



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

REGULAR MONTHLY BOARD MEETING
September 8, 2021

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

**September 8th, 2021
RUSA Board Room
4:00 p.m.**

The August 23rd Board meeting will 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 Griesse

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. August 23rd, 2021, Board Meeting
- 4. General Managers' Report**
 - a. Hooker Road Rehabilitation Project
 - b. Douglas Avenue Project, City of Roseburg
 - c. New Chemical feed building - Sodium Bisulfite system relocation
 - d. New General Counsel
 - e. COVID-19 Update
- 5. New Development**
- 6. Staff Report**
- 7. Jacobs Plant Operations Report**
- 8. Accounts Payable**
- 9. 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 August 23, 2021. The Board Meeting held remotely and broadcast by Zoom® Meeting.

ROLL CALL

Directors

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

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

Consideration of the July 14, 2021, Regular Monthly Board Meeting Minutes.

David Campos moved to approve the minutes for the July 14, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the minutes for the July 14, 2021:

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

The motion was passed with a 3/0 vote.

Disposition of Property Vacated by the City of Roseburg

During the July 14, 2021 Regular Board Meeting the Board approved the sale of 6,199 Sq. Ft. of property to 761 NE Garden Valley LLC for \$1,000. At this time staff presented the Board with a Purchase and Sales Agreement and Bargain and Sale Deed. Staff recommended the Board approve entering into this agreement to complete the sale.

David Campos made a motion to approve the execution of the Purchase and Sales Agreement and Bargain and Sale Deed to 761 NE Garden Valley LLC for \$1,000.00.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the execution of the Purchase and Sales Agreement and Bargain and Sale Deed to 761 NE Garden Valley LLC for \$1,000.00:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood

David Campos Yes

The motion was passed with a 3/0 vote.

General Managers Report

Hooker Road Rehabilitation Project

The contractor continued with work on the project. The contractor installed approximately 384' of main line, 2 manholes and 281' of 4" laterals.

Cradar has submitted pay request #2 in the total amount of \$135,110.74 with \$6,755.54 withheld in retainage for a payment #2 in the amount of \$128,355.20.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #2 as submitted.

Staff has reviewed Pay Estimate #2, we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #2 in the amount of \$128,355.20.

Rob Lieberman moved to approve Pay Estimate #2 in the amount of \$128,355.20.

David Campos seconded the motion.

The motion passed unanimously.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Pay Estimate #2 in the amount of \$128,355.20:

John Dunn Yes

Rob Lieberman Yes

Jerry Griese

Kelsey Wood	Yes
David Campos	Yes

The motion was passed with a 4/0 vote.

Douglas Avenue Project

Century West Engineering has completed the 100% plans and specifications for the project. The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

New Chemical Feed Building

A new building for the chemical feed systems was identified in the Capital Improvement Plan for construction this year. We have contracted with Rogers Engineering to provide plans and specifications for the building. This building is needed to move the Sodium Bisulfite system into a conditioned building closer to the application point in the effluent discharge channel.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during July. The total Effluent flow was 87.26 million gallons all of which went to the NTS at Outfall 002.

Accounts Payable

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

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

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve the August 2021 Accounts Payable and Addendum as presented:

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

The motion was passed with a 4/0 vote.

Other Business

Staff informed the Board of two recent job openings in the Collections Department. Staff discussed with the Board the challenges facing employers at this time due to region wide staffing shortages and the lack of qualified applicants with training. Staff also discussed the concerns they have with

the longevity of employees without incentives. The Board suggested creating a task force to further research these concerns. Rob Lieberman and Kelsey Wood volunteered for the research task force.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant

GENERAL MANAGERS REPORT

Date: 09/02/21

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 contractor continued with work on the project. The contractor installed approximately 586' of main line, 4 manholes and 853' of 4" laterals.

Cradar has submitted pay request #3 in the total amount of \$235,164.13 with \$11,758.21 withheld in retainage for a payment #3 in the amount of \$223,405.92.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #3 as submitted.

Staff has reviewed Pay Estimate #3, we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #3 in the amount of \$223,405.92.

Douglas Avenue Project

The City and RUSA have submitted the Douglas Avenue project as part of a list of projects for consideration in the American Rescue Plan Act for funding. The project currently has not been scheduled for bidding and subsequent construction at this time.

New Chemical Feed Building

Rogers Engineering is currently working on the specifications and plans for the chemical feed building.

New General Counsel

RUSA's current legal counsel, Jeff Pugh, will be retiring at the end of this year. I have been looking for an attorney to replace Jeff for several months. I have been looking for a person that has clients that are local governments or special districts. I was not able to find an attorney in the Roseburg area with experience in local government or special districts that would not have a conflict with their current clients.

Eileen G. Eakins has extensive experience with special districts. Eileen is currently working with Green Area Water and Sewer Authority but does not see any conflict with representing GAWSA and RUSA.

I would recommend that RUSA sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins.

COVID-19 Update

I wanted to inform the Board that we have had two employees that have tested positive for COVID-19 in addition to the one employee that tested positive last month. We currently have three employees that are in various stages of isolation following the Oregon Health Authority directives.

September 2, 2021

Mr. Ryon Kershner
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive
Roseburg, Oregon 97470

Re: Hooker Road Sewer Project
Application for Payment, Pay Estimate #3 (August 2021)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #3 for Work performed in August 2021 on the above referenced construction project. As Engineer of Record for the above reference project, and relying on data provided by the inspection conducted by Roseburg Urban Sanitary Authority inspectors and on test results provided by Western Testing, Leeway has reviewed the data comprising this Application for Payment from Cradar Enterprises, Inc. and attests that to the best of our knowledge, information, and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment Amount requested.

Release of retainage is contingent on the successful passing of all tests as required per the Contract Documents, including but not limited to, manhole vacuum tests, new sewer air and mandrel tests, and post-installation closed-circuit television inspection.

Sincerely,



Leeway Engineering Solutions, LLC
Robert Lee, PE, PMP
Principal Engineer / Owner

Attachments: Pay Estimate #3 (August 27, 2021)

cc: Jim Baird, Roseburg Urban Sanitary Authority

Invoice

Cradar Enterprises, Inc.

