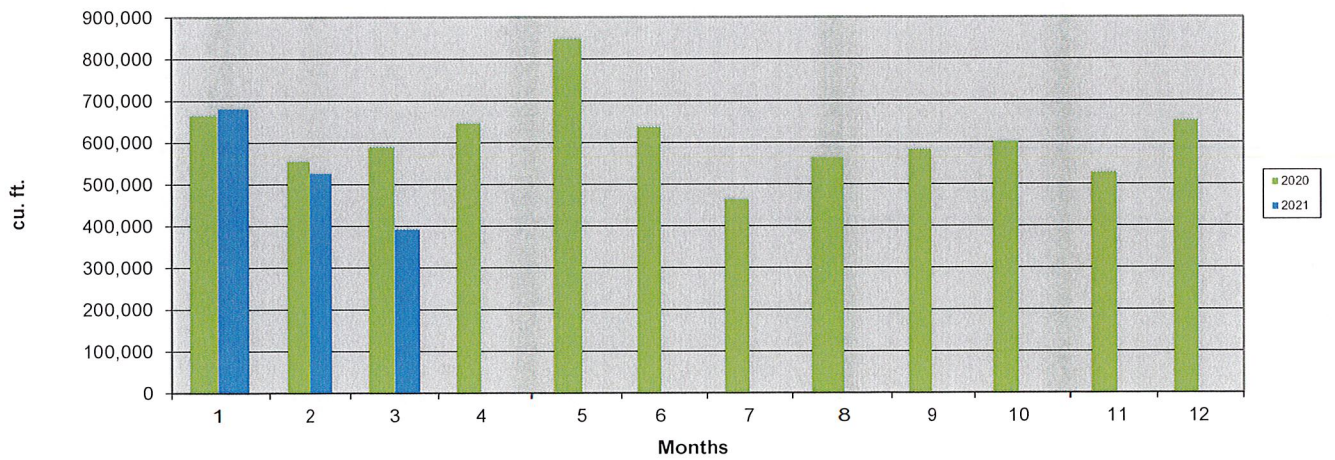


Jade Mecham  
Project Manager  
Jacobs

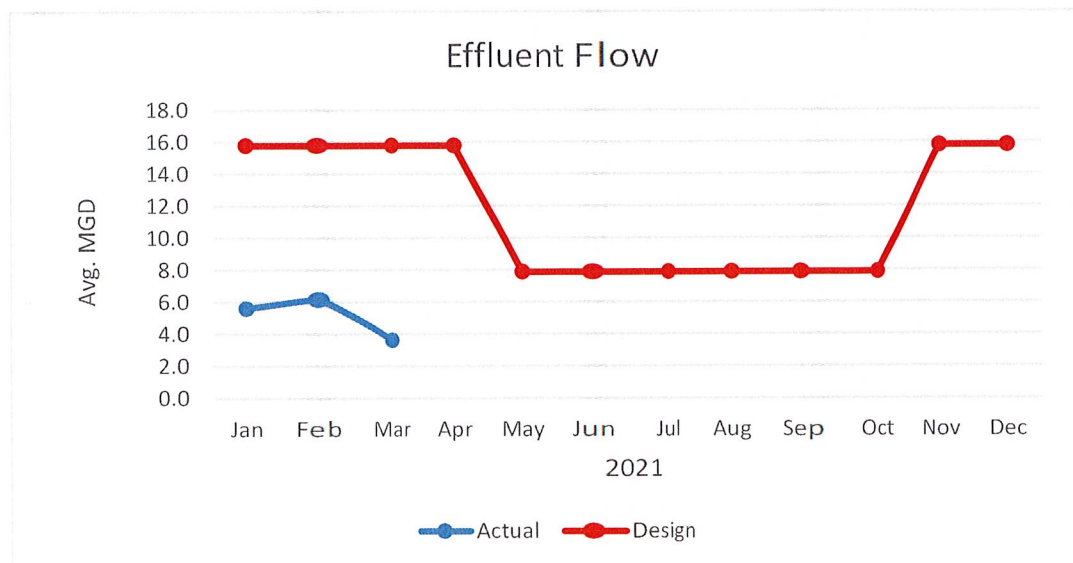
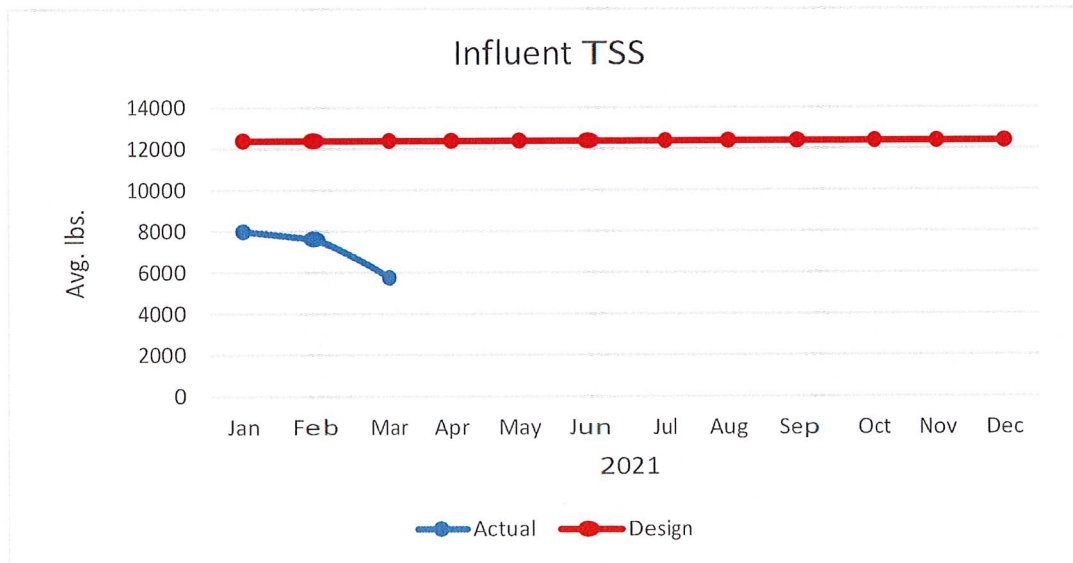
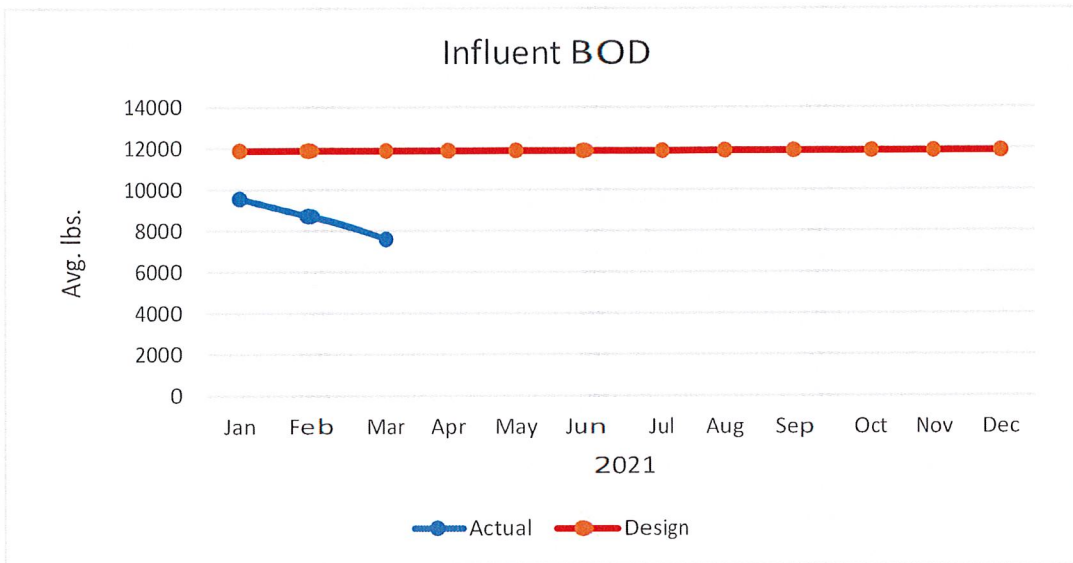
### BOILER GAS USAGE



### FLARE GAS USAGE







## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD/BOD</b>	Plnt Inf Average lbs/day TSS
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
Jan-21	5.61	9562	7996
Feb-21	6.18	8714	7626
Mar-21	3.91	7609	5760

SUM	44.43	100723	85712
AVE	3.70	8394	7143
MAX	6.18	9679	7996
MIN	2.68	6995	5760

## **CASH DISBURSEMENT RECAP BOARD MEETING APRIL 14, 2021**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	105,728.87
Total of Regular Checks & ACH Transactions	<u>196,383.92</u>

