



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

REGULAR MONTHLY BOARD MEETING
February 10, 2021

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

**February 10th, 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 Giese

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. January 13th, 2021 Board Meeting
- 4. Auditor's Report to the Board**
 - a. Isler CPA, Paul Nielson
- 5. Resolution No. 21-01**
 - a. A resolution amending Resolution No. 18-01 System Development Charge.
- 6. Resolution No. 21-02**
 - a. Resolution Declaring Surplus Property.
- 7. General Managers' Report**
 - a. Hooker Road Rehabilitation Project
 - b. Douglas Avenue Project, City of Roseburg
 - c. Biosolids Building Expansion, Installation of Storage 2 Conveyors Electrical & Pneumatic System
 - d. Douglas County request to negotiate a contract with RUSA for emergency disposal of leachate.
- 8. Staff Professional Development**
- 9. New Development**
- 10. Staff Report**
- 11. Jacobs Plant Operations Report**
- 12. Accounts Payable**
- 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 January 13, 2021 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 December 9, 2020 Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for the December 9, 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 Hooker Road Sewer Project. On January 11, 2021 bids for the project were opened and read publicly. RUSA received one bid only for the project from Jesse Rodriguez Construction. The bid total for Schedule "A" was \$1,345,720.00. This bid was 26% higher than the base engineer's estimate and 15% higher than the base engineer's estimate with a 10% contingency added.

Leeway Engineering evaluated the bid and provided a recommendation to reject the bid from Jesse Rodriguez Construction. Staff recommended that the Board reject the bid from Jesse Rodriguez Construction.

David Campos made a motion to reject the bid from Jesse Rodriguez Construction for the Hooker Road Sewer project.

Rob Lieberman seconded the motion.

The motion passed unanimously.

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

Jacobs Operations Contract Annual Report

Jade Mecham presented the 2019-2020 Annual Report for Operations and Management Services to the Board.

General Managers Report

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 Terrell & 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 inspected the work and reviewed the payment request. The Engineer and Staff recommended that the Board approve the final payment to Z Terrell & Son LLC in the amount of \$32,000.

Rob Lieberman made a motion to approve final payment to Z Terrell and Son LLC for \$32,000.

Kelsey Wood seconded the motion.

The motion passed unanimously.

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.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 97% BOD removal and 97% Total Suspended Solids removal during December. The total Effluent flow was 137.960 million gallons.

Accounts Payable

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

Executive Session

At 4:47 p.m. Chairman Dunn called for an Executive Session to discuss the General Manager's evaluation as stated in ORS 192.660(2)(i). At this time staff left, leaving the General Manager and Board Members remaining. The Board evaluated the General Manager for his work during the year 2020.

At 5:05 p.m. staff were called back to the regular meeting.
David Campos made a motion to advance Jim Baird to Step 5 for General Manager.
Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to advance the General Manager to Step 5:

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

The motion was passed with a 5/0 vote.

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant



June 30, 2020

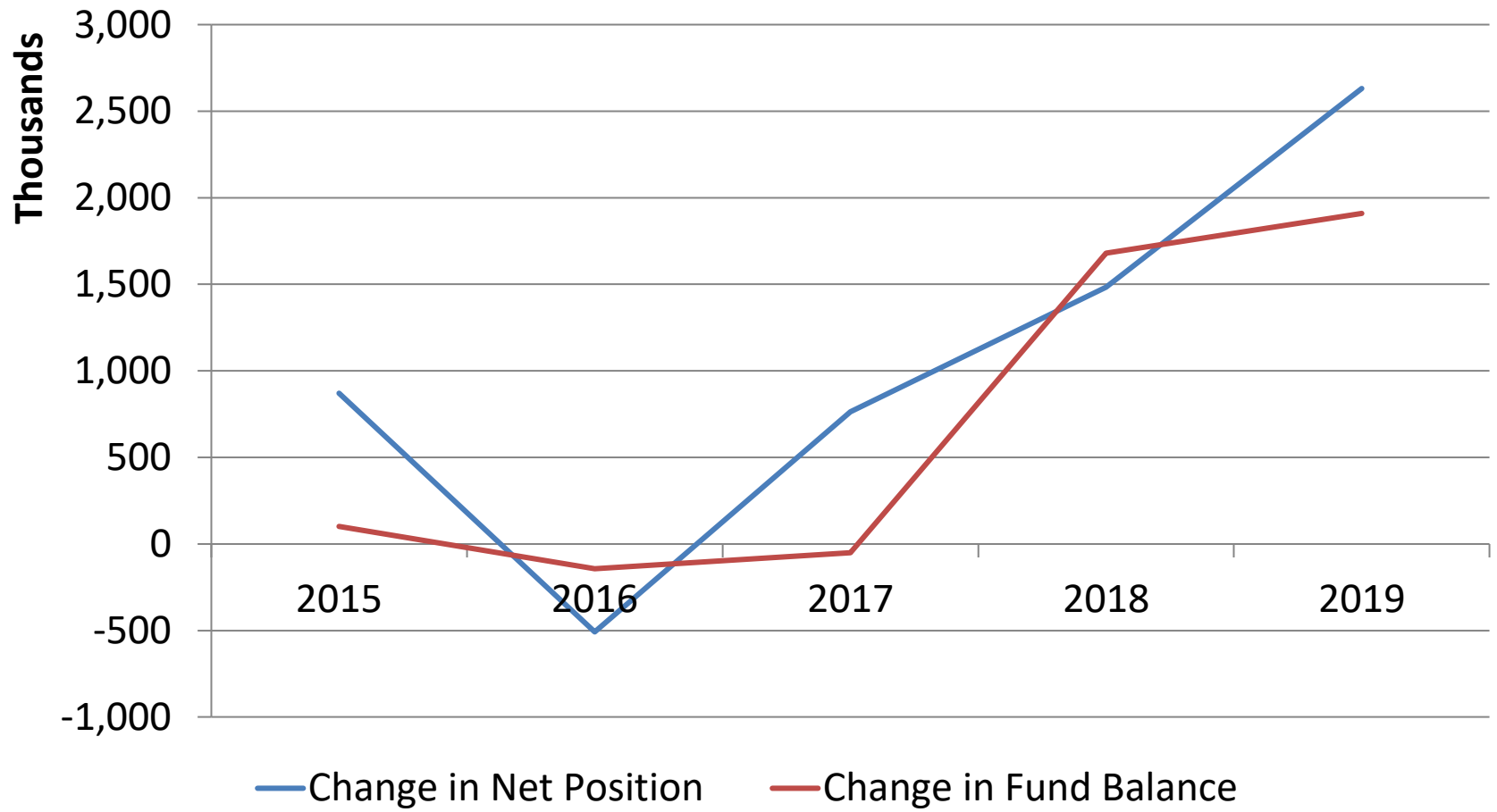
Required Communications

- Auditors' Responsibilities
- Significant findings
- Significant estimates Disclosed
- Difficulties encountered during audit
- Corrected and uncorrected misstatements
- Disagreements with management
- Management representations
- Management consultations with other auditors

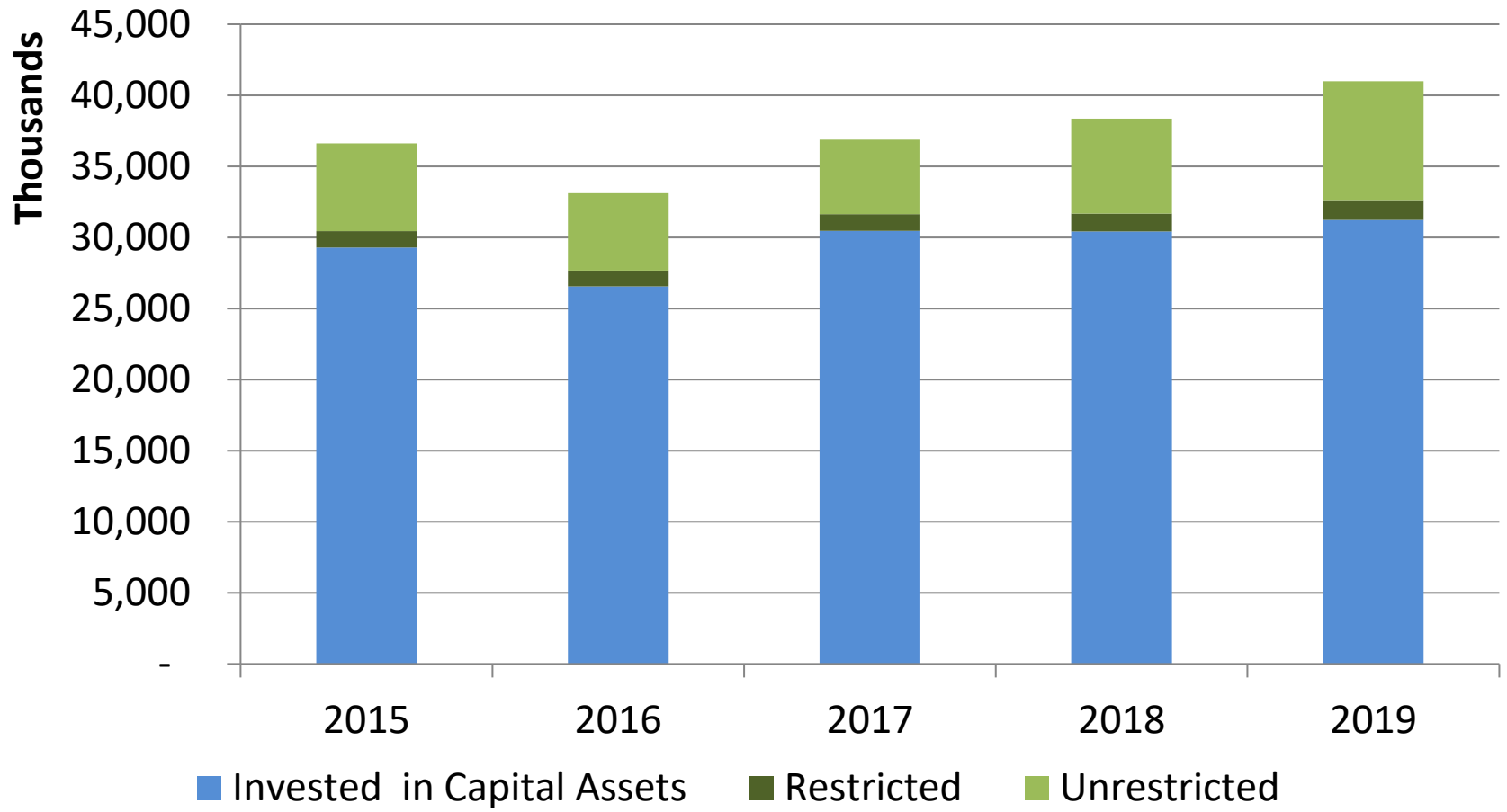
Oregon Minimum Standards

- Deposits of public funds
- Debt limitations
- Budget testing
- Insurance
- Investments of public funds
- Public contracting

Change in Net Position / Change in Fund Balance



Net Position



ROSEBURG URBAN SANITARY AUTHORITY

Roseburg, Oregon

**FINANCIAL STATEMENTS AND SUPPLEMENTARY
INFORMATION**

YEARS ENDED JUNE 30, 2020 AND 2019

Prepared by:
RUSA Finance Department

ROSEBURG URBAN SANITARY AUTHORITY

Years ended June 30, 2020 and 2019

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INTRODUCTORY SECTION

ROSEBURG URBAN SANITARY AUTHORITY

For the Year Ended June 30, 2020

Board of Directors and Registered Agent

As of June 30, 2020

CHAIRMAN OF THE BOARD:

Term of Office

John Dunn
1440 SE Brush
Roseburg, OR 97470

7/1/2017 - 6/30/2021

BOARD MEMBERS:

Robert Lieberman
P.O. Box 666
Winchester, OR 97496

7/1/2017 - 6/30/2021

Kelsey Wood
PO Box 1326
Roseburg, OR 97470

7/1/2019 - 6/30/2023

Jerry Griesse
1940 NW Dogwood
Roseburg, OR 97471

7/1/2019 - 6/30/2023

David Campos
1858 NE Sunset
Roseburg, OR 97471

12/9/2015 - 6/30/2021

REGISTERED AGENT AND OFFICER:

Jim Baird
1297 NE Grandview Drive
Roseburg, OR 97470

FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Roseburg Urban Sanitary Authority
Roseburg, Oregon

Report on the Financial Statements

We have audited the accompanying financial statements of the Roseburg Urban Sanitary Authority ("Authority" or "RUSA"), as of and for the years ended June 30, 2020, and 2019, and the related notes to the financial statements, which collectively comprise RUSA's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of RUSA as of June 30, 2020 and 2019, and the changes in its financial position, and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the schedule of proportionate share of the net pension liability, and the schedule of pension contributions, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise RUSA's basic financial statements. The combining schedules and the budgeted and actual schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining schedules and the budgeted and actual schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplemental schedules are fairly stated in all material respects, in relation to the basic financial statements as a whole.