GENERAL CONTRACTOR
CCB LICENSE #51492
1051 MELROSE ROAD, ROSEBURG, OREGON 97471
PHONE (541) 673-3268 FAX (541) 673-0056

Date	Invoice #
8/31/2021	003164

Bill To
Roseburg Urban Sanitary Authority 1297 NE Grandview Dr. Roseburg, OR 97470

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Pay Application #3 (\$235,164.13 Less 5% Retainage of \$11,758.21 = \$223,405.92)	223,405.92	223,405.92
		Total	\$223,405.92

TO: RUSA 1297 NE Grandview Drive Roseburg, OR 97470		Pay Estimate #3								Contractor Name PROJECT: DATE: WORK TO		Cradar Enterprises, Inc. Hooker Road Sewer Project August 27, 2021 7/26/2021 thru 8/26/2021	
ATTN: Ryon Kershner, RUSA Greg O'Niel, RUSA		CONTRACTOR EARNED ESTIMATE										ESTIMATE NO. 3 VENDOR NO.:	
ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE	
Hooker Road Sewer Project													
1	Mobilization/Demobilization/OH&P	LS	1	\$ 292,194.00	\$ 292,194.00	0.30	\$ 87,658.20	0.10	\$ 29,219.40	0.40	\$ 116,877.60	\$ 175,316.40	
2	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00	0.30	\$ 10,500.00	0.10	\$ 3,500.00	0.40	\$ 14,000.00	\$ 21,000.00	
3	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 5,000.00	
4	One Piece Main and Lateral Liner, 0-12 Feet	Each	26	\$ 4,750.00	\$ 123,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 123,500.00	
5	One Piece Main and Lateral Liner, Additional Foot	LF	550	\$ 69.00	\$ 37,950.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 37,950.00	
6	CIPP Liner, 6"	LF	299	\$ 37.00	\$ 11,063.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 11,063.00	
7	CIPP Liner, 8"	LF	3,487	\$ 32.00	\$ 111,584.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 111,584.00	
8	CIPP Liner, 18"	LF	2,354	\$ 90.00	\$ 211,860.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 211,860.00	
9	Internal Lateral Reinstatement	Each	26	\$ 225.00	\$ 5,850.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 5,850.00	
10	Service Line Video Inspection, Launch Camera	Each	3	\$ 250.00	\$ 750.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 750.00	
11	Private Individual Pumping Station	Each	4	\$ 17,500.00	\$ 70,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 70,000.00	
11.1	Optional Remote Monitoring System	Each	4	\$ 3,000.00	\$ 12,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 12,000.00	
12	2" Pressure Sewer	LF	351	\$ 35.00	\$ 12,285.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 12,285.00	
13	4" PVC Pipe, 4-10 Depth	LF	1,953	\$ 57.00	\$ 111,321.00	354.00	\$ 20,178.00	853.00	\$ 48,621.00	1207.00	\$ 68,799.00	\$ 42,522.00	
14	8" PVC Pipe, 4-10 Depth	LF	986	\$ 82.00	\$ 80,852.00	534.00	\$ 43,788.00	586.00	\$ 48,052.00	1120.00	\$ 91,840.00	\$ (10,988.00)	
15	Pipe Tees, 4"x8" or 6"x8"	Each	15	\$ 500.00	\$ 7,500.00	8.00	\$ 4,000.00	6.00	\$ 3,000.00	14.00	\$ 7,000.00	\$ 500.00	
16	Existing Service Line Reconnections to Main or MH	Each	28	\$ 1,500.00	\$ 42,000.00	0.00	\$ -	2.00	\$ 3,000.00	2.00	\$ 3,000.00	\$ 39,000.00	
17	Cleanout over Existing Lateral	Each	56	\$ 1,500.00	\$ 84,000.00	0.00	\$ -	28.00	\$ 42,000.00	28.00	\$ 42,000.00	\$ 42,000.00	
18	48" Manholes	Each	7	\$ 5,200.00	\$ 36,400.00	3.00	\$ 15,600.00	4.00	\$ 20,800.00	7.00	\$ 36,400.00	\$ -	
19	60" Manholes	Each	1	\$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00	0.00	\$ -	1.00	\$ 6,500.00	\$ -	
20	Filling Abandoned Structures	LS	1	\$ 20,000.00	\$ 20,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 20,000.00	
21	Sewer Bypassing	LS	1	\$ 135,500.00	\$ 135,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 135,500.00	
22A	60" Manhole Rehabilitation	Each	18	\$ 6,850.00	\$ 123,300.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 123,300.00	
22B	48" Manhole Rehabilitation	Each	11	\$ 4,500.00	\$ 49,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 49,500.00	
23	Trench Resurfacing	SY	1,139	\$ 40.00	\$ 45,560.00	0.00	\$ -	195.00	\$ 7,800.00	195.00	\$ 7,800.00	\$ 37,760.00	
24	3/4" Aggregate Base	Ton	2,453	\$ 21.00	\$ 51,513.00	1991.24	\$ 41,816.04	1389.13	\$ 29,171.73	3380.37	\$ 70,987.77	\$ (19,474.77)	
25	Landscape Restoration	LS	1	\$ 10,500.00	\$ 10,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 10,500.00	
Approved Change Orders / Extra Work													
1	CO#1 (Realignment/Engineering C-8)	LS	1	\$ 10,480.00	\$ 10,480.00	1.00	\$ 10,480.00	0.00	\$ -	1.00	\$ 10,480.00	\$ -	
2				\$ -	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -	
TOTAL CHANGE ORDERS					\$ 10,480.00	\$ 10,480.00		\$ -		\$ 10,480.00		\$ -	
ORIGINAL CONTRACT					\$ 1,733,482.00								
CURRENT CONTRACT					\$ 1,743,962.00								
TOTAL PREVIOUS PERIOD							\$ 240,520.24						
TOTAL THIS PERIOD									\$ 235,164.13				
TOTAL WORK TO DATE											\$ 475,684.37		
LESS RETAINAGE							5% \$ 12,026.01		5% \$ 11,758.21		5% \$ 23,784.22		
SUBTOTAL							\$ 228,494.23		\$ 223,405.92		\$ 451,900.15		
LESS: PREVIOUS PAYMENTS											\$ 228,494.23		
AMOUNT DUE THIS PERIOD											\$ 223,405.92		

PROFESSIONAL RESUME

Eileen G. Eakins

Northwest Local Government Legal Advisors, LLC
5285 Meadows Road, Suite 400
Lake Oswego, OR
503.607.0517
eileen@lgl-advisors.com

Education

- 1994 J.D., Lewis and Clark College, Northwestern School of Law**
1983 B.A., Communication Studies, California State University, Sacramento

Relevant Positions Held

April 2006 to Present: Managing Member, Northwest Local Government Legal Advisors, LLC (formerly Law Offices of Eileen Eakins, LLC).