Total Expenditures (not including Payroll)	<u><u>302,112.79</u></u>
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Payroll:

Net Payroll - March 31, 2021	57,105.31
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All Checks & ACH Transactions since the Board Meeting of March 10, 2021	<u><u>359,218.10</u></u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 4/9/2021 11:54 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	03/12/2021	
	FEB 2021 PR	PR Batch 00002.02.2021 PERS Pick-Up	PR Batch 00002.02.2021 PER	839.10
	FEB 2021 PR	PR Batch 00002.02.2021 PERS - Not W/Held	PR Batch 00002.02.2021 PER	8,610.37
	FEB 2021 PR	PR Batch 00002.02.2021 PERS W/Held	PR Batch 00002.02.2021 PER	4,398.10
	FEB 2021 PR	PR Batch 00002.02.2021 OPSRP-Not W/Held	PR Batch 00002.02.2021 OPS	6,681.68
	FEB 5 2021	PR Batch 00001.02.2021 PERS W/Held	PR Batch 00001.02.2021 PER	44.63
	FEB 5 2021	PR Batch 00001.02.2021 OPSRP-Not W/Held	PR Batch 00001.02.2021 OPS	108.30
	FEB PERS Adj	PERS Rounding Adjustment		-0.01
Total for this ACH Check for Vendor 02669:				20,682.17
Total for 3/12/2021:				20,682.17
ACH	ASIFLEX	ASIFlex	03/31/2021	
	March 21 PR	PR Batch 00001.03.2021 Flexible Spending Acco	PR Batch 00001.03.2021 Flex	1,222.82
	March 21 PR	PR Batch 00001.03.2021 Dependent Care FSA	PR Batch 00001.03.2021 Dep	30.00
Total for this ACH Check for Vendor ASIFLEX:				1,252.82
ACH	DNB	Internal Revenue Service	03/31/2021	
	March 21 PR	PR Batch 00001.03.2021 Federal Income Tax	PR Batch 00001.03.2021 Fede	6,838.47
	March 21 PR	PR Batch 00001.03.2021 Medicare - Employee	PR Batch 00001.03.2021 Med	1,241.00
	March 21 PR	PR Batch 00001.03.2021 Medicare - Employer	PR Batch 00001.03.2021 Med	1,241.00
	March 21 PR	PR Batch 00001.03.2021 FICA - Employer	PR Batch 00001.03.2021 FIC.	5,306.27
	March 21 PR	PR Batch 00001.03.2021 FICA - Employee	PR Batch 00001.03.2021 FIC.	5,306.27
Total for this ACH Check for Vendor DNB:				19,933.01
ACH	OR-Rev	Oregon Dept. of Revenue	03/31/2021	
	March 21 PR	PR Batch 00001.03.2021 Oregon W/Held	PR Batch 00001.03.2021 Oreg	4,929.17
Total for this ACH Check for Vendor OR-Rev:				4,929.17
ACH	CENTURY	CenturyLink	03/31/2021	
	March 2021	Analog phone lines for fax, alarms		139.67
	March 2021 NTSG	Analog phone line for NTS Gate		59.37
Total for this ACH Check for Vendor CENTURY:				199.04
ACH	PBPP	Pitney Bowes Purchase Power	03/31/2021	
	27218023	Refill postage machine		150.00
Total for this ACH Check for Vendor PBPP:				150.00
50191	CIS INS	CIS Trust	03/31/2021	
	March 21 PR	PR Batch 00001.03.2021 Hospital Indemnity	PR Batch 00001.03.2021 Hos	32.50
	March 21 PR	PR Batch 00001.03.2021 Identity Protection	PR Batch 00001.03.2021 Iden	35.90
	March 21 PR	PR Batch 00001.03.2021 Life Insurance - Spous	PR Batch 00001.03.2021 Life	173.86
	March 21 PR	PR Batch 00001.03.2021 Trauma - Gold	PR Batch 00001.03.2021 Trau	20.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	March 21 PR	Adj for termed employee	PR Batch 00001.03.2021 Trau	-36.20
	March 21 PR	PR Batch 00001.03.2021 Life Insurance - er	PR Batch 00001.03.2021 Life	116.99
	March 21 PR	PR Batch 00001.03.2021 Voluntary Life Insuran	PR Batch 00001.03.2021 Volt	394.54
	March 21 PR	PR Batch 00001.03.2021 CCIS Insurance Long-	PR Batch 00001.03.2021 CCI	217.78
	March 21 PR	PR Batch 00001.03.2021 Medical Ins w/RX	PR Batch 00001.03.2021 Med	25,919.91
	March 21 PR	PR Batch 00001.03.2021 Accident Insurance	PR Batch 00001.03.2021 Acc	53.94
	March 21 PR	PR Batch 00001.03.2021 CCIS Insurance AD&I	PR Batch 00001.03.2021 CCI	19.73
	March 21 PR	PR Batch 00001.03.2021 Critical Illness Insuran	PR Batch 00001.03.2021 Crite	60.20
	March 21 PR	PR Batch 00001.03.2021 Dental & Vision	PR Batch 00001.03.2021 Den	2,490.33
	March 21 PR	PR Batch 00001.03.2021 Voluntary Dependent I	PR Batch 00001.03.2021 Volt	29.26
	March 21 PR	PR Batch 00001.03.2021 Short-Term Disability	PR Batch 00001.03.2021 Sho	116.91
Total for Check Number 50191:				29,645.65
50192	PEBSCO	Nationwide Retirement Solutions	03/31/2021	
	March 21 PR	PR Batch 00001.03.2021 Nationwide-Deferred C	PR Batch 00001.03.2021 Nati	4,705.00
Total for Check Number 50192:				4,705.00
50193	PETTY	Petty Cash c/o Harmony Williams	03/31/2021	
	Costco	Crew lunch meeting		20.67
	DC Clerk	Copy of deed		4.00
	John J	Reimburse for boot allowance		35.99
Total for Check Number 50193:				60.66
50194	BOLI	Prevailing Wage Rate Unit	03/31/2021	
	Conveyor Elec	Conveyor Electrical Prevailing Wage - Z Terrell		250.00
	Conveyor Instal	Conveyor Installation Prevailing Wage - Z Terre		250.00
Total for Check Number 50194:				500.00
50195	SHRED-IT	Shred-It USA	03/31/2021	
	8181649010	Monthly shredding services		76.51
Total for Check Number 50195:				76.51
50196	USPS	US Postal Service	03/31/2021	
	Mar 2021	Postage to mail utility bills		2,556.72
Total for Check Number 50196:				2,556.72
50197	VERIZON	Verizon Wireless	03/31/2021	
	9875502154	Monthly wireless telephone service		592.06
Total for Check Number 50197:				592.06
Total for 3/31/2021:				64,600.64
ACH	ASIFLEX	ASIFlex	04/10/2021	
	A00032581303B73	FSA Admin Fees		45.00
Total for this ACH Check for Vendor ASIFLEX:				45.00
Total for 4/10/2021:				45.00
ACH	02669	PERS Deposit	04/12/2021	
	March 21 PR	PR Batch 00001.03.2021 OPSRP-Not W/Held	PR Batch 00001.03.2021 OPS	6,652.60
	March 21 PR	PR Batch 00001.03.2021 PERS Pick-Up	PR Batch 00001.03.2021 PER	839.10