The introductory section, has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on it.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards of Audits of Oregon Municipal Corporations, we have issued our report dated January 5, 2020 on our consideration of RUSA's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

By Paul Nielson, a member of the firm
for Isler CPA
January 5, 2020

ROSEBURG URBAN SANITARY AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years ended June 30, 2020 and 2019

GASB 34 requires Roseburg Urban Sanitary Authority ("RUSA" or "the Authority") to provide this overview and analysis of its financial activities for the fiscal year, and it should be read in conjunction with the accompanying Basic Financial Statements. All amounts, unless otherwise indicated, are expressed in thousands of dollars (\$1,000).

FINANCIAL HIGHLIGHTS

- The assets of RUSA exceeded its liabilities at the close of June 30, 2020 by \$41,978, a increase of \$991. Of this amount, \$8,284 (unrestricted net position) may be used to meet ongoing obligations and \$33,476 is invested in capital assets net of accumulated depreciation.
- Total Operating revenues were \$6,889, an increase of \$13 from the prior year. Operating expenses totaled \$6,191, an increase of \$328 from the prior year. The difference between operating revenues and operating expenses resulted in operating income of \$698.
- RUSA has \$33,476 in capital assets, net of accumulated depreciation. This is a increase of \$2,137 from the prior year. RUSA also recognized \$1,630 in depreciation expense in the current fiscal year.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to RUSA's Basic Financial Statements. The Basic Financial Statements include the notes to the financial statements. In addition to these statements, this report also contains supplementary information.

RUSA is a self-supporting entity and follows enterprise fund reporting, accordingly, the financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. RUSA's annual report consists of the Balance Sheets, the Statements of Revenues, Expenses and Changes in Net Positions and the Statements of Cash Flows. The Balance Sheets provide information about the financial position of RUSA, including all of its capital assets and long-term liabilities, on the full accrual basis, similar to that used by corporations. The Statements of Revenues, Expenses and Changes in Net Positions present information showing how RUSA's net position has changed as a result of current year operations. Regardless of when cash is affected, all changes in net position are reported when the underlying transactions occur. As a result, there are transactions included that do not affect the cash flow until future fiscal periods. The Statements of Cash Flows present information showing how the Authority's cash balance changed as a result of current year operations. This statement is prepared using the direct method and includes the reconciliation of operating income to net cash provided by operating activities (indirect method).

The notes to the financial statements provide additional information that is essential to a complete understanding of the data provided in the financial statements.

ROSEBURG URBAN SANITARY AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years ended June 30, 2020 and 2019

FINANCIAL ANALYSIS

Total assets, liabilities, deferred inflows/outflows of resources, and net position were as follows:

	2020	2019	2018	Change 2019 - 2020 Amount	Percent %
Assets:					
Current assets	\$ 10,398	\$ 10,970	\$ 9,113	\$ (572)	(5.2)
Noncurrent receivables	27	28	45	(1)	(3.6)
Capital assets (net)	<u>33,476</u>	<u>31,339</u>	<u>30,789</u>	<u>2,137</u>	6.8
Total assets	43,901	42,337	39,947	1,564	3.7
Deferred outflow of resources	<u>484</u>	<u>533</u>	<u>484</u>	<u>(49)</u>	(9.2)
Total assets and deferred outflows of resources	<u>44,385</u>	<u>42,870</u>	<u>40,431</u>	<u>1,515</u>	3.5
Liabilities:					
Current liabilities	682	149	208	533	357.7
Net pension liability	1,513	1,422	1,350	91	6.4
Other long-term liabilities	<u>-</u>	<u>100</u>	<u>378</u>	<u>(100)</u>	(100.0)
Total liabilities	<u>2,195</u>	<u>1,671</u>	<u>1,936</u>	<u>524</u>	31.4
Deferred inflow of resources	<u>212</u>	<u>212</u>	<u>138</u>	<u>80</u>	
Net position:					
Net investment in capital assets	33,475	31,239	30,412	2,236	7.2
Restricted	219	1,395	1,264	(1,176)	(84.3)
Unrestricted	<u>8,284</u>	<u>8,353</u>	<u>6,680</u>	<u>(69)</u>	(0.8)
Total net position	<u>\$ 41,978</u>	<u>\$ 40,987</u>	<u>\$ 38,356</u>	<u>\$ 991</u>	2.4

Total assets increased for this fiscal year by \$1,564. Current assets decreased by \$572 mainly as a result of a decrease of \$2,093 in prepaid expenses.

Total liabilities increased by \$524 from last year. The decreases in long-term liabilities is related to the scheduled payment on the outstanding long-term debt. The increase in current liabilities is related to the increase in accrued accounts payables.

Net position may serve as a useful indicator of the RUSA's financial position. As of June 30, 2020, assets exceeded liabilities by \$41,978, a 2.4 percent increase over the prior period. Investment in capital assets are considered unavailable for current expenditure and accounts for 79.7 percent of the total net position (76.2 percent of total net position at June 30, 2019). Unrestricted net position accounts for 19.7 percent of the total net position (20.4 percent of the total net position at June 30, 2019). Unrestricted assets are normally the part of net position used to finance day-to-day operations without constraints established by debt covenants or other legal requirements. Restricted net position represents assets set aside for debt service and future system development.

ROSEBURG URBAN SANITARY AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years ended June 30, 2020 and 2019

FINANCIAL ANALYSIS, continued

The following schedule presents a summary of revenues, expenses and increase in net position for the Authority and the amount and percentage change from 2019 to 2020.

	2020	2019	2018	Change 2019 - 2020	
				Amount	Percent %
Operating revenues:					
User service fees	\$ 6,657	\$ 6,771	\$ 6,708	\$ (114)	(1.7)
Other revenues	<u>232</u>	<u>105</u>	<u>131</u>	<u>127</u>	121.0
Total operating revenues	6,889	6,876	6,839	13	0.2
Nonoperating revenues:					
Gain (loss) on sale of assets	4	74	15	(70)	(94.6)
Interest income	<u>171</u>	<u>191</u>	<u>110</u>	<u>(20)</u>	(10.5)
Total nonoperating revenues	<u>175</u>	<u>265</u>	<u>125</u>	<u>(90)</u>	(34.0)
Total revenues	<u>7,064</u>	<u>7,141</u>	<u>6,964</u>	<u>(77)</u>	(1.1)
Operating expenses:					
Personal services	1,973	1,743	1,659	230	13.2
Materials and services	2,588	2,484	2,340	104	4.2
Depreciation	<u>1,630</u>	<u>1,636</u>	<u>1,636</u>	<u>(6)</u>	(0.4)
Total operating expenses	6,191	5,863	5,635	328	5.6
Nonoperating expenses:					
Interest expense	<u>2</u>	<u>9</u>	<u>19</u>	<u>(7)</u>	(77.8)
Change in net position before contributions	871	1,269	1,310	(398)	(31.4)
Capital contributions	120	1,362	173	(1,242)	(91.2)
Net position-beginning	<u>40,987</u>	<u>38,356</u>	<u>36,873</u>	<u>2,631</u>	6.9
Net position-ending	<u>\$ 41,978</u>	<u>\$ 40,987</u>	<u>\$ 38,356</u>	<u>\$ 991</u>	2.4

Total operating revenues were comparable to the prior period. Other revenues consist of miscellaneous collection service fees, title clearance fees and other miscellaneous income. Interest income earnings decreased by 10.5 percent due as decrease in interest rates. Operating expenses increased by 5.6 percent as compared to the prior period. Personal services increased by 13.2 percent due to the changes from determining pension related items in accordance with GASB 68, including recording a pension liability and deferred inflows/outflows related to pensions.

Nonoperating revenues decreased by 34.0 percent over the prior year. Primarily due to the decreases in interest income and gain on sale of capital assets.

Capital contributions charges decreased 91.2 percent due primarily to a 2019 \$1 million in capital contributions related to infrastructure assets.

ROSEBURG URBAN SANITARY AUTHORITY
MANAGEMENT'S DISCUSSION AND ANALYSIS
Years ended June 30, 2020 and 2019

CAPITAL ASSETS

At June 30, 2020, RUSA had \$33,476 invested in a broad range of capital assets, including land, buildings, machinery, pump stations, reservoirs, distribution systems and construction in progress. For the year ended June 30, 2020, RUSA had \$3,775 in additions.

Depreciation expense was \$1,630 and \$1,636 for the years ended June 30, 2020 and 2019, respectively.

RUSA's Capital Assets (net of depreciation)

	<u>2020</u>	<u>2019</u>	<u>2018</u>
Land	\$ 768	\$ 768	\$ 766
Construction in progress	92	93	90
Collection system and pump station	20,567	18,674	17,654
Treatment plants	10,660	10,763	11,541
Office building and rental houses	186	209	235
Equipment	<u>1,203</u>	<u>832</u>	<u>503</u>
Total	<u>\$ 33,476</u>	<u>\$ 31,339</u>	<u>\$ 30,789</u>

Additional information on RUSA's capital assets can be found in the notes to the financial statements in the note titled Capital assets.

DEBT ADMINISTRATION

In September 2009, RUSA obtained loans to finance the Natural Treatment System (NTS). The loan was paid in full during the year ended June 30, 2020.

	<u>2020</u>	<u>2019</u>	<u>2018</u>
NTS debt	<u>\$ -</u>	<u>\$ 100</u>	<u>\$ 378</u>

Additional information on RUSA's debt can be found in the notes to the financial statements in the note titled Notes Payable.

REQUEST FOR INFORMATION

Our financial report is designed to provide our ratepayers and creditors with an overview of RUSA's finances. If you have any questions about this report or need any clarification of information please contact the Finance Department at the Roseburg Urban Sanitary Authority. Our address is: 1297 NE Grandview, Roseburg, Oregon 97470.

BASIC FINANCIAL STATEMENTS

ROSEBURG URBAN SANITARY AUTHORITY

Balance Sheets

June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 9,423,756	\$ 7,891,615
Receivables:		
Sewer service charges (net of allowance of \$8,620 for 2020 and 2019)	790,948	807,764
Assessment interest	20,882	19,422
Prepaid expenses	145,004	2,238,530
Due from OMI	<u>17,817</u>	<u>13,063</u>
Total current assets	<u>10,398,407</u>	<u>10,970,394</u>
Noncurrent assets:		
Assessments receivable	27,570	27,628
Capital assets - net	<u>33,475,648</u>	<u>31,339,413</u>
Total noncurrent assets	<u>33,503,218</u>	<u>31,367,041</u>
Total assets	43,901,625	42,337,435
DEFERRED OUTFLOW OF RESOURCES		
Deferred outflow of resources related to pensions	483,626	532,534
Total assets and deferred outflow of resources	<u><u>\$ 44,385,251</u></u>	<u><u>\$ 42,869,969</u></u>
LIABILITIES		
Current liabilities:		
Accounts Payable	\$ 582,825	\$ 71,558
Accrued Payroll Liability	98,856	75,678
Accrued interest payable	-	2,237
Current portion of notes payable	<u>-</u>	<u>100,176</u>
Total current liabilities	681,681	249,649
Noncurrent liabilities:		
Net pension liability	<u>1,512,930</u>	<u>1,421,649</u>
Total liabilities	2,194,611	1,671,298
DEFERRED INFLOW OF RESOURCES		
Deferred inflow of resources related to pensions	<u>212,243</u>	<u>211,781</u>
NET POSITION:		
Net investment in capital assets	33,475,648	31,239,237
Restricted for future development, collection system	218,812	1,394,899
Unrestricted	<u>8,283,937</u>	<u>8,352,754</u>
Total net position	<u>41,978,397</u>	<u>40,986,890</u>
Total liabilities, deferred inflow of resources and net position	<u><u>\$ 44,385,251</u></u>	<u><u>\$ 42,869,969</u></u>

See accompanying notes to financial statements.