General counsel to approximately 100 local government clients in Oregon. Prepare documents and provide counsel relating to boundary changes; governance matters; ad valorem property tax assessments; Local Budget Law; real estate acquisition and sale; personnel matters; ordinances and resolutions; preparation and review of contracts. Advise in such areas as public contracting; public meetings; public records; elections; taxation; boundary changes; and ethics for public officials. Provide training for public officials throughout Oregon.

April 2010 to December 2013: Adjunct Professor, Marylhurst University Accelerated On-line MBA Program

- Environmental Law, Masters in Sustainable Business
- Business Law for Managers, Masters in Business Administration

January 2000 to April 2006: Shareholder, Jordan Schrader PC

Associate attorney and later income shareholder in mid-sized Portland-area law firm. Second attorney in municipal law practice, representing seven Oregon cities and numerous special districts in general corporate matters as well as legal requirements unique to public entities in Oregon.

July 1998 to January 2000: Communications Officer, Clackamas County Fire District # 1

Managed in-house and external communications and marketing program for large fire protection Port. Managed and coordinated special events. Performed legal research and provided legal advice upon request.

May 1995 to July 1998: Education and Publications Director, Special Districts Association of Oregon (SDAO)

Prepared communications, coordinated educational programs and annual conference for approximately 1,000-member statewide association.

1984-1991: Communications/Marketing professional with hospital systems in California and Oregon, and the Multnomah County Library.

Professional Affiliations

- **Member, Oregon Sunshine Committee (appointed by Oregon Governor Kate Brown)**
- **Member, Oregon Women Lawyers**
- **Member, Government Law Section, Oregon State Bar**
- **Former Board Chair, North Clackamas Chamber of Commerce**

Licenses and Certificates

- **Member in good standing, Oregon State Bar, #944612**



5285 Meadows Road, Suite 400
Lake Oswego, OR 97035
(503) 607-0517
eileen@lgl-advisors.com

August 23, 2021

BY EMAIL

James Baird, General Manager
Roseburg Urban Sanitary Authority
1297 NE Grandview Drive
Roseburg, OR 97470

RE: ENGAGEMENT FOR LEGAL SERVICES

Dear Mr. Baird:

Thank you for selecting this firm to provide legal services to the Roseburg Urban Sanitary Authority ("RUSA"). This letter defines the terms of our engagement.

This is a non-exclusive agreement that either of us may terminate at any time. The scope of services we will provide includes general legal services as needed and upon request. This scope of services may be modified or expanded upon our mutual agreement.

We will bill you approximately monthly for the amount of work done on your file during the prior month. We will also advise you before doing any work that will substantially increase the amount of fees. No fee and cost deposit will be required at this time. However, if a legal matter arises that is likely to incur substantial legal fees and costs, such as a litigation matter, we may ask for a deposit before proceeding with that matter.

Eileen Eakins' hourly rate is \$275 per hour (including travel time) billed in minimum increments of two tenths (.2) of an hour, plus any expenses incurred, such as filing fees, deposition charges, copying costs, postage, mileage, and related expenses. You will be notified if rates and fees change.

Payment is due within thirty (30) days of the date of invoice. Late payments may be subject to assessment of compound interest. Continued delinquencies may result in termination of legal services and/or commencement of a collection action.

Enclosed is a form for you to sign and return, indicating your acceptance of the terms described in this letter. Please contact us at the address and phone number listed below at any time. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eileen Eakins", written over the word "Sincerely,".

Eileen G. Eakins
Enc.

5285 Meadows Road, Suite 400, Lake Oswego, OR 97035
(503) 607-0517 • eileen@lgl-advisors.com

ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS



Client Name: _____

Primary Contact: _____

Street Address: _____

Mailing Address (if different): _____

Phone Number and Email: _____

By signing below, I attest that I am authorized to enter into agreements on behalf of the Roseburg Urban Sanitary Authority ("RUSA").

I hereby acknowledge receipt of an engagement letter for legal services dated August 23, 2021, from Northwest Local Government Legal Advisors, LLC ("the Firm"). On behalf of RUSA, I accept the terms described in the letter and authorize the Firm to provide legal services as provided therein.

Name and Title

Signature

Date

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision – Sewer Mainline almost complete.
- Kenwood Tabor PUD- Construction has resumed.
- Sunshine Road Apartments – Site work has begun
-

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Rosemary Subdivision
- Additional development at Hana Heritage Plaza
- Back Nine Main Extension
- Ash Springs Apartments

PROJECTS:

- Hooker Road Project – Began June 21st

ROSEBURG URBAN SANITARY AUTHORITY

AUGUST 2021 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 25 work orders.
- Completed CCTV and cleaning of 12,336 feet or 2.34 miles of mainline.
- Completed 50 manhole inspections.
- Completed monthly trouble spot inspections.
- Continued construction of retaining wall at the WWTF.
- Completed 210 underground utility locate requests.
- Completed grease cleaning on Highland wet well and Pine st bunker.
- Devin Freeman passed Class A CDL

ENGINEERING DEPARTMENT:

- Issued 15 permits and completed 5 inspections.
- Conducted full property appraisal with CBIZ for SDIS.
- Hooker Road project still underway, 4 manholes, 586' of mainline, and 853' of laterals installed in July
- FOG Report:
- 6 Inspections - Mountain mikes, Cascadian coffee company, Round Table, Real taste of India, Hanna Heritage Plaza
- Mountain Mikes, Cascadian Coffee, Real taste of India were found to be in violation. They were verbally warned. They have pumped and are now on a scheduled pumping cycle
- 1 Verbal warning - Hanna Heritage Plaza notified that they were in violation not pumped yet.
- .