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	March 21 PR	PR Batch 00001.03.2021 PERS - Not W/Held	PR Batch 00001.03.2021 PER	8,542.77
	March 21 PR	PR Batch 00001.03.2021 PERS W/Held	PR Batch 00001.03.2021 PER	4,366.62
	March Rounding	PERS Rounding Adjustment		-0.03
Total for this ACH Check for Vendor 02669:				20,401.06
Total for 4/12/2021:				20,401.06
Report Total (15 checks):				105,728.87

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 4/9/2021 11:57 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	04/14/2021	
	2785942691	Office & Kitchen supplies		37.95
	2787853381	High capacity Toner cartridges		365.77
	2787853461	High capacity Toner cartridges		419.78
	2795800861	Mouse pad		9.49
	2800844561	Paper, toner cartridge, kitchen supplies		315.68
	2800970011	Office supplies		6.39
	2806261321	Mouse pad		26.99
Total for this ACH Check for Vendor STAPLES:				1,182.05
50198	WP	Avista Utilities	04/14/2021	
	March 2021	Admin office Natural gas usage-March		236.74
Total for Check Number 50198:				236.74
50199	BANNERMC	BANNER BANK	04/14/2021	
	AA 030421	Staples - Printed env for payment drop		268.99
	AA 031021	Verizon - Closing bill for CCTV wireless acct		22.82
	AA 032221	Pitney Bowes - Ink for postage machine		98.98
	AB 033021	Diamond Power - Riding lawn mower replaceme		28.00
	CM 030521	OSCPA - FYE 21 Dues		325.00
	DF 030321	Network Solutions - Email acct for admin of rus		11.39
	DF 030921	Amazon - All-in-one printer for crew		549.99
	DF 032021	Zoom - Electronic meetings for board meetings &		54.99
	HW 031021	Safeway - Board meeting snacks		10.00
	JJB 030221a	Ace Hdwe - Battery air compressor & 2 extra ba		507.81
	JJB 030221b	Apex - 3" ABS cleanout cap		2.59
	JJB 030921a	Lowes - Plastic tote for inspection equip		13.00
	JJB 030921b	Napa - Air compressor coupling & plug		9.26
	JJB 031621	Harbor Freight - Wrench set, nitrile gloves		64.97
	JJB 032621	Sheraton PDX - Dinner for John - CPR Instructo		21.00
	JJB 032721a	Sheraton PDX - Lunch for John - CPR Instructor		26.00
	JJB 032721b	Sheraton PDX - Parking for John - CPR Instruct		15.00
	JJB 032721c	Sheraton PDX - Lodging for John - CPR Instruct		119.78
	JJB 033021	DC Clerk - Easement search & printout		4.25
	JJB 033021fee	DC Clerk - Easement search & printout credit ca		1.50
	RC 032421	Staples - Dry erase board border tape		13.16
	RC 032521	F & W Flr Cov - Dn Pmt for Replace floor in me		340.00
	RK 030621	NW Public Works Inst - Refund for training canc		-675.00
	SL 030421a	WEF - Membership renewal - SL, KB, RC, AB,		600.00
	SL 030421b	WEF - Membership renewal - Jim, Ryon		330.00
	SL 032921	Respect the Look - Replacement flags		66.85
Total for Check Number 50199:				2,830.33
50200	BHEC	Bassett-Hyland Energy Company	04/14/2021	
	CL96722	Fuel Usage 3/1/21-3/15/21		631.84
	CL97075	Fuel Usage 3/16/21-3/31/21		616.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50200:				1,248.81
50201	OMI 351289-041 351289-NT03	CH2MHill OMI Contract Service-per agreement NTS - Monitoring Report and Farm Op- Plan	04/14/2021	126,710.64 22,697.84
Total for Check Number 50201:				149,408.48
50202	Chytka 138160	Chytka Pest Control LLC April Pest Control	04/14/2021	40.00