ROSEBURG URBAN SANITARY AUTHORITY

Statements of Revenues, Expenses and Changes in Net Position

Years ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Operating revenues:		
User service fees	\$ 6,656,426	\$ 6,770,866
Other revenue	<u>232,215</u>	<u>104,943</u>
Total operating revenues	<u>6,888,641</u>	<u>6,875,809</u>
Operating expenses:		
Personal services	1,972,545	1,743,363
Materials and services	2,588,326	2,483,692
Depreciation	<u>1,629,609</u>	<u>1,636,048</u>
Total operating expenses	<u>6,190,480</u>	<u>5,863,103</u>
Operating income (loss)	<u>698,161</u>	<u>1,012,706</u>
Nonoperating revenues and expenses		
Investment earnings	170,649	190,514
Interest expense	(1,769)	(8,535)
Gain (loss) on sale of capital assets	<u>4,193</u>	<u>74,223</u>
Total nonoperating revenue and expenses	<u>173,073</u>	<u>256,202</u>
Income (loss) before contributions	871,234	1,268,908
Capital contributions:		
Capital assets contributed	-	1,163,141
System development charges	<u>120,273</u>	<u>198,454</u>
Total capital contributions	<u>120,273</u>	<u>1,361,595</u>
Change in net position	991,507	2,630,503
Net position - beginning of year.	<u>40,986,890</u>	<u>38,356,387</u>
Net position - end of year	<u>\$ 41,978,397</u>	<u>\$ 40,986,890</u>

See accompanying notes to financial statements.

ROSEBURG URBAN SANITARY AUTHORITY

Statements of Cash Flows

Years ended June 30, 2020 and 2019

	<u>2020</u>	<u>2019</u>
Cash flows from operating activities:		
Receipts from customers and users	\$ 6,904,052	\$ 6,876,558
Payments to suppliers	(2,429,422)	(2,208,893)
Payments to employees	<u>(1,810,420)</u>	<u>(1,642,289)</u>
Net cash provided by operating activities	<u>2,664,210</u>	<u>3,025,376</u>
Cash flows from capital and related financing activities:		
Acquisition and construction of capital assets	(1,332,261)	(3,149,303)
Connection fees and other capital contributions	120,273	198,454
Principal paid on notes payable	(100,175)	(277,627)
Interest paid on notes payable	(4,007)	(15,113)
Proceeds from sale of capital assets	<u>13,452</u>	<u>74,223</u>
Net cash used by capital and related financing activities	<u>(1,302,718)</u>	<u>(3,169,366)</u>
Cash flows from investing activities:		
Interest received on investments	<u>\$ 170,648</u>	<u>190,513</u>
Net increase (decrease) in cash and cash equivalents	1,532,140	46,523
Cash and cash equivalents, July 1	<u>7,891,615</u>	<u>7,845,092</u>
Cash and cash equivalents, June 30	<u><u>\$ 9,423,755</u></u>	<u><u>\$ 7,891,615</u></u>
Supplemental schedule of noncash capital and related financing activities:		
Capital assets costs	<u>\$ -</u>	<u>\$ 1,018,061</u>
Reconciliation of operating income (loss) to net cash provided by operating activities:		
Operating income (loss)	\$ 698,161	\$ 1,012,706
Adjustments to reconcile operating income (loss) to net cash provided by operating activities:		
Depreciation	1,629,609	1,636,048
Net change in pension liability and deferrals	140,651	96,632
Changes in operating assets and liabilities:		
Change in receivables	(6,589)	748
Prepaid expenses	(32,772)	277,037
Due from OMI	(4,754)	54,242
Accrued payroll liabilities	23,178	4,442
Accounts Payable	<u>196,423</u>	<u>(56,479)</u>
Net cash provided by operating activities	<u><u>\$ 2,643,907</u></u>	<u><u>\$ 3,025,376</u></u>

See accompanying notes to financial statements.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

I. Summary of significant accounting policies

A. Reporting entity

The Roseburg Urban Sanitary Authority ("Authority" or "RUSA") was formed pursuant to ORS Chapter 198 and ORS Chapter 450. It is a sanitary authority created by popular vote on March 29, 1983. At this same election, a Board of Directors was elected to serve as the governing body for two and four year terms, to be determined by lot. On April 13, 1983, the Board of Commissioners of Douglas County ordered the formation of the Authority and directed certification of the Board of Directors.

The facilities, systems, and equipment of the North Umpqua Sanitary District and the North Roseburg Sanitary District were transferred to the Authority as were the City of Roseburg's sewage collection and treatment system.

RUSA became functional July 1, 1983, under a budget adopted for the fiscal year 1983-1984. The Authority assumed the operation and maintenance of the entire collection systems and treatment plants formerly operated and maintained by the City of Roseburg, the North Umpqua Sanitary District, and the North Roseburg Sanitary District and now performs sewer collection and treatment of waste for those customers located within their boundaries.

B. Basis of accounting

The Authority maintains its accounting records in accordance with generally accepted accounting standards for proprietary funds. Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing or delivering goods in connection with a proprietary fund's ongoing operations. The principal operating revenues of the Authority are monthly user service fees. User service fees are recorded as revenue when earned. Operating expenses include costs that are directly related to the operation and maintenance of the collection systems as well as administrative expenses and depreciation on capital assets. Revenues and expenses related to financing systems development and other activities are reflected as nonoperating.

The Authority's accounting records are maintained on a fund accounting basis required for budgetary reporting by the State of Oregon, but for financial reporting purposes the financial statements are presented as a single consolidated operating utility enterprise. The nature and purpose of these funds are as follows:

The General fund is the operating fund of the Authority. It is used to account for all financial resources except those required to be accounted for in another fund. The primary source of revenue is sewer fees. The primary expenses are personal services and other operating costs.

The Infrastructure Replacement Reserve fund is used to fund major infrastructure replacement projects as identified by the master plan and authorized by the Board of Directors. Revenue consists of sewer fees and transfers from the General fund.

The Diamond Lake LID fund is being used to account for the retirement of the Oregon Clean Water State Revolving Loan Fund. The loan was paid in full during the fiscal year ended June 30, 2016. Future revenues will consist of the collection of assessments and interest from benefited property owners.

The Asset Acquisition and Replacement fund is used to provide a place to build a reserve for future major asset acquisition and/or asset replacement which are projected. The intent is to transfer, in the future, from this fund to the appropriate fund where an asset is to be budgeted and acquired. The primary source of revenue is sewer fees.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

I. Summary of significant accounting policies (continued)

B. Basis of accounting (continued)

The Plant Equipment Replacement fund is used to account for wastewater treatment plant equipment replacement. Revenue consists of transfers from the General fund and interest earned.

The Administration Building fund was established to account for monies designated for construction, expansion, or improvement of the administrative building and grounds.

The Treatment Plant Expansion Reserve fund was established to account for money that is used for treatment plant expansion. The primary sources of revenue are system development charges and interest earned.

The Collection System Expansion fund is used for the deposit of collection system development funds. These monies are restricted to expansion of capacity in the collection system. The primary sources of revenue are system development charges and interest earned.

C. Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of revenues, expenses, and ending net position during the reporting period. Actual results could differ from those estimates.

D. Assets, liabilities, and net position

1. Cash and cash equivalents

The Authority's cash and cash equivalents are considered to be cash on hand, demand deposits and all amounts in the State of Oregon Local Government Investment Pool (LGIP).

The Authority is legally authorized to invest in the types of investments listed in Oregon Revised Statutes section 294.035. RUSA's investments consist of certificates of deposit and balances in the LGIP, all of which are authorized by Oregon Revised Statutes and are considered cash equivalents by the Authority.

2. Receivables

Sewer service charges receivable includes all monthly charges due for services provided through June 30. An allowance of \$7,500 has been established for estimated vacancy credits. On July 1 of each year, the Authority turns over delinquent accounts to the Douglas County Assessor for certification on the property tax rolls. The Douglas County Assessor, in turn, collects and remits them back to the Authority. The Authority estimates that \$1,120 of the amount certified will be uncollectible. The balance of delinquent accounts turned over to the Assessor but not yet collected was \$85,310 and \$248,127 at June 30, 2020 and 2019 respectively. During the year ended June 30, 2020 no accounts were turned over to the Douglas County Assessor.

Assessments receivable represent the uncollected amounts levied against benefited property for the cost of local improvements. Assessments are recorded as a receivable and nonoperating revenue at the time the property owners are assessed for the improvement. Because the assessments are liens against the benefited property, an allowance for uncollectible amounts is not deemed necessary. Assessments are payable over twenty years and currently bear interest of 5.3%.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

I. Summary of significant accounting policies (continued)

D. Assets, liabilities, and net position (continued)

3. Capital assets

Capital assets are defined by the Authority as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets purchased or constructed by the Authority are recorded at cost. The facilities, systems, and equipment of the North Umpqua Sanitary District and the North Roseburg Sanitary District, and the facilities, system, and equipment used in operating a sewage collection and treatment system by the City of Roseburg were contributed to the Authority by the respective entities. These contributed assets were recorded at estimated historical cost on the date of the transfer. Subsequent donated capital assets are recorded at their estimated cost to the donor on the date contributed.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized.

Capital assets are depreciated using the straight line method over the following estimated useful lives:

Assets	Years
Buildings - administrative office	40
Sewer system - collection and treatment facilities	40 - 50
Equipment	5
Regional wastewater treatment facility:	
Buildings	30 - 50
Equipment	5 - 30
Computer equipment	5

In the year an asset is placed in service, one-half year's depreciation is recorded.

4. Compensated absences

It is the Authority's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. There is no liability for unpaid accumulated sick leave since the Authority does not have a policy to pay any amounts when employees separate from service. All vacation pay is accrued when incurred.

5. Deferred Outflows/Inflows of Resources

In addition to assets, the balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense) until then. The Authority has one item that qualifies for reporting in this category. It is the deferred amounts relating to pensions. This amount is deferred and recognized as an outflow of resources in the period when the Authority recognizes pension expense.

In addition to liabilities, the balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. The Authority has one item that qualifies for reporting in this category, the deferred amounts related to pensions. This amount is deferred and recognized as an inflow of resources in the period when the Authority recognizes pension income.

A detailed description of these accounts and how they are calculated are discussed in note IV.C.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

D. Assets, liabilities, and net position (continued)

6. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Oregon Public Employees Retirement System (OPERS) and additions to/deductions from OPERS's fiduciary net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

II. Stewardship, compliance, and accountability

A. Budget information

The Authority adopts a budget for all funds. The resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. The Authority made appropriations in the following categories:

- Administration and engineering, treatment, collection, finance, contingency and fund transfers in the General fund.
- Debt service in the Diamond Lake LID and Treatment Plant Expansion funds.
- Capital outlay in the Infrastructure Replacement Reserve, Plant Equipment Replacement, Treatment Plant Expansion, Collection System Expansion, and Administrative Building funds.

The budget document is required to contain more specific, detailed information for the above mentioned expenditure categories. Unexpended additional resources may be added to the budget through use of a supplemental budget. A supplemental budget requires hearings before the public, publication in newspapers, and approval by the Board of Directors. Original and supplemental budgets may be modified by the use of appropriation transfers between levels of control. Such transfers require approval by the Board. No supplemental budget was prepared and approved in the two fiscal years ended June 30, 2020 and 2019. Appropriations lapse as of year-end.