FINANCE DEPARTMENT:

- Vacancy Credits: 4 were processed for a total of \$500.00 in August.
- Credit cards/eChecks: 1116 payments totaling \$58,927.26 or approximated 10.5% of monthly billing was collected in August. 89 payments were received by voice response system, 13 payments received at the counter and 1014 on-line.
- Automatic Payments: 2,100 customer accounts are signed up. Received \$92,318.56 or approximately 16.4% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager-Jacobs
DATE: September 2, 2021
SUBJECT: August 2021 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 98% CBOD removal (Estimate) 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 August 2021, was 244,000 KWHRS with a total Effluent flow of 84.33 million gallons all of which went to the NTS at Outfall 002. The August 2020 electrical consumption was 220,000 with a total Effluent flow of 83.54 million gallons all of which went to the NTS at Outfall 002.
- The Stormwater Pollution Control Plan was sent to the DEQ.
- Most of the staff participated in forklift training.
- The DEQ conducted their annual inspection of the plant and NTS on August 19th with their report findings pending.

PRETREATMENT ACTIVITIES

- The following pretreatment inspections were completed in August:
- Old Soul Pizza: Some FOG buildup was noticed with the camera. The line is in satisfactory condition.
- Subway on N. Stephens St: The line appears to be in satisfactory condition.
- Brix 527: In the cleanout a significant amount of FOG was noticed with the camera. We will continue to monitor.
- Burrito Vaquero: In the cleanout, some FOG was noticed. Line is ok for now.
- Scoreboard Tavern: Some FOG was noticed in the cleanout line, ok for now.

NATURAL TREATMENT SYSTEM (NTS)

- We replaced 147 sprinklers.
- We have been isolating zone 2H manually, once per week for a 48 hour period to allow it to dry out some, to help reduce turbidity.

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 47 Million Gallons
- Average Daily Flow from all Lift Stations per day - 1.7 Million Gallons

MAINTENANCE ACTIVITIES

- Replaced the fresh water wash down pump for the Peterbilt Sludge Truck.
- Replaced the motor coupling for the #1 Main Hot Water Pump.
- Replaced the motor contactor coil for the Highland Ventilation fan.
- Repaired the water leak on the #2 Secondary Hot Water Pump.
- Rebuilt the #1 Winchester Pump with new Impeller, Bearings and Shaft.
- Replaced the Annamox Waste pump discharge hose and relocated where it discharges to.
- Replaced the discharge elbow for the W-3 system pressure sustaining valve.
- Replaced the gear operator for the #2 Gravity Belt Thickener Inlet Valve.
- Replaced the motor starters coil for the Highland stations hoist.
- Replaced the Stator for the #2 Polymer Feed Pump.
- Replaced the Annamox Recycle Pump with a new one.
- Repaired 147 sprinklers at the NTS.

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO₄) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO₄ at SW5.
- Number of Tests for permit: 133
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on August 4th and on August 17th.
- On August 11th lab water was sampled and sent out to NRC.

BIOSOLIDS

- Biosolids were hauled out in liquid form to the Flournoy Valley area.
- We collected soil samples from the Weaver and Poust sites and sent them out for analysis.
- We did the quarterly biosolids testing for metals and nutrients.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- We had a new associate start on August 16, 2021.

UPCOMING EVENTS


OPERATIONS/NTS:

- Biosolids application will continue throughout September.
- We'll be making adjustments to the irrigation schedule and doing irrigation repairs at the NTS.
- Sampling and stream measurement for D.O., pH and Temp. continue.

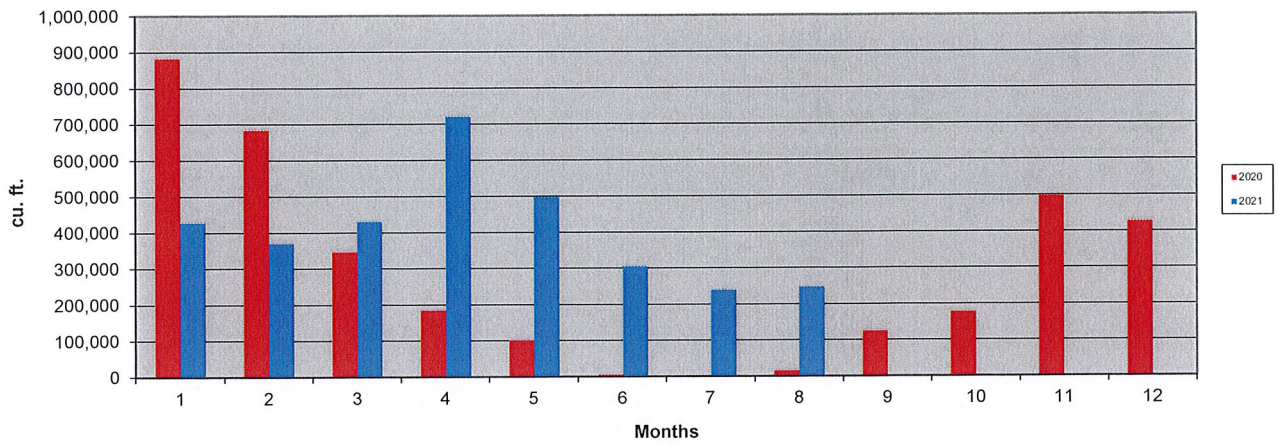
MAINTENANCE:

- Replacing grit system piping.

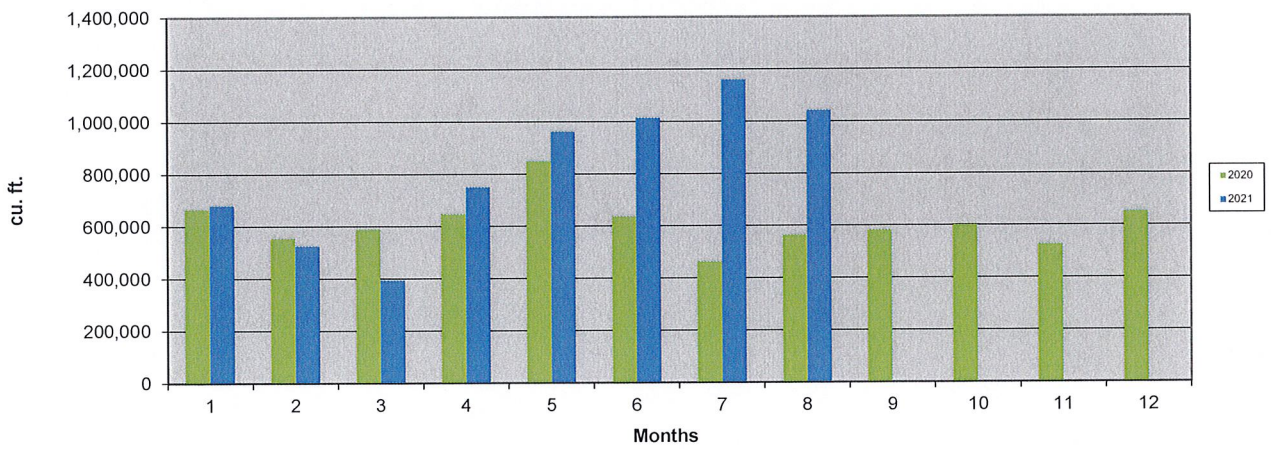
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.