Total for Check Number 50202:				40.00
50203	WATER INV12897 March 21 Admin	City of Roseburg Bulk water usage-March 2021 Water Usage Admin Bldg	04/14/2021	116.16 230.06
Total for Check Number 50203:				346.22
50204	DRAUTO 950290 952761 954715	D & R Auto & Truck Supply Corp Car wash DEF fluid Belt for riding lawnmower	04/14/2021	6.99 19.98 33.29
Total for Check Number 50204:				60.26
50205	DiaPower 296857	Diamond Power Equipment, Inc Belt to repair lawnmower	04/14/2021	28.00
Total for Check Number 50205:				28.00
50206	DFN April 2021 Adm April 2021 Hi April 2021 Host April 2021 Kdy April 2021 NBk April 2021 NTS April 2021 Ph/C April 2021 Winc April 2021 Wlb1 April 2021 Wlb2	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Winchester P Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS	04/14/2021 Service: 14806 Service: 105797  Service: 106289 Service: 105793 Service: 23920 Service: 141784 Service: 105795 Service: 105796 Service: 105794	213.49 74.91 10.28 74.91 71.91 56.36 98.01 71.91 74.91 71.91
Total for Check Number 50206:				818.60
50207	EARTH 658458	EARTH20 Bottled water service	04/14/2021	62.74
Total for Check Number 50207:				62.74
50208	FASTENAL ORROS2165428	Fastenal Company Locate paint	04/14/2021	269.22
Total for Check Number 50208:				269.22
50209	FERGWTRW 0966652	Ferguson Waterworks Tap Cutter	04/14/2021	5,252.00
Total for Check Number 50209:				5,252.00
50210	FLURY	Flury Supply Company	04/14/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	F1270	Repair hose on B6		147.40
			Total for Check Number 50210:	147.40
50211	GENEQ 76026 76096	General Equipment Company Parts to repair B-6 Cord Reel - repair B-6	04/14/2021	739.78 243.83
			Total for Check Number 50211:	983.61
50212	GRAPHDIM 3199	Graphic Dimensions, Inc. Cut April Utility bills	04/14/2021	37.60
			Total for Check Number 50212:	37.60
50213	ICONIX U2116015892	ICONIX WATERWORKS INC Couplings for Knecht's project	04/14/2021	71.62
			Total for Check Number 50213:	71.62
50214	Isler 228846	Isler CPA, LLC Progress billing for FYE 21 Audit	04/14/2021	4,000.00
			Total for Check Number 50214:	4,000.00
50215	LOWES 902505 905136 905234	Lowes Lighters for service trucks Lighter Sprayer	04/14/2021	7.40 3.79 9.46
			Total for Check Number 50215:	20.65
50216	MSTRCR 11333-15	MasterCare Cleaning Co Inc Janitorial Services-March	04/14/2021	390.00
			Total for Check Number 50216:	390.00
50217	MISSCOMM 1049965a 1049965b 1049965c	Mission Communications LLC Lift station monitoring 7/1/21 - 3/31/22 Lift station monitoring 4/1/21 - 6/30/21 Fairgorunds lift station monitoring 4/1/21 - 3/31/	04/14/2021	3,674.10 1,186.80 563.40
			Total for Check Number 50217:	5,424.30
50218	NEXNET 13627	Nexcom, LLC Digital phone services	04/14/2021	332.80
			Total for Check Number 50218:	332.80
50219	1CALL 1031071	One Call Concepts, Inc. Locate tickets	04/14/2021	71.60
			Total for Check Number 50219:	71.60
50220	OR-LIN 618168 623808	Oregon Linen, Inc. Laundry services & mats Laundry services & mats	04/14/2021	56.91 38.93
			Total for Check Number 50220:	95.84
50221	OR-TOOL 811688	Oregon Tool & Supply Inspection gauges	04/14/2021	29.85