A budget is prepared and legally adopted for all the funds on the modified accrual basis of accounting.

III. Detailed notes

A. Cash and cash equivalents

Cash and cash equivalents at June 30 are comprised of:

	2020	2019
Cash on hand	\$ 500	\$ 500
Deposits with Financial Institutions	328,429	505,408
Certificate of deposit, nonnegotiable	537,961	1,089,179
Local Government Investment Pool	8,556,866	6,296,528
Total cash and cash equivalents	<u>\$ 9,423,756</u>	<u>\$ 7,891,615</u>

State statutes govern the Authority's cash management policies, because the Authority does not have an official investment policy. State statutes authorize the Authority to invest in the Oregon State Treasurer's Local Government Investment Pool, time certificates of deposit, U.S. Government Treasury Obligations, and obligations of the United States and its agencies and instrumentalities.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

III. Detailed notes (continued)

A. Cash and cash equivalents (continued)

The Oregon State Treasurer maintains the Oregon Short Term Fund (OSTF), of which the Local Government Investment Pool (LGIP) is a part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. LGIP was created to offer a short-term investment alternative to Oregon local governments and it is not registered with the U.S. Securities and Exchange Commission. The investments are regulated by the OSTF and approved by the Oregon Investment Council (ORS 294.805 to 294.895). The OSTF financial statements are available at <http://www.ost.state.or.us/>.

Credit risk: The LGIP is not rated by any national rating service.

Interest rate risk: The weighted-average maturity of LGIP is less than one year.

Custodial credit risk. Custodial credit risk is the risk that in the event of a bank failure, the Authority's deposits may not be returned to it. Deposits with financial institutions include bank demand deposits. Cash, except for cash held at the Authority, is covered by federal depository insurance (FDIC) or by collateral held in a multiple financial institution collateral pool called the Public Funds Collateralization Program (PFCP) administered by the Office of the State Treasurer for the State of Oregon. As of June 30, 2020 and 2019, none of the Authority's bank balances were exposed to credit risk.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

III. Detailed notes (continued)

B. Capital assets

Capital asset activity for the year ended June 30, 2020 was as follows:

	<u>2019</u>	<u>Additions</u>	<u>Transfers and Retirements</u>	<u>2020</u>
Capital assets not being depreciated:				
Land	\$ 767,601	\$ -	\$ -	\$ 767,601
Construction in progress	<u>93,107</u>	<u>81,039</u>	<u>(82,287)</u>	<u>91,859</u>
Total capital assets not being depreciated	<u>860,708</u>	<u>81,039</u>	<u>(82,287)</u>	<u>859,460</u>
Capital assets being depreciated:				
Collection system and pump station	34,524,252	2,344,069	82,287	36,950,608
Treatment plants	27,881,496	689,091	-	28,570,587
Office building and rental houses	834,330	6,719	-	841,049
Equipment	<u>2,329,753</u>	<u>654,185</u>	<u>(80,914)</u>	<u>2,903,024</u>
Total capital assets being depreciated	<u>65,569,831</u>	<u>3,694,064</u>	<u>1,373</u>	<u>69,265,268</u>
Less accumulated depreciation for:				
Collection system and pump station	(15,850,035)	(605,110)	71,655	(16,383,490)
Treatment plants	(17,118,710)	(791,416)	-	(17,910,126)
Office building and rental houses	(625,587)	(29,168)	-	(654,755)
Equipment	<u>(1,496,794)</u>	<u>(203,915)</u>	<u>-</u>	<u>(1,700,709)</u>
Total accumulated depreciation	<u>(35,091,126)</u>	<u>(1,629,609)</u>	<u>71,655</u>	<u>(36,649,080)</u>
Total capital assets, being depreciated, net	<u>30,478,705</u>	<u>2,064,455</u>	<u>73,028</u>	<u>32,616,188</u>
Total capital assets, net	<u>\$ 31,339,413</u>	<u>\$ 2,145,494</u>	<u>\$ (9,259)</u>	<u>\$ 33,475,648</u>

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

III. Detailed notes (continued)

B. Capital assets (continued)

Capital asset activity for the year ended June 30, 2019 was as follows:

	2018	Additions	Transfers and Retirements	2019
Capital assets not being depreciated:				
Land	\$ 766,026	\$ 1,575	\$ -	\$ 767,601
Construction in progress	89,888	55,339	(52,120)	93,107
Total capital assets not being depreciated	855,914	56,914	(52,120)	860,708
Capital assets being depreciated:				
Collection system and pump station	32,873,987	1,650,265	-	34,524,252
Treatment plants	27,821,730	59,766	-	27,881,496
Office building and rental houses	836,200	5,748	(7,618)	834,330
Equipment	2,176,433	465,573	(312,253)	2,329,753
Total capital assets being depreciated	63,708,350	2,181,352	(319,871)	65,569,831
Less accumulated depreciation for:				
Collection system and pump station	(15,219,762)	(630,273)	-	(15,850,035)
Treatment plants	(16,280,501)	(838,209)	-	(17,118,710)
Office building and rental houses	(601,526)	(31,679)	7,618	(625,587)
Equipment	(1,673,160)	(135,887)	312,253	(1,496,794)
Total accumulated depreciation	(33,774,949)	(1,636,048)	319,871	(35,091,126)
Total capital assets, being depreciated, net	29,933,401	545,304	-	30,478,705
Total capital assets, net	\$ 30,789,315	\$ 602,218	\$ (52,120)	\$ 31,339,413

C. Notes payable

The following loan agreement was entered into in September 2009 to finance the Natural Treatment System project:

Oregon Economic Development Department Loan (OEDD) agreement. The Authority was awarded a Financial Assistance Award Contract on September 15, 2009. The contract is between the Authority and the State of Oregon, acting by and through its Economic and Community Development Department (OECDD), awarding a non-revolving loan in the maximum aggregate principal amount of \$8,743,000 at 4%. The use of this loan was limited to the Natural Treatment System project, which included a one-to-five acre irrigation storage pond, a two-acre constructed wetland pond, 200 acres of spray irrigation and 40 acres of drip irrigation. The Authority made the first payment of \$938,641 on December 1, 2012. Remaining payments of \$292,740 will be made each December 1 until the loan is paid in full. Interest will be at 4% per annum and will be computed on the basis of a 360-day year, consisting of twelve thirty-day months. The loan matured on December 1, 2019.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

III. Detailed notes (continued)

C. Notes payable (continued)

A summary of the changes in notes payable for the year ended June 30, 2020 follows:

	Beginning Balance	Principal Payments	Principal Borrowed	Ending Balance	Due Within One Year
OEDD Loan - NTS	<u>\$ 100,176</u>	<u>\$ (100,176)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

A summary of the changes in notes payable for the year ended June 30, 2019 follows:

	Beginning Balance	Principal Payments	Principal Borrowed	Ending Balance	Due Within One Year
OEDD Loan - NTS	<u>\$ 377,803</u>	<u>\$ (277,627)</u>	<u>\$ -</u>	<u>\$ 100,176</u>	<u>\$ 100,176</u>

IV. Other information

A. Risk management

The Authority is exposed to various risks of loss during the ordinary course of business. To mitigate the risk of loss, various commercial insurance policies have been purchased and are reviewed for adequacy by management annually. There have been no significant changes in coverage nor have any settlements exceeded insurance coverage in the past three years.

B. Concentrations

Operations Management International, Inc. (OMI) manages, operates, and maintains the regional waste water treatment plant so that the effluent discharged from the project meets the requirements specified in the National Pollutant Discharge Elimination System ("NPDES") permit. The extended agreement ends July 1, 2023. Amounts paid to OMI for the contracted services were \$1,468,391 and \$1,444,891 for the years ended June 30, 2020 and 2019, respectively.

C. Pension Plan

Plan Description

Employees of the Authority are provided with pensions through the Oregon Public Employees Retirement System ("OPERS"), a cost-sharing multiple employer defined benefit pension plan. The Oregon Legislature has delegated authority to the Public Employees Retirement Board to administer and manage the system. All benefits of the System are established by the legislature pursuant to ORS Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003. The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available Comprehensive Annual Financial Report and Actuarial Valuation that can be obtained at http://www.oregon.gov/pers/Pages/section/financial_reports/financials.aspx

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

C. Pension Plan (continued)

Benefits Provided

1. Tier One/Tier Two Retirement Benefit (ORS Chapter 238)

Pension Benefits

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if he or she has had a contribution in each of five calendar years or has reached at least 50 years of age before ceasing employment with a participating employer. General service employees may retire after reaching age 55. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Defined Benefit Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 when determining the monthly benefit.

Benefit Changes

After retirement Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value of equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes (COLA). The COLA is capped at 2%

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

C. Pension Plan (continued)

2. OPSRP Pension Program (OPSRP DB)

Pension Benefits

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 when determining the monthly benefit.

Benefit Changes After Retirement

Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes.

Under current law, the cap on the COLA in fiscal year 2015 and beyond will vary based on 1.25 percent on the first \$60,000 of annual benefit and 0.15 percent on annual benefits above \$60,000.

3. OPSRP Individual Account Program (OPSRP IAP)

Pension Benefits

An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

Upon retirement, a member of the OPSRP Individual Account Program (IAP) may receive the amounts in his or her employee account, rollover account, and vested employer account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, 20-year period or an anticipated life span option. Each distribution option has a \$200 minimum distribution limit.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

C. Pension Plan (continued)

Death Benefits

Upon the death of a non-retired member, the beneficiary receives in a lump sum the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Recordkeeping

OPERS contracts with VOYA Financial to maintain IAP participant records.

Contributions

PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. This funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2017 actuarial valuation. The rates, based on a percentage of payroll, first became effective July 1, 2019. Employer contributions for the year ended June 30, 2020 were \$201,661. The rates in effect for the fiscal year ended June 30, 2019 were 20.80 percent for Tier One/Tier Two General Services and 14.56 percent for OPSRP Pension Program General Services. Covered employees are required to contribute 6% of their salary to the Plan, but the employer is allowed to pay any or all of the employees' contribution in addition to the required employers' contribution. Per employee agreement with General Manager, Authority is picking up the General Managers 6 percent "pick-up" contribution. The Authority has elected not to make the payments on behalf of all other employees for the Individual Account Program.

Pension Assets, Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2020 the Authority reported a liability of \$1,512,932 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by actuarial valuation as of December 31, 2017. The Authority's proportion of the net pension liability was based on a projection of the Authority's contribution effort as compared to the total projected contribution effort of all employers. At June 30, 2019, the Authority's proportion was 0.008747 percent, which was changed from its proportion measure as of June 30, 2018 of 0.009385percent.

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

C. Pension Plan (continued)

The Authority recognized pension expense of \$201,661 and \$243,359 for the years ended June 30, 2020 and June 30, 2019, respectively. The Authority reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources at June 30:

	2020		2019	
	Deferred Outflows of Resources	Deferred (Inflows) of Resources	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Difference between expected and actual experience	\$ 83,434	\$ -	\$ 48,360	\$ -
Change in assumptions	205,246	-	330,531	-
Net difference between projected and actual earnings on pension plan investments	-	42,890	-	63,129
Changes in proportionate share	1,439	153,731	5,032	131,966
Changes in proportion and differences between contributions and proportionate share of contributions	<u>9,702</u>	<u>15,622</u>	<u>14,137</u>	<u>16,686</u>
Total (prior to post-MD contributions)	299,821	212,243	398,060	211,781
Contributions subsequent to the measurement date	<u>183,805</u>	<u>-</u>	<u>134,474</u>	<u>-</u>
Total	<u>\$ 483,626</u>	<u>\$ 212,243</u>	<u>\$ 532,534</u>	<u>\$ 211,781</u>

Deferred outflows of resources related to pensions of \$183,805 resulting from the Authority's contributions subsequent to the measurement date will be recognized as either a reduction of the net pension liability or an increase in the net pension asset in the year ended June 30, 2020. Other amounts reported as deferred outflows/inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	Deferred Outflows
2020	\$ 91,591
2021	(31,216)
2022	11,092
2021	16,854
2022	<u>(743)</u>
Total	<u>\$ 87,578</u>

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

C. Pension Plan (continued)

Actuarial Methods and Assumptions Used in Developing Total Pension Liability:

Valuation Date	December 31, 2017
Measurement Date	June 30, 2019
Experience Study Report	2016, published July 2017
Asset Valuation Method	Market value of assets
Actuarial Cost Method	Entry Age normal
Actuarial Assumptions:	
Inflation Rate	2.50 percent
Investment Rate of return	7.20 percent
Projected Salary Increases	3.50 percent
Mortality	Healthy retirees and beneficiaries: RP-2014 Healthy annuitant, sex-distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Active Members: RP-2014 Employees, sex distinct, generational with Unisex, Social Security Data Scale, with collar adjustments and set-backs as described in the valuation. Disabled retirees: RP-2014 Disabled retirees, sex distinct, generational with Unisex, Social Security Data Scale.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The methods and assumptions shown above are based on the 2016 Experience Study which reviewed experience for the four-year period ending on December 31, 2016.