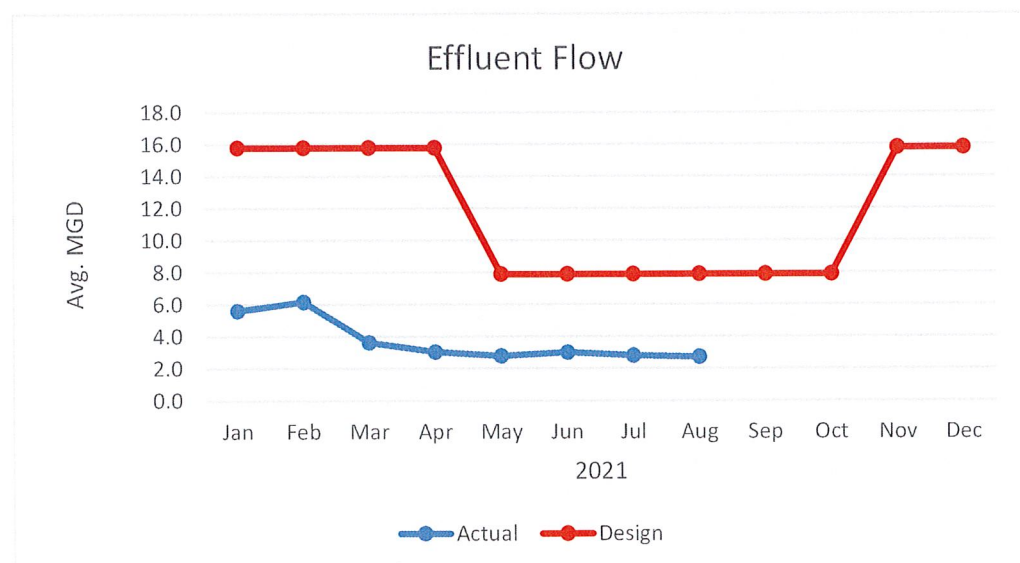
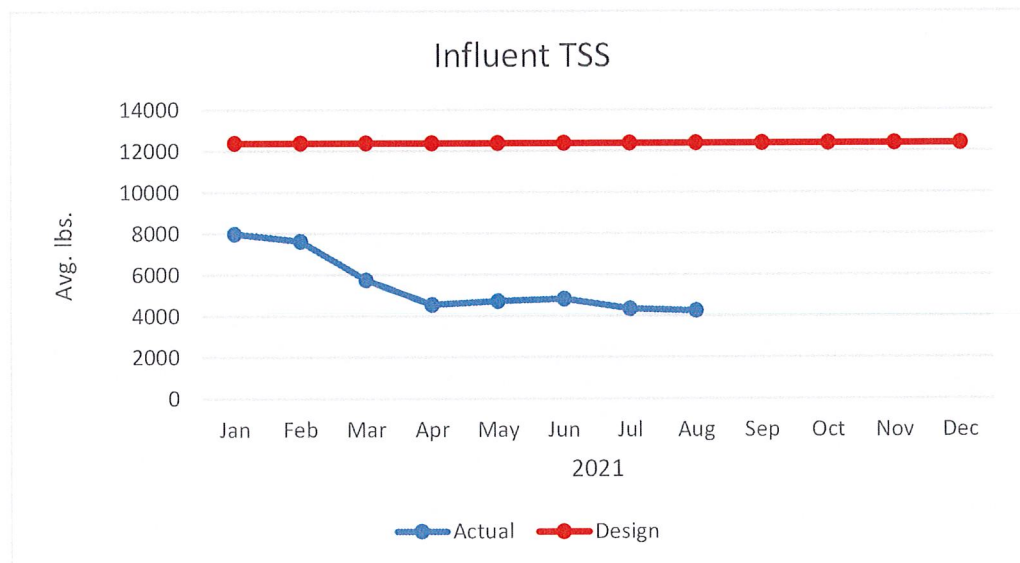
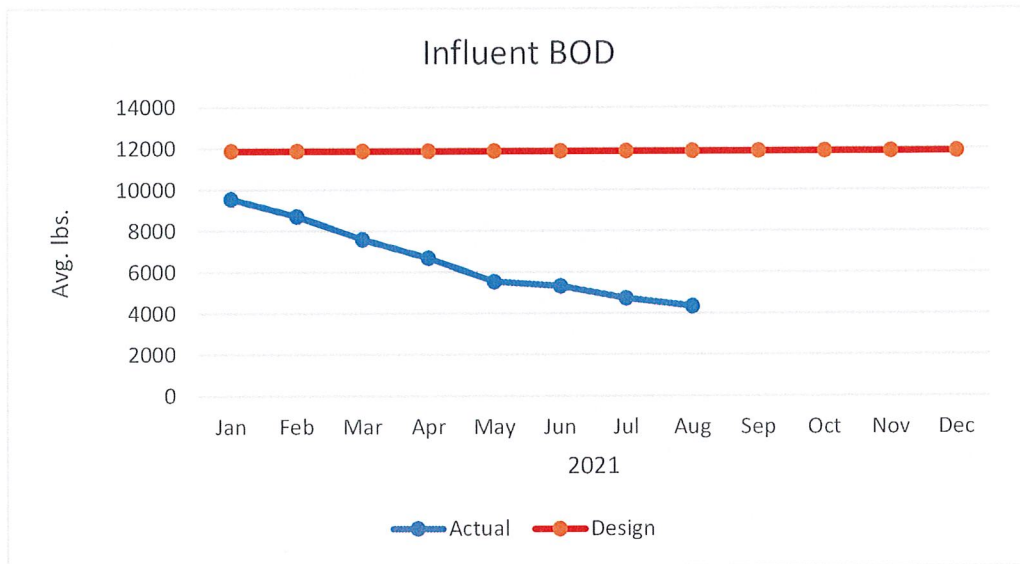

Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD /BOD	Plnt Inf Average lbs/day TSS
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
Apr-21	3.07	6708	4550
May-21	2.79	5551	4735
Jun-21	3.01	5334	4837
Jul-21	2.81	4741	4362
Aug-21	2.72	4356	4254
SUM	43.46	88239	73343
AVE	3.62	7353	6112
MAX	6.18	9679	7996
MIN	2.68	4356	4254

CASH DISBURSEMENT RECAP BOARD MEETING SEPTEMBER 8, 2021

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	89,124.03
Total of Regular Checks & ACH Transactions	<u>448,299.40</u>

Total Expenditures (not including Payroll)	<u><u>537,423.43</u></u>
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Payroll:

Net Payroll - August 31, 2021	58,754.70
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All Checks & ACH Transactions since the Board Meeting of August 11, 2021	<u><u>596,178.13</u></u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 9/3/2021 11:45 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	02669	PERS Deposit	08/12/2021	
	JULY 21 PR	PR Batch 00001.07.2021 PERS Pick-Up	PR Batch 00001.07.2021 PER	863.04
	JULY 21 PR	PR Batch 00001.07.2021 PERS - Not W/Held	PR Batch 00001.07.2021 PER	9,385.34
	JULY 21 PR	PR Batch 00001.07.2021 PERS W/Held	PR Batch 00001.07.2021 PER	4,524.14
	JULY 21 PR	PR Batch 00001.07.2021 OPSRP-Not W/Held	PR Batch 00001.07.2021 OPS	8,163.25
Total for this ACH Check for Vendor 02669:				22,935.77
Total for 8/12/2021:				22,935.77
ACH	ASIFLEX	ASIFlex	08/20/2021	
	N Jones Final	PR Batch 00001.08.2021 Flexible Spending Acco	PR Batch 00001.08.2021 Flex	100.00
	N Jones Final	PR Batch 00001.08.2021 Dependent Care FSA	PR Batch 00001.08.2021 Dep	50.00
Total for this ACH Check for Vendor ASIFLEX:				150.00
ACH	DNB	Internal Revenue Service	08/20/2021	
	N Jones Final	PR Batch 00001.08.2021 FICA - Employee	PR Batch 00001.08.2021 FIC.	104.11
	N Jones Final	PR Batch 00001.08.2021 Medicare - Employer	PR Batch 00001.08.2021 Med	24.35
	N Jones Final	PR Batch 00001.08.2021 Medicare - Employee	PR Batch 00001.08.2021 Med	24.35
	N Jones Final	PR Batch 00001.08.2021 FICA - Employer	PR Batch 00001.08.2021 FIC.	104.11
Total for this ACH Check for Vendor DNB:				256.92
ACH	OR-Rev	Oregon Dept. of Revenue	08/20/2021	
	N Jones Final	PR Batch 00001.08.2021 Oregon W/Held	PR Batch 00001.08.2021 Ore	21.52
Total for this ACH Check for Vendor OR-Rev:				21.52
Total for 8/20/2021:				428.44
ACH	ASIFLEX	ASIFlex	08/31/2021	
	AUG 21 PR	PR Batch 00002.08.2021 Flexible Spending Acco	PR Batch 00002.08.2021 Flex	1,316.16
Total for this ACH Check for Vendor ASIFLEX:				1,316.16
ACH	DNB	Internal Revenue Service	08/31/2021	
	AUG 21 PR	PR Batch 00002.08.2021 FICA - Employee	PR Batch 00002.08.2021 FIC.	5,478.43
	AUG 21 PR	PR Batch 00002.08.2021 FICA - Employer	PR Batch 00002.08.2021 FIC.	5,478.43
	AUG 21 PR	PR Batch 00002.08.2021 Medicare - Employee	PR Batch 00002.08.2021 Med	1,281.24
	AUG 21 PR	PR Batch 00002.08.2021 Medicare - Employer	PR Batch 00002.08.2021 Med	1,281.24
	AUG 21 PR	PR Batch 00002.08.2021 Federal Income Tax	PR Batch 00002.08.2021 Fed	7,172.14
Total for this ACH Check for Vendor DNB:				20,691.48
ACH	OR-Rev	Oregon Dept. of Revenue	08/31/2021	
	AUG 21 PR	PR Batch 00002.08.2021 Oregon W/Held	PR Batch 00002.08.2021 Ore	5,209.28