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50221:				29.85
50222	PPL	Pacific Power	04/14/2021	
	March 2021	Contract/Power Usage-NTS PS		1,830.87
	March 2021 310C	Contract-310 Bourbon St		66.17
	March 2021 310U	310 Bourbon St Usage		74.06
	March 2021 High	Power Usage-Highland PS		1,274.80
	March 2021411LM	Usage-411 LM-Storage Bldg		26.53
	March 2021425LM	Power Usage-425 Long Meadow		10.52
	March 2021Admin	Power Usage-Admin Bldg		412.46
	March 2021Gate	Power Usage-140 LM-NTS Gate		19.71
	March 2021Keady	Contract Min&Usage-Keady Ct PS		67.10
	March 2021LV	Power Usage-Loma Vista PS		82.41
	March 2021NBank	Power Usage-North Bank PS		125.04
	March 2021SBank	Power Usage-South Bank PS		1,503.77
	March 2021Wilb1	Power Usage-Wilbur 1 PS		151.91
	March 2021Wilb2	Power Usage-Wilbur 2 PS		152.25
	March 2021WWTP1	Power Usage-WWTP 1		15,206.68
	March 2021WWTP2	Power Usage-WWTP 2		28.22
Total for Check Number 50222:				21,032.50
50223	PLATT2	Platt Electric Supply	04/14/2021	
	1J47732	Network connectors		32.60
	1J47905	Punch down tool for networking		26.25
Total for Check Number 50223:				58.85
50224	PostDue	Postmaster	04/14/2021	
	March 2021	Postage refill for draw down account		150.00
Total for Check Number 50224:				150.00
50225	Premium	Premium Landscape, Inc.	04/14/2021	
	23884	Monthly landscaping maintenance		180.25
Total for Check Number 50225:				180.25
50226	PRINTS	Prints Charming	04/14/2021	
	32640	Hats		270.00
Total for Check Number 50226:				270.00
50227	QFence	Quality Fence Company, Inc.	04/14/2021	
	17273	Install access gate at Highland to manhole		959.00
Total for Check Number 50227:				959.00
50228	UBWA	Umpqua Basin Water Association	04/14/2021	
	March 21 310B	Base Rate-310 Bourbon St LS		20.00
	March 21 411LM	Base Rate-411 Long Meadows Lane		20.00
	March 21 606LM	Base Rate-606 Long Meadows Lane		20.00
Total for Check Number 50228:				60.00
50229	Walker B	Walker Bros. Auto Repair, Inc.	04/14/2021	
	86363	Lube and Oil service for '20 Ford F550 Super Dt		155.30
	86536	Oil & Lube for '12 Ford F550 Super Duty		129.30
Total for Check Number 50229:				284.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 4/14/2021:				196,383.92
Report Total (33 checks):				196,383.92