Long-term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2017 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model. For more information on the Plan's portfolio, assumed asset allocation, and the long-term expected rate of return for each major asset class, calculated using both arithmetic and geometric means, see PERS' audited financial statements at: <https://www.oregon.gov/pers/Documents/Financials/CAFR/2018-CAFR.pdf>

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

C. Pension Plan (continued)

Depletion Date Projection

GASB 68 generally requires that a blended discount rate be used to measure the Total Pension Liability (the Actuarial Accrued Liability calculated using the Individual Entry Age Normal Cost Method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's Fiduciary Net Position is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the Fiduciary Net Position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB 68 will often require that the actuary perform complex projections of future benefit payments and pension plan investments. GASB 68 (paragraph 67) does allow for alternative evaluations of projected solvency, if such evaluation can reliably be made. GASB does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation of sufficiency for PERS:

- PERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience which might impact the plan's funded position.

Based on these circumstances, it is our independent actuary's opinion that the detailed depletion date projections outlined in GASB 68 would clearly indicate that the Fiduciary Net Position is always projected to be sufficient to cover benefit payments and administrative expenses.

Discount Rate

The discount rate used to measure the total pension liability was 7.2 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the Authority's proportionate share of the net pension liability (asset) calculated using the discount rate of 7.2 percent, as well as what RUSA's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.2 percent) or 1-percentage-point higher (8.2 percent) than the current rate:

	1% Decrease (6.2%)	Discount Rate (7.2%)	1% Increase (8.2%)
Proportionate share of net pension liability (asset)	\$ 2,422,823	\$ 1,512,930	\$ 751,475

ROSEBURG URBAN SANITARY AUTHORITY

Notes to Financial Statements

June 30, 2020 and 2019

IV. Other information (continued)

D. Deferred compensation plan

RUSA offers its employees a deferred compensation plan in accordance with Internal Revenue Code Section 457. The plan, available to all full-time employees, permits them to defer a portion of their salary until future years. The deferred compensation is not available to employees until termination, retirement, death, or unforeseen emergency.

All amounts of compensation deferred under the plans are held in trust by the plan administrator for the sole benefit of the participants, and accordingly, are not an asset or liability of RUSA.

REQUIRED SUPPLEMENTARY INFORMATION

ROSEBURG URBAN SANITARY AUTHORITY

Required Supplementary Information

Year Ended June 30, 2020

Schedule of the Proportionate Share of the Net Pension Liability

Oregon Public Employees Retirement System

	2020	2019	2018	2017	2016
Proportion of the net pension liability (asset)	0.008747 %	0.009385 %	0.010014 %	0.011207 %	0.011800 %
Proportionate share of the net pension liability (asset)	\$ 1,512,932	\$ 1,421,649	\$ 1,349,941	\$ 1,682,405	\$ 679,209
Covered payroll	\$ 965,414	\$ 965,414	\$ 926,258	\$ 1,004,346	\$ 944,835
Proportionate share of the pension liability (asset) as a percentage of its covered employee payroll	156.71 %	147.26 %	145.74 %	167.51 %	71.89 %
Plan net position as a percentage of the total pension liability	80.20 %	82.07 %	83.10 %	80.50 %	91.88 %

Schedule of Pension Contributions

Oregon Public Employees Retirement System

	2020	2019	2018	2017	2016
Contractually required contribution	\$ 201,661	\$ 146,727	\$ 139,539	\$ 119,582	\$ 119,582
Contributions in relation to the contractually required contribution	<u>201,661</u>	<u>146,727</u>	<u>139,539</u>	<u>119,582</u>	<u>119,582</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered employee payroll	\$ 926,258	\$ 965,414	\$ 926,258	\$ 1,004,346	\$ 944,835
Contributions as a percentage of covered employee payroll	21.77 %	15.20 %	15.06 %	11.91 %	12.66 %

Amounts presented are for the measurement period reported during the fiscal year, which for FY 2019 is July 1, 2017- June 30, 2018. 10-year trend information required by GASB Statement 68 will be presented prospectively.

SUPPLEMENTARY INFORMATION

ROSEBURG URBAN SANITARY AUTHORITY

Combining Balance Sheet - All Funds Used for Budgetary Reporting

June 30, 2020

	General Fund	Infrastructure Replacement Reserve Fund	Diamond Lake LID Fund	Asset Acquisition and Replacement Fund	Plant Equipment Replacement Fund	Administration Building	Treatment Plant Expansion Reserve Fund	Collection System Expansion Fund	Total
ASSETS									
Cash and cash equivalents	\$ 5,058,122	\$ 1,222,037	\$ 1,911	\$ 1,682,987	\$ 650,131	\$ 59,704	\$ 443,263	\$ 305,601	\$ 9,423,756
Receivables:									
Sewer service charges, net of allowance	790,948	-	-	-	-	-	-	-	790,948
Prepaid expenses	145,004	-	-	-	-	-	-	-	145,004
Due from OMI	17,817	-	-	-	-	-	-	-	17,817
Assessments receivable	-	-	27,570	-	-	-	-	-	27,570
Accrued interest receivable	-	-	20,882	-	-	-	-	-	20,882
Total assets	<u>\$ 6,011,891</u>	<u>\$ 1,222,037</u>	<u>\$ 50,363</u>	<u>\$ 1,682,987</u>	<u>\$ 650,131</u>	<u>\$ 59,704</u>	<u>\$ 443,263</u>	<u>\$ 305,601</u>	<u>\$ 10,425,977</u>
LIABILITIES									
Accounts Payable	\$ 386,122	\$ 87,476	\$ -	\$ -	\$ 18,590	\$ 3,845	\$ -	\$ 86,789	\$ 582,822
Accrued payroll liabilities	98,856	-	-	-	-	-	-	-	98,856
Unavailable revenue	-	-	27,570	-	-	-	-	-	27,570
Total liabilities	484,978	87,476	27,570	-	18,590	3,845	-	86,789	709,248
FUND BALANCES									
Unassigned	<u>5,526,913</u>	<u>1,134,561</u>	<u>22,793</u>	<u>1,682,987</u>	<u>631,541</u>	<u>55,859</u>	<u>443,263</u>	<u>218,812</u>	<u>9,716,729</u>
Total liabilities and fund balances	<u>\$ 6,011,891</u>	<u>\$ 1,222,037</u>	<u>\$ 50,363</u>	<u>\$ 1,682,987</u>	<u>\$ 650,131</u>	<u>\$ 59,704</u>	<u>\$ 443,263</u>	<u>\$ 305,601</u>	<u>\$ 10,425,977</u>

Reconciliation to GAAP basis balance sheet:

Unappropriated fund balance	\$ 9,716,729
Capital assets, net	33,475,648
Unavailable revenue	27,570
Net pension liability	(1,512,933)
Deferred outflows related to pensions	483,626
Deferred inflows related to pensions	(212,243)
Ending net position	<u>\$ 41,978,397</u>

ROSEBURG URBAN SANITARY AUTHORITY

Combining Schedule of Revenues, Expenditures, and Changes in Fund Balance - All Funds Used for Budgetary Reporting

For the Year Ended June 30, 2020

	General Fund	Infrastructure Replacement Reserve Fund	Diamond Lake LID Fund	Asset Acquisition and Replacement Fund	Plant Equipment Replacement Fund	Administration Building Fund	Treatment Plant Expansion Reserve Fund	Collection System Expansion Fund	Total
Revenues:									
User service fees	\$ 5,358,970	\$ 259,482	\$ -	\$ 1,037,974	\$ -	\$ -	\$ -	\$ -	\$ 6,656,426
Other revenue	232,220	-	57	-	-	-	-	-	232,277
System development charges	-	-	-	-	-	-	41,454	78,819	120,273
Investment earnings	72,448	23,712	1,503	34,121	17,862	789	15,610	4,604	170,649
Sale of capital assets	13,452	-	-	-	-	-	-	-	13,452
Total revenues	<u>5,677,090</u>	<u>283,194</u>	<u>1,560</u>	<u>1,072,095</u>	<u>17,862</u>	<u>789</u>	<u>57,064</u>	<u>83,423</u>	<u>7,193,077</u>
Expenditures:									
Personal services	1,831,894	-	-	-	-	-	-	-	1,831,894
Materials and services	2,373,740	-	-	-	-	-	-	-	2,373,740
Capital outlay	760,062	1,116,437	-	-	364,174	11,446	478,059	1,259,510	3,989,688
Debt service	-	-	-	-	-	-	104,182	-	104,182
Total expenditures	<u>4,965,696</u>	<u>1,116,437</u>	<u>-</u>	<u>-</u>	<u>364,174</u>	<u>11,446</u>	<u>582,241</u>	<u>1,259,510</u>	<u>8,299,504</u>
Excess (deficiency) of revenues over (under) expenditures	711,394	(833,243)	1,560	1,072,095	(346,312)	(10,657)	(525,177)	(1,176,087)	(1,106,427)
Other financing sources (uses):									
Transfers in	-	1,010,000	-	-	-	-	-	-	1,010,000
Transfers out	<u>(400,000)</u>	<u>-</u>	<u>-</u>	<u>(610,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(1,010,000)</u>
Total other financing sources (uses):	(400,000)	1,010,000	-	(610,000)	-	-	-	-	-
Change in fund balance	311,394	176,757	1,560	462,095	(346,312)	(10,657)	(525,177)	(1,176,087)	(1,106,427)
Beginning fund balance	<u>5,215,519</u>	<u>957,804</u>	<u>21,233</u>	<u>1,220,892</u>	<u>977,853</u>	<u>66,516</u>	<u>968,440</u>	<u>1,394,899</u>	<u>10,823,156</u>
Ending fund balance	<u>\$ 5,526,913</u>	<u>\$ 1,134,561</u>	<u>\$ 22,793</u>	<u>\$ 1,682,987</u>	<u>\$ 631,541</u>	<u>\$ 55,859</u>	<u>\$ 443,263</u>	<u>\$ 218,812</u>	<u>\$ 9,716,729</u>

Reconciliation to Statement of Revenues, Expenses, and Changes in Net Position:

Change in fund balance \$ (1,106,427)

Amounts reported in the statement of activities are different because:

Unavailable income previously recognized (59)

Expenditures for capital assets 3,775,099

Depreciation (1,629,609)

Change in assets, liabilities, deferred inflow and outflows related to pensions (140,651)

Debt principal payments 100,175

Change in accrued interest 2,238

Net book value of assets sold (9,259)

Change in net position \$ 991,507

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Appropriated Expenditures and Other Budgetary Requirements - Budgetary Basis