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for this ACH Check for Vendor OR-Rev:				5,209.28
ACH	CENTURY	CenturyLink	08/31/2021	
	AUG 2021 Fax/Al	Analog phone line for fax machine and alarm sy		137.56
	Aug 2021 NTS Ga	Analog phone line for NTS gate		59.94
Total for this ACH Check for Vendor CENTURY:				197.50
50445	CIS INS	CIS Trust	08/31/2021	
	AUG 21 PR	PR Batch 00002.08.2021 Accident Insurance	PR Batch 00002.08.2021 Acc	53.94
	AUG 21 PR	PR Batch 00002.08.2021 CCIS Insurance AD&I	PR Batch 00002.08.2021 CCI	19.81
	AUG 21 PR	PR Batch 00002.08.2021 Critical Illness Insuran	PR Batch 00002.08.2021 Criti	78.40
	AUG 21 PR	PR Batch 00002.08.2021 Dental & Vision	PR Batch 00002.08.2021 Den	2,490.33
	AUG 21 PR	PR Batch 00002.08.2021 Voluntary Dependent I	PR Batch 00002.08.2021 Volu	29.26
	AUG 21 PR	PR Batch 00002.08.2021 Trauma - Gold	PR Batch 00002.08.2021 Trau	20.00
	AUG 21 PR	PR Batch 00002.08.2021 Hospital Indemnity	PR Batch 00002.08.2021 Hos	80.90
	AUG 21 PR	PR Batch 00002.08.2021 Identity Protection	PR Batch 00002.08.2021 Iden	35.90
	AUG 21 PR	PR Batch 00002.08.2021 Voluntary Life Insuran	PR Batch 00002.08.2021 Volu	392.44
	AUG 21 PR	PR Batch 00002.08.2021 Life Insurance - er	PR Batch 00002.08.2021 Life	117.45
	AUG 21 PR	PR Batch 00002.08.2021 Life Insurance - Spous	PR Batch 00002.08.2021 Life	173.51
	AUG 21 PR	PR Batch 00002.08.2021 CCIS Insurance Long-	PR Batch 00002.08.2021 CCI	225.17
	AUG 21 PR	PR Batch 00002.08.2021 Medical Ins w/RX	PR Batch 00002.08.2021 Med	25,919.91
	AUG 21 PR	PR Batch 00002.08.2021 Short-Term Disability	PR Batch 00002.08.2021 Sho	129.91
Total for Check Number 50445:				29,766.93
50446	PEBSCO	Nationwide Retirement Solutions	08/31/2021	
	AUG 21 PR	PR Batch 00002.08.2021 Nationwide-Deferred C	PR Batch 00002.08.2021 Nati	5,025.00
Total for Check Number 50446:				5,025.00
50447	USPS	US Postal Service	08/31/2021	
	Aug 2021	Postage for mailing utility bills		2,921.20
Total for Check Number 50447:				2,921.20
50448	VERIZON	Verizon Wireless	08/31/2021	
	9886261853	Wireless telephone services		632.27
Total for Check Number 50448:				632.27
Total for 8/31/2021:				65,759.82
Report Total (12 checks):				89,124.03