General Fund

For the Year Ended June 30, 2020

	Original and Final Budget	Actual	Variance With Final Budget
APPROPRIATIONS			
Expenditures:			
Administration and engineering	\$ 1,189,794	\$ 1,084,650	\$ 105,144
Treatment	2,436,408	1,955,457	480,951
Collection	1,768,800	1,481,145	287,655
Finance	<u>473,100</u>	<u>444,445</u>	<u>28,655</u>
Total appropriated expenditures	5,868,102	4,965,697	902,405
Transfers and Contingency:			
Transfer to Infrastructure Replacement Reserve Fund	400,000	400,000	-
Operating contingency	<u>465,806</u>	<u>-</u>	<u>465,806</u>
Total appropriated expenditures and other requirements	6,733,908	5,365,697	1,368,211
Unappropriated ending working capital	<u>4,068,442</u>	<u>5,526,913</u>	<u>(1,458,471)</u>
Total requirements	<u>\$ 10,802,350</u>	<u>\$ 10,892,610</u>	<u>\$ (90,260)</u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

General Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
User service fees	\$ 5,479,500	\$ 5,358,970	\$ (120,530)
Other fees	84,850	232,220	147,370
Interest income	41,000	72,448	31,448
Sale of capital assets	<u>70,000</u>	<u>13,452</u>	<u>(56,548)</u>
Total revenues	5,675,350	5,677,090	1,740
Beginning fund balance	<u>5,127,000</u>	<u>5,215,519</u>	<u>88,519</u>
Total resources	<u><u>\$ 10,802,350</u></u>	<u><u>\$ 10,892,609</u></u>	<u><u>\$ 90,259</u></u>
REQUIREMENTS			
Expenditures:			
Personal services:			
Administration and engineering	\$ 737,000	\$ 744,687	\$ (7,687)
Collections	768,800	719,152	49,648
Finance	<u>368,600</u>	<u>368,055</u>	<u>545</u>
Total personal services	<u>1,874,400</u>	<u>1,831,894</u>	<u>42,506</u>
Materials and services:			
Administration and engineering	319,600	260,456	59,144
Treatment	2,381,408	1,930,033	451,375
Collection	167,500	107,817	59,683
Finance	<u>83,700</u>	<u>75,434</u>	<u>8,266</u>
Total materials and services	<u>2,952,208</u>	<u>2,373,740</u>	<u>578,468</u>
Capital outlay:			
Administration and engineering	133,194	79,507	53,687
Treatment	55,000	25,424	29,576
Collections	832,500	654,176	178,324
Finance	<u>20,800</u>	<u>955</u>	<u>19,845</u>
Total capital outlay	<u>1,041,494</u>	<u>760,062</u>	<u>281,432</u>
Total expenditures	5,868,102	4,965,696	902,406
Transfers out	400,000	400,000	-
Operating contingency	465,806	-	465,806
Ending fund balance	<u>4,068,442</u>	<u>5,526,913</u>	<u>(1,458,471)</u>
Total requirements	<u><u>\$ 10,802,350</u></u>	<u><u>\$ 10,892,609</u></u>	<u><u>\$ (90,259)</u></u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Infrastructure Replacement Reserve Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
User service fees	\$ 257,000	\$ 259,482	\$ 2,482
Interest income	<u>8,000</u>	<u>23,712</u>	<u>15,712</u>
Total revenues	265,000	283,194	18,194
Transfers in	1,010,000	1,010,000	-
Beginning fund balance	<u>960,000</u>	<u>957,804</u>	<u>(2,196)</u>
Total resources	<u>\$ 2,235,000</u>	<u>\$ 2,250,998</u>	<u>\$ 15,998</u>
REQUIREMENTS			
Expenditures:			
Capital Outlay	\$ 2,235,000	\$ 1,116,437	\$ 1,118,563
Ending fund balance	<u>-</u>	<u>1,134,561</u>	<u>(1,134,561)</u>
Total requirements	<u>\$ 2,235,000</u>	<u>\$ 2,250,998</u>	<u>\$ (15,998)</u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Diamond Lake LID Fund

For the Year Ended June 30, 2020

	Original and Final Budget	Actual	Variance With Final Budget
RESOURCES			
Revenues:			
Interest income	\$ 800	\$ 1,503	\$ 703
LID assessments	<u>2,000</u>	<u>57</u>	<u>(1,943)</u>
Total revenues	2,800	1,560	(1,240)
Beginning fund balance	<u>20,600</u>	<u>21,233</u>	<u>633</u>
Total resources	<u><u>\$ 23,400</u></u>	<u><u>\$ 22,793</u></u>	<u><u>\$ (607)</u></u>
REQUIREMENTS			
Ending fund balance	<u>23,400</u>	<u>22,793</u>	<u>607</u>
Total requirements	<u><u>\$ 23,400</u></u>	<u><u>\$ 22,793</u></u>	<u><u>\$ 607</u></u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Asset Acquisition and Replacement Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
User service fees	\$ 1,030,300	\$ 1,037,974	\$ 7,674
Interest income	<u>27,500</u>	<u>34,121</u>	<u>6,621</u>
Total revenues	1,057,800	1,072,095	14,295
Beginning fund balance	<u>1,217,300</u>	<u>1,220,892</u>	<u>3,592</u>
Total resources	<u>\$ 2,275,100</u>	<u>\$ 2,292,987</u>	<u>\$ 17,887</u>
REQUIREMENTS			
Transfers out	610,000	610,000	-
Ending fund balance	<u>1,665,100</u>	<u>1,682,987</u>	<u>(17,887)</u>
Total requirements	<u>\$ 2,275,100</u>	<u>\$ 2,292,987</u>	<u>\$ (17,887)</u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Plant Equipment Replacement Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
Interest income	\$ 15,000	\$ 17,862	\$ 2,862
Beginning fund balance	<u>978,000</u>	<u>977,853</u>	<u>(147)</u>
Total resources	<u>\$ 993,000</u>	<u>\$ 995,715</u>	<u>\$ 2,715</u>
REQUIREMENTS			
Expenditures:			
Capital outlay	\$ 993,000	\$ 364,174	\$ 628,826
Ending fund balance	<u>-</u>	<u>631,541</u>	<u>(631,541)</u>
Total requirements	<u>\$ 993,000</u>	<u>\$ 995,715</u>	<u>\$ (2,715)</u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Administration Building Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
Interest income	\$ 860	\$ 789	\$ (71)
Beginning fund balance	<u>66,500</u>	<u>66,516</u>	<u>16</u>
Total resources	<u>\$ 67,360</u>	<u>\$ 67,305</u>	<u>\$ (55)</u>
REQUIREMENTS			
Expenditures:			
Capital outlay	\$ 20,000	\$ 11,446	\$ 8,554
Ending fund balance	<u>47,360</u>	<u>55,859</u>	<u>(8,499)</u>
Total requirements	<u>\$ 67,360</u>	<u>\$ 67,305</u>	<u>\$ 55</u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Treatment Plant Expansion Reserve Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
System development charges	\$ 48,600	\$ 41,454	\$ (7,146)
Interest income	<u>5,500</u>	<u>15,610</u>	<u>10,110</u>
Total revenues	54,100	57,064	2,964
Beginning fund balance	<u>968,000</u>	<u>968,440</u>	<u>440</u>
Total resources	<u>\$ 1,022,100</u>	<u>\$ 1,025,504</u>	<u>\$ 3,404</u>
REQUIREMENTS			
Expenditures:			
Debt service:			
Principal payments	\$ 100,200	\$ 100,175	\$ 25
Interest payments	<u>4,100</u>	<u>4,007</u>	<u>93</u>
Total debt service	104,300	104,182	118
Capital Outlay	<u>917,800</u>	<u>478,059</u>	<u>439,741</u>
Total expenditures	1,022,100	582,241	439,859
Ending fund balance	<u>-</u>	<u>443,263</u>	<u>(443,263)</u>
Total requirements	<u>\$ 1,022,100</u>	<u>\$ 1,025,504</u>	<u>\$ (3,404)</u>

ROSEBURG URBAN SANITARY AUTHORITY

Schedule of Budgeted and Actual Resources and Requirements - Budgetary Basis

Collection System Expansion Fund

For the Year Ended June 30, 2020

	<u>Original and Final Budget</u>	<u>Actual</u>	<u>Variance With Final Budget</u>
RESOURCES			
Revenues:			
System development charges	\$ 92,300	\$ 78,819	\$ (13,481)
Interest income	<u>4,000</u>	<u>4,604</u>	<u>604</u>
Total revenues	96,300	83,423	(12,877)
Beginning fund balance	<u>1,402,000</u>	<u>1,394,899</u>	<u>(7,101)</u>
Total resources	<u>\$ 1,498,300</u>	<u>\$ 1,478,322</u>	<u>\$ (19,978)</u>
REQUIREMENTS			
Expenditures:			
Capital Outlay	\$ 1,382,300	\$ 1,259,510	\$ 122,790
Ending fund balance	<u>116,000</u>	<u>218,812</u>	<u>(102,812)</u>
Total requirements	<u>\$ 1,498,300</u>	<u>\$ 1,478,322</u>	<u>\$ 19,978</u>

COMMENTS AND DISCLOSURES OF INDEPENDENT AUDITOR
REQUIRED BY STATE REGULATIONS

COMMENTS AND DISCLOSURES OF INDEPENDENT AUDITOR REQUIRED BY STATE REGULATIONS

To the Board of Directors
Roseburg Urban Sanitary Authority
Roseburg, Oregon

We have audited the basic financial statements of Roseburg Urban Sanitary Authority ("Authority" or "RUSA"), as of and for the year ended June 30, 2020, and have issued our report thereon dated January 5, 2020. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the Minimum Standards for Audits of Oregon Municipal Corporations, prescribed by the Secretary of State. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

Compliance

Compliance with laws, regulations, contracts and grants applicable to RUSA is the responsibility of the Authority's management. As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Authority's compliance with certain provisions of laws, regulations, contracts and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Indebtedness limitations, restrictions and repayment.
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).

In connection with our testing nothing came to our attention that caused us to believe the Authority was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

OAR 162-10-0230 Internal Control

In planning and performing our audit, we considered the Authority's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and do not provide an opinion on the effectiveness of the Authority's internal control or compliance. This report is intended for the information of Roseburg Urban Sanitary Authority's board of directors and the Secretary of State, Division of Audits, of the State of Oregon. However, this report is a matter of public record and its distribution is not limited.

By Paul Nielson, a member of the firm
for Isler CPA
January 5, 2020

RESOLUTION NO. 21-01

**A RESOLUTION AMENDING RESOLUTION NO. 18-01 REGARDING SYSTEM
DEVELOPMENT CHARGE**

WHEREAS, Ordinance No. 2005-01, has established and imposed a System Development Charge and determined that inflationary cost impacts shall be measured and calculated annually and charged accordingly; and

WHEREAS, inflationary calculations are to be based upon Pacific Northwest Construction cost changes in the Engineering News Record Construction Cost Index as represented by the City of Seattle, Washington; and

WHEREAS, the October 2020 Engineering News Record reported the construction cost index as 12,776.24; and

WHEREAS, the October 2017 Engineering News Record reported the construction cost index as 10,719.90; and

WHEREAS, the increase is calculated as nineteen and two tenths percent (19.2%).

NOW, THEREFORE, BE IT RESOLVED:

Section 1: The last increase of the System Development Charge was in 2018, exceeding the targeted annual inflationary adjustment period.

Section 2. That the Board of Directors of the Roseburg Urban Sanitary Authority accepts and ratifies an inflationary construction cost adjustment of nineteen and two tenths percent (19.2%) for the Authority's sanitary sewer System Development Charges.

Section 3. The inflationary cost impact shall be assessed against the sanitary sewer System Development Charges beginning July 1, 2021 raising the System Development Charge from \$2,559 per equivalent dwelling unit to \$3,050 per equivalent dwelling unit.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY
AUTHORITY'S BOARD OF DIRECTORS THIS 10TH DAY OF FEBRUARY 2021.**

ATTESTED:

ROSEBURG URBAN SANITARY
AUTHORITY

James V. Baird, General Manager

John Dunn, Board Chair

RESOLUTION NO. 21-02
A RESOLUTION DECLARING SURPLUS PROPERTY

RECITAL:

Roseburg Urban Sanitary Authority, a Local Government, must declare property not needed to be surplus by Resolution. As established by Resolution 05-01, Exhibit “A” section “H” (Disposal of Surplus Property) the Authority has established policies to dispose of property that is of no use or value to the Authority.

NOW THEREFORE, IT IS HEREBY RESOLVED, that the Board of Directors of the Roseburg Urban Sanitary Authority, the Governing Body, does hereby declare the following surplus to the needs of the Authority:

Samsung/SCSL-X7600 Printer – Serial No. 082TBJNH90001EB

Be it resolved further the above surplus property will be disposed of as provided for in Resolution 05-01 Exhibit A.

THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY’S BOARD OF DIRECTORS THIS 10th DAY OF FEBRUARY 2020.

ATTESTED:

**ROSEBURG URBAN SANITARY
AUTHORITY**

James V. Baird, General Manager

John Dunn, Board Chair

ROGERS ENGINEERING

Structural Engineering • Building Design • Code Consulting • Inspection Services

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

February 5, 2021

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

RE: Boisolds Building – Conveyor Installation

Invoice number 0000393 from Z Terrell & Son has been reviewed. This invoice is for electrical components and installation, pneumatic control installation, and project coordination.

The payment request of \$73,640.00 is recommended for processing.

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



Tom Rogers, P.E.

Date: 2/4/21
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 Board at the January meeting rejected the single bid that was received. Staff has been working with the Engineer to adjust the bid package to make the project more appealing to contractors. We plan on advertising the project in February and closing the bidding in March.

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, is working to complete the installation of the electrical & pneumatic systems for the project. Start-up of the new equipment is tentatively scheduled for February 23rd.

The contractor has submitted pay request #1 in the amount of \$73,640. The Engineer has reviewed the request and approved payment of pay request #1. Staff agrees with the Engineer's recommendation and would ask the Board to approve payment of pay request #1 in the amount of \$73,640 to Z Terrell & Sons.

The equipment will be added to the existing plant SCADA system after the start-up has been completed.

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.



INTEROFFICE MEMORANDUM

TO: BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: STAFF PROFESSIONAL DEVELOPMENT
DATE: 2/05/21
CC:

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

Ryon Kershner Professional Land Surveyors of Oregon 2021 Annual Conference
This conference was offered in a virtual format.

Jim Baird, Christine Morris, Steve Lusch
Special Districts Association of Oregon 2021 Annual Conference
This conference was offered in a virtual format.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

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

PRELIMINARY DESIGN:

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

PROJECTS:

- Hooker Road Project is being revised and put back out to bid

ROSEBURG URBAN SANITARY AUTHORITY

JANUARY 2021 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 47 work orders.
- Completed CCTV and cleaning of 21,680 feet or 4.1 miles of mainline.
- Completed annual cleaning of 52,866 feet or 10 miles of mainline.
- Abandoned broken service and repaired mainline.
- Completed 75 manhole inspections.
- Completed monthly trouble spot inspections.
- Completed confined space training.
- Completed annual confined space entry training.

ENGINEERING DEPARTMENT:

- Completed 175 underground utility locate requests.
- Issued 13 permits and completed 5 inspections.
- Oak Spring Apartment waiting on testing and easement.
- Mountain Mike Pizza – Main line inspection complete
- Hooker Road project to be put back out to bid

FINANCE DEPARTMENT:

- Vacancy Credits: 10 were processed for a total of \$1,193.68 in January.
- Credit cards/eChecks: 1070 payments totaling \$50,204.89 or approximated 8.9% of monthly billing was collected in January. 95 payments were received by voice response system, 3 payment received at the counter and 972 on-line.
- Automatic Payments: 2,084 customer accounts are signed up. Received \$92,839.46 or approximately 16.7% 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: February 3, 2021
SUBJECT: January 2021 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 95% BOD removal and 96% 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 January 2021, was 232,000 KWHRS with a total Effluent flow of 173.640 million gallons of which all went to the river at Outfall 001. The January 2020 electrical consumption was 250,000 with a total Effluent flow of 220.870 million gallons all of which went to the river at Outfall 001.
- The biofilter wet well level indicator failed out when the circuit it was on tripped out due to other equipment on the circuit. It has been put on its own circuit now.
- The State Fire Marshalls report for the plant was completed and submitted.
- We received an odor complaint from the Normandy neighborhood, and we closed the hatches to the dome on the primary #1 clarifier to mitigate odors.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in January:

- *Bagel Tree and Idle Hour Tavern:* A new clean out was installed for these businesses, some FOG build up was observed, the owner was notified.
- *Lee's Chinese Restaurant:* Found the discharge line with significant FOG buildup, called and spoke with one of the owners, they will step up their cleaning of the inside grease trap.
- *Short Stop Market:* Discharge cleanout looked Ok.
- *Little Brothers Pub:* The nearest clean out was in satisfactory condition.
- *Little Jean's Restaurant:* At the downstream manhole, it looked Ok.
- The annual report for the pretreatment report was put into the new updated version.

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.
- A small solar panel was placed on the barn to keep the battery to the Kubota tractor charged.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month - 81 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.8 Million Gallons

MAINTENANCE

- Repaired the injection port fitting for the pressure line to the NTS.
- Mounted key lock boxes for the plant switch gear for a safer secondary interlock key.
- Replaced the heater unit in the Influent building on the upper level.
- Replaced the heart unit in the Blower building.
- Replaced the automatic water drain valve for the #1 and #2 Primary Sludge Pumps.
- Repaired three Emergency Lights at the plant.
- Repaired the VFD for the #2 Sludge Transfer pump.
- Installed a new metal countertop for the shop work bench.
- Replaced all the fluorescent lights with LED lights in the upper level at the Winchester Station.
- Replaced the #1 pump at the Loma Vista Station with a new ABS pump.
- Replaced the power monitoring unit for each plant generator so it will start the generator when the power goes low to keep from having burn outs of sensitive electrical equipment.

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.
- 102 permit tests were completed during the month.
- On 1/20/21, lab water samples were collected and shipped to NRC for testing.

BIOSOLIDS

- We are currently dewatering biosolids.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Our new associate Vanessa was hire as a full time Jacobs employee. She holds a level IV wastewater certification.

UPCOMING EVENTS

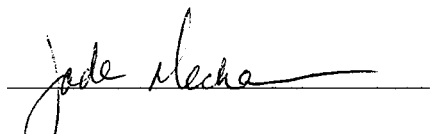
OPERATIONS/NTS:

- Complete the Pretreatment and Biosolids annual reports and submit them to the DEQ.

MAINTENANCE:

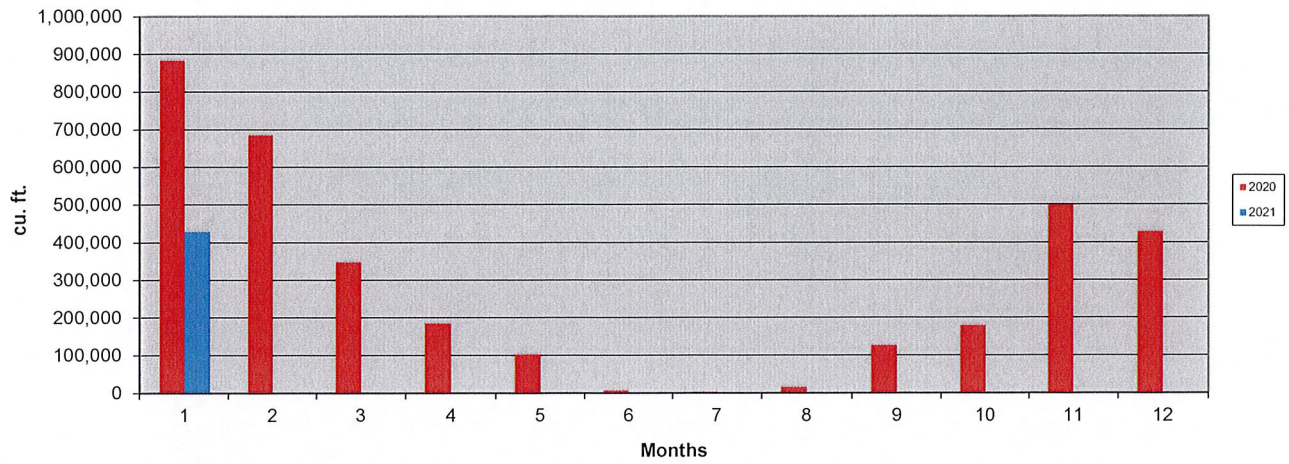
- Have the Pretreatment building ceiling repaired.
- Build and attach a box for housing the vac/air release valves for the Winchester pressure main.
- Have the duct work for the pretreatment fan made and installed.

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

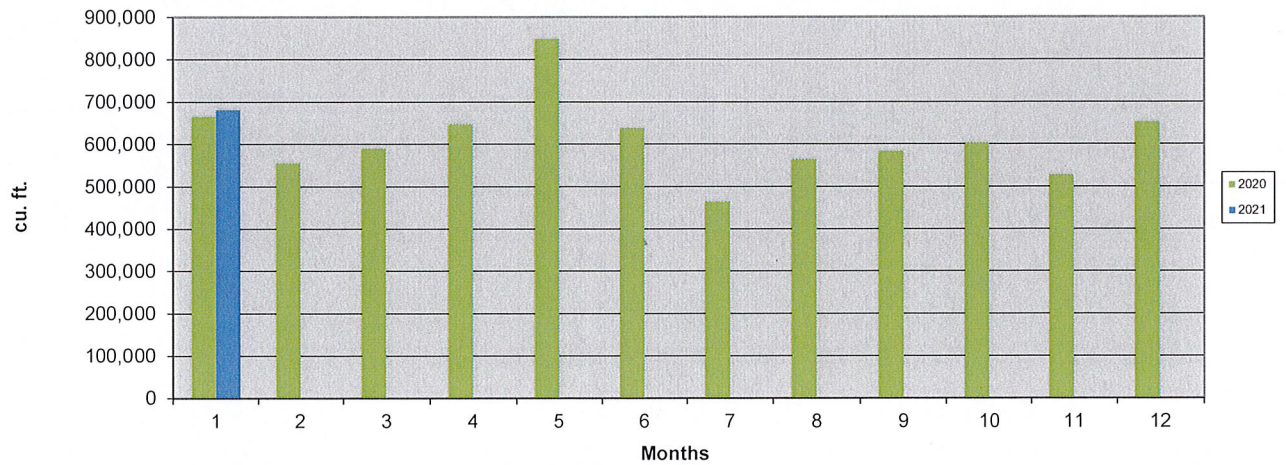
A handwritten signature in black ink, appearing to read "Jade Mecha", is written over a horizontal line.