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 9/3/2021 11:48 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES	Staples Credit Plan	09/08/2021	
	2897178861	Black toner cartridges for crew printer		223.98
	2904700751	Drop box envelopes		268.99
	2906776121	Keyboard & mouse for Harmony's Board Room		124.98
	34841	Test router for pump station cameras		59.99
Total for this ACH Check for Vendor STAPLES:				677.94
50449	WP Aug 2021	Avista Utilities Natural gas usage	09/08/2021	27.96
Total for Check Number 50449:				27.96
50450	BANNERMC	BANNER BANK	09/08/2021	
	AA 082621	Costco - Kitchen/Office supplies		211.42
	AB 080521	Home Depot - 300' tapes for service trucks		61.74
	AB 082321	BiMart - Freezer for Ice		179.99
	CM 081321	Amazon - Air quality monitor for office		269.00
	CM 083021	Amazon - Replacement filters for desktop air pur		45.98
	DF 081621	Zoom - Electronic meeting software for board m		93.99
	DF 082421	TX Systems - Equipment for 2-Factor ID for con		745.33
	DF 082921	Amazon - Replacement camera for Dave to test f		145.96
	GO 072921	DC Co-op - Water & Ice		8.02
	GO 080221	DC Co-op - Water & Ice		5.77
	GO 080321	DC Co-op - Water & Ice		4.79
	GO 080421	DC Co-op - Water & Ice		5.77
	GO 080921	DC Co-op - Water & Ice		4.79
	GO 081021	DC Co-op - Water & Ice		4.79
	GO 081121	DC Co-op - Water & Ice		4.79
	GO 081221	DC Co-op - Water & Ice		4.77
	HW 081121	Safeway - Board meeting snacks		10.49
	JB 081221	Elmer's - Team building - Collection staff		127.77
	JJB 073021	Apex - Replacement fill valve for toilet in wome		8.99
	JJB 083021	Harbor Freight - Coiled air hose and fittings		11.05
	KB 080621	Harbor Freight - Tools for CCTV van		7.99
	KB 082621	Transport Wisdom - DF CDL Test		190.00
	RK 080221	DC Co-op - Rite in the rain books		8.95
Total for Check Number 50450:				2,162.14
50451	BHEC	Bassett-Hyland Energy Company	09/08/2021	
	CL00333-IN	Vehicle fuel usage		1,112.27
	CL00701-IN	Vehicle fuel usage		464.73
Total for Check Number 50451:				1,577.00
50452	Chytka 140493	Chytka Pest Control LLC Monthly pest control service	09/08/2021	40.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50452:				40.00
50453	WATER INV13916	City of Roseburg Bulk water usage & permit for July	09/08/2021	134.25
Total for Check Number 50453:				134.25
50454	CRADAR 003164 003164R	Cradar Enterprises, Inc Hooker Road Sewer Project Pay Estimate #3 Hooker Rd Project Retainage for Pay Estimate #.	09/08/2021	235,164.13 -11,758.21
Total for Check Number 50454:				223,405.92
50455	DRAUTO 978333 979543 980195 980214	D & R Auto & Truck Supply Corp Wiper fluid, auto cleaning wipes DEF fluid Repair horn in 5 yd Repair horn in 5 yd	09/08/2021	12.07 43.96 43.11 8.36
Total for Check Number 50455:				107.50
50456	Day SO46193556	Day Wireless Systems Radios	09/08/2021	847.00
Total for Check Number 50456:				847.00
50457	OR-CBS DCBS Permits	Dept of Consumer & Business Services Permit: 4838, 21407, 50375, 50377	09/08/2021	179.20
Total for Check Number 50457:				179.20
50458	DLT SOLU SI533561	DLT Solutions, LLC Autodesk Civil 3D	09/08/2021	5,814.75
Total for Check Number 50458:				5,814.75
50459	DCPW 608445	Douglas County Public Works Clean grit pit	09/08/2021	128.78
Total for Check Number 50459:				128.78
50460	DFN Sept 2021 Admin Sept 2021 High Sept 2021 Host Sept 2021 Keady Sept 2021 NBank Sept 2021 NTS Sept 2021 Ph/Ca Sept 2021 Wilb1 Sept 2021 Wilb2 Sept 2021 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	09/08/2021 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 145049 Service: 141784 Service: 105796 Service: 105794 Service: 105795	213.49 74.91 10.28 74.91 71.91 71.79 98.01 74.91 71.91 71.91
Total for Check Number 50460:				834.03
50461	EARTH 624591 808490	EARTH20 Bottled water delivery Bottled water delivery	09/08/2021	87.49 37.99
Total for Check Number 50461:				125.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50462	F3B CONS 3327	F3B Construction LLC Laminated American Flags	09/08/2021	7.50
Total for Check Number 50462:				7.50
50463	FASTENAL ORROS219730 ORROS219800	Fastenal Company N95 masks Locate paint	09/08/2021	72.52 161.53
Total for Check Number 50463:				234.05
50464	GRAPHDIM 3436	Graphic Dimensions, Inc. Cut utility bills to mailing size	09/08/2021	37.60
Total for Check Number 50464:				37.60
50465	Jacobs 351289-046	Jacobs Engineering Group Inc Professional services per agreement	09/08/2021	129,684.00
Total for Check Number 50465:				129,684.00
50466	COASTAL D85953 D86053	John Deere Financial f.s.b. Hip waders Replacement fuel pump	09/08/2021	119.99 399.99
Total for Check Number 50466:				519.98
50467	LANDMARK 4763	Land Mark Surveying Inc 2021.0071 Boundary Goedeck Ave	09/08/2021	2,750.00
Total for Check Number 50467:				2,750.00
50468	MSTRCR 29648-J	MasterCare Cleaning Co Inc Janitorial services for August	09/08/2021	390.00
Total for Check Number 50468:				390.00
50469	UB*00049	RYAN & LEAH MCDONOUGH Refund Check Refund Check Refund Check	09/08/2021	190.02 40.01 10.00
Total for Check Number 50469:				240.03
50470	LGL 12991	Northwest Local Government Legal Advice Phone conf - SDC increases	09/08/2021	165.00
Total for Check Number 50470:				165.00
50471	DEQ WQ22DOM-0830	OR Dept of Environmental Quality NPDES Permit File #76771	09/08/2021	31,372.00
Total for Check Number 50471:				31,372.00
50472	OR-LIN 681377 688005	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	09/08/2021	38.93 57.27
Total for Check Number 50472:				96.20
50473	ORE TREE 2462	Oregon Tree Works LLC Remove Trees at WWTP	09/08/2021	2,275.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50473:				2,275.00
50474	PNWF CO 2179	Pacific Northwest Fence Co Back gate repair	09/08/2021	113.75
Total for Check Number 50474:				113.75
50475	PPL	Pacific Power	09/08/2021	
	Aug 2021	Contract Min&Usage-Keady Ct PS		56.21
	Aug 2021 411LM	Usage-411 LM-Storage Bldg		28.03
	Aug 2021 425LM	Power Usage-425 Long Meadow		10.53
	Aug 2021 Admin	Power Usage-Admin Bldg		638.87
	Aug 2021 Brbn	Power Usage - Bourbon St		52.46
	Aug 2021 BrbnC	Power Contract - Bourbon St		70.49
	Aug 2021 High	Power Usage-Highland PS		618.00
	Aug 2021 LVPS	Power Usage-Loma Vista PS		78.63
	Aug 2021 NBank	Power Usage-North Bank PS		102.00
	Aug 2021 NTS	Contract/Power Usage-NTS PS		11,013.05
	Aug 2021 NTSG	Power Usage-140 LM-NTS Gate		20.29
	Aug 2021 SBank	Power Usage-South Bank PS		1,576.73
	Aug 2021 Wilb1	Power Usage-Wilbur 1 PS		106.63
	Aug 2021 Wilb2	Power Usage-Wilbur 2 PS		120.97
	Aug 2021 WWTP	Power Usage-WWTP 1		17,678.85
	Aug 2021 WWTP2	Power Usage-WWTP 2		28.25
Total for Check Number 50475:				32,199.99
50476	PETTY	Petty Cash c/o Harmony Williams	09/08/2021	
	071421	Costco - Laundry detergent		16.49
	071621	DMV - CDL permit fees		49.00
	072221	Costco - Kitchen trash bags		16.99
	8005849	Amazon - Mouse for crew		99.99
Total for Check Number 50476:				182.47
50477	Premium 24234	Premium Landscape, Inc. Monthly landscape maintenance	09/08/2021	180.25
Total for Check Number 50477:				180.25
50478	RITZ 6179237	Ritz Safety Gas Detector	09/08/2021	962.18
Total for Check Number 50478:				962.18
50479	TECHUNL 354234	Technology Unlimited, Inc Aquracy Annual License & Support for Check sc	09/08/2021	450.00
Total for Check Number 50479:				450.00
50480	TEKMAN	TEKMANAGEMENT, INC.	09/08/2021	
	75330	Backup & Recovery Services		565.00
	75330	Office 365 Premium-Crew		87.50
	75330	O365 Visio Subscription		15.00
	75330	Office 365 Premium-Engineering		75.00
	75330	Server Maint & monitoring		1,459.75
	75330	Office 365 Premium-Finance		37.50
	75330	Office 365 Premium-811 user		12.50
	75330	Encryption of laptops		66.00
	75330	DNS Filter (security)		40.00
	75330	Security awareness training		30.78

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	75330	Office 365 Online Plan 1		4.00
			Total for Check Number 50480:	2,393.03
50481	UMP-SAND 89057	Umpqua Sand & Gravel Clean up concrete at WWTP	09/08/2021	38.76
			Total for Check Number 50481:	38.76
50482	UNITED 196263192-001	UNITED RENTALS (NORTH AMERICA) Dozer rental for WWTP Wall project	09/08/2021	4,789.10
			Total for Check Number 50482:	4,789.10
50483	Walker B 87892	Walker Bros. Auto Repair, Inc. Oil change for 5 yd	09/08/2021	268.00
			Total for Check Number 50483:	268.00
50484	WILLGRAY 23432000	Willamette Graystone, LLC Mortar for stock	09/08/2021	398.56
			Total for Check Number 50484:	398.56
50485	YAEGER P 20818	Yaeger's Plumbing, Inc. Redirect sewer service - grade issues - Hooker R	09/08/2021	950.00
			Total for Check Number 50485:	950.00
50486	ZT Rahcs 032-09-2021	ZT Rahcs, Inc. Remove Poison Oak and Brush along Fence at N	09/08/2021	1,540.00
			Total for Check Number 50486:	1,540.00
			Total for 9/8/2021:	448,299.40
			Report Total (39 checks):	448,299.40