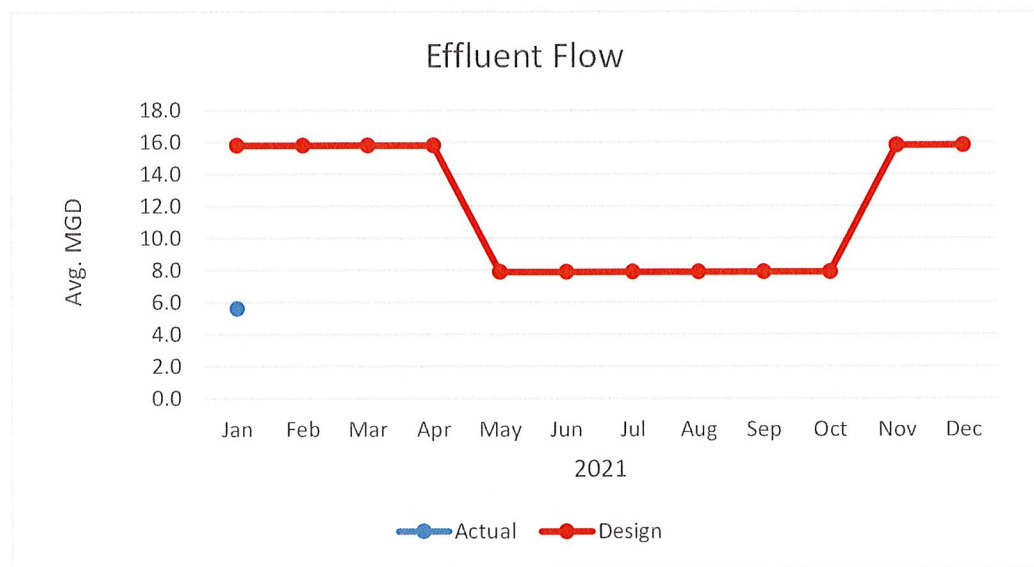
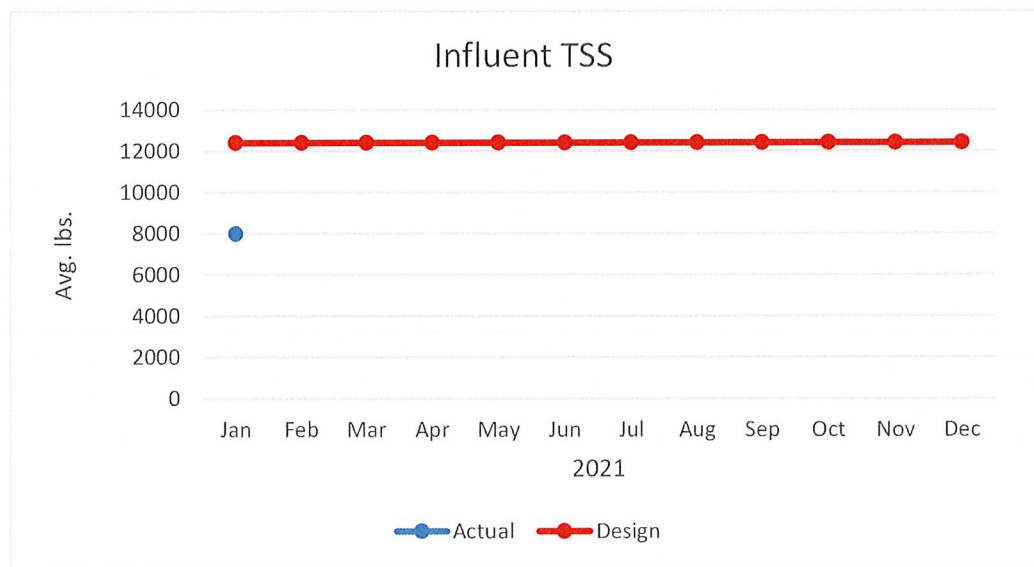
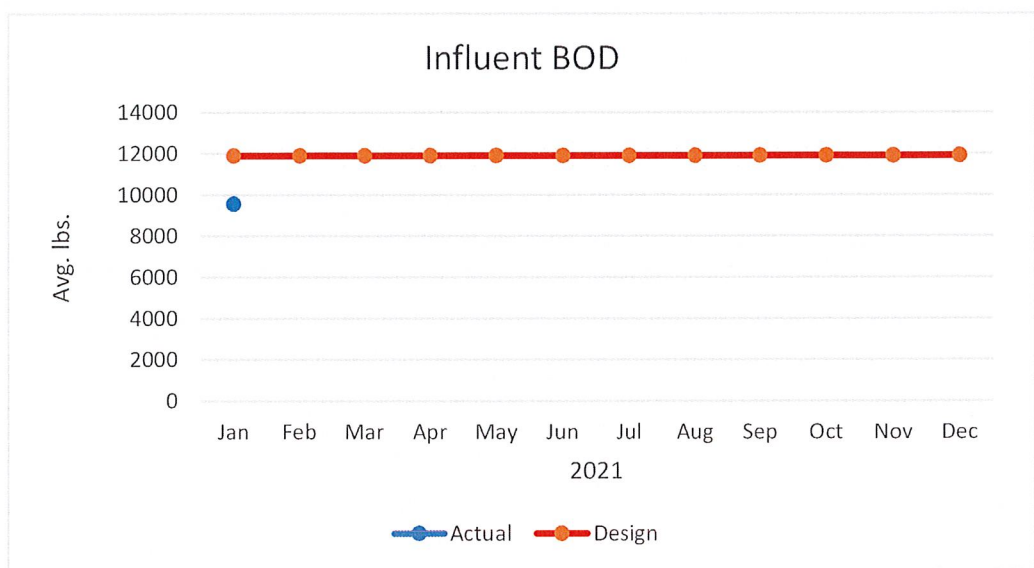
Jade Mecham
Project Manager
Jacobs

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
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
Jan-21	5.61	9562	7996
SUM	42.11	103900	87065
AVE	3.51	8658	7255
MAX	5.61	9995	7996
MIN	2.68	6995	6651

CASH DISBURSEMENT RECAP BOARD MEETING FEBRUARY 10, 2021

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	71,520.31
Total of Regular Checks & ACH Transactions	<u>260,580.36</u>

Total Expenditures (not including Payroll)	<u>332,100.67</u>
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Payroll:

Net Payroll - January 29, 2021 & Feb 5, 2021	64,523.25
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All Checks & ACH Transactions since the Board Meeting of January 13, 2021	<u>396,623.92</u>
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Accounts Payable

Checks by Date - Detail by Check Date

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Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50073	Hughey Easement	John Hughey Purchase of Easement-Hurricane Lane	01/19/2021	2,000.00
Total for Check Number 50073:				2,000.00
Total for 1/19/2021:				2,000.00
ACH	ASIFLEX Jan 2020 PR	ASIFlex PR Batch 00001.01.2021 Flexible Spending Acco	01/29/2021 PR Batch 00001.01.2021 Flex	1,339.18
Total for this ACH Check for Vendor ASIFLEX:				1,339.18
ACH	DNB Jan 2021 PR Jan 2021 PR Jan 2021 PR Jan 2021 PR Jan 2021 PR	Internal Revenue Service PR Batch 00001.01.2021 FICA - Employee PR Batch 00001.01.2021 Federal Income Tax PR Batch 00001.01.2021 Medicare - Employee PR Batch 00001.01.2021 FICA - Employer PR Batch 00001.01.2021 Medicare - Employer	01/29/2021 PR Batch 00001.01.2021 FIC. PR Batch 00001.01.2021 Fed PR Batch 00001.01.2021 Med PR Batch 00001.01.2021 FIC. PR Batch 00001.01.2021 Med	5,782.98 7,000.31 1,352.46 5,782.98 1,352.46
Total for this ACH Check for Vendor DNB:				21,271.19
ACH	OR-Rev Jan 2021 PR	Oregon Dept. of Revenue PR Batch 00001.01.2021 Oregon W/Held	01/29/2021 PR Batch 00001.01.2021 Ore	5,165.08
Total for this ACH Check for Vendor OR-Rev:				5,165.08
50074	CIS INS Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR Jan 2020 PR	CIS Trust PR Batch 00001.01.2021 Dental & Vision PR Batch 00001.01.2021 Voluntary Dependent I PR Batch 00001.01.2021 Critical Illness Insuran PR Batch 00001.01.2021 Life Insurance - er PR Batch 00001.01.2021 CCIS Insurance AD&I PR Batch 00001.01.2021 Trauma - Gold PR Batch 00001.01.2021 Hospital Indemnity PR Batch 00001.01.2021 Identity Protection PR Batch 00001.01.2021 Voluntary Life Insuran PR Batch 00001.01.2021 Accident Insurance PR Batch 00001.01.2021 Life Insurance - Spous PR Batch 00001.01.2021 CCIS Insurance Long- PR Batch 00001.01.2021 Medical Ins w/RX PR Batch 00001.01.2021 Short-Term Disability	01/29/2021 PR Batch 00001.01.2021 Den PR Batch 00001.01.2021 Volt PR Batch 00001.01.2021 Criti PR Batch 00001.01.2021 Life PR Batch 00001.01.2021 CCI PR Batch 00001.01.2021 Trau PR Batch 00001.01.2021 Hos PR Batch 00001.01.2021 Iden PR Batch 00001.01.2021 Volt PR Batch 00001.01.2021 Acc PR Batch 00001.01.2021 Life PR Batch 00001.01.2021 CCI PR Batch 00001.01.2021 Med PR Batch 00001.01.2021 Sho	2,703.12 31.92 60.20 129.02 24.32 20.00 32.50 35.90 421.04 53.94 176.30 255.87 28,038.96 127.27
Total for Check Number 50074:				32,110.36
50075	PEBSCO Jan 2021 PR	Nationwide Retirement Solutions PR Batch 00001.01.2021 Nationwide-Deferred C	01/29/2021 PR Batch 00001.01.2021 Nati	5,130.00
Total for Check Number 50075:				5,130.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50076	CENTURY Jan 2021 Admin Jan 2021 NTS	CenturyLink Analog phone service for fax and alarm Analog phone service for NTS gate	01/29/2021	132.01 57.09
Total for Check Number 50076:				189.10
50077	SHRED-IT 8181269713	Shred-It USA Monthly shredding service - 2 pickups	01/29/2021	148.01
Total for Check Number 50077:				148.01
50078	USPS Jan 2021	US Postal Service Postage for mailing utility bills	01/29/2021	2,558.76
Total for Check Number 50078:				2,558.76
50079	VERIZON 9871257075 9871257083	Verizon Wireless Monthly wireless telephone services Credit for cancellation of separate wireless for C	01/29/2021	617.20 -20.13
Total for Check Number 50079:				597.07
Total for 1/29/2021:				68,508.75
ACH	ASIFLEX FEB 5 2021	ASIFlex PR Batch 00001.02.2021 Flexible Spending Acco	02/05/2021 PR Batch 00001.02.2021 Flex	233.32
Total for this ACH Check for Vendor ASIFLEX:				233.32
ACH	DNB FEB 5 2021 FEB 5 2021 FEB 5 2021 FEB 5 2021	Internal Revenue Service PR Batch 00001.02.2021 Medicare - Employer PR Batch 00001.02.2021 Medicare - Employee PR Batch 00001.02.2021 FICA - Employer PR Batch 00001.02.2021 FICA - Employee	02/05/2021 PR Batch 00001.02.2021 Med PR Batch 00001.02.2021 Med PR Batch 00001.02.2021 FIC. PR Batch 00001.02.2021 FIC.	33.48 33.48 143.14 143.14
Total for this ACH Check for Vendor DNB:				353.24
50113	PEBSO FEB 5 2021	Nationwide Retirement Solutions PR Batch 00001.02.2021 Nationwide-Deferred C	02/05/2021 PR Batch 00001.02.2021 Nati	425.00
Total for Check Number 50113:				425.00
Total for 2/5/2021:				1,011.56
Report Total (13 checks):				71,520.31

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	02/10/2021	
	2750253911	Adapter cables		60.13
	2752540101	Webcams for Dave & John		171.98
	2752856661	Post it flags, sign here		30.18
Total for this ACH Check for Vendor STAPLES:				262.29
50114	WP	Avista Utilities	02/10/2021	
	Jan 2021	Natural gas service - Admin		272.29
Total for Check Number 50114:				272.29
50115	BANNERMC	BANNER BANK	02/10/2021	
	AA 010621	Pitney Bowes - Postage Machine quarterly lease		94.50
	AA 012221	Costco - Office supplies		139.96
	CM 011521	Oregon Society CPAS - Gov Acct & Audit Conf		295.00
	DF 010621	Network Solutions - email account to admin don		11.39
	DF 012021	Zoom - Electronic meeting software for board m		54.99
	GO 011121a	Douglas County - Record Easement - Hurricane		91.00
	GO 011121b	Douglas County - Record Easement - Hurricane		2.27
	HW 011321	Safeway - Board meeting snacks		18.03
	JJB 011421a	American Public Works - Inspection Workshop -		275.00
	JJB 011421b	Harbor Freight - Large Channel Lock pliers		28.99
	MC 012821	Home Depot - Cold patch for Hurricane repair		164.67
	RK 012021a	Douglas County - Record Easement - Harvard W		2.39
	RK 012021b	Douglas County - Record Easement - Harvard W		96.00
	SL 011321	Applebees - Lunch meeting - Steve, Kyle, Quinn		35.86
	SL 012221	Costco - Business cards for Steve		21.99
	SL 012921	Vistaprint - COVID-19 reusable masks		640.00
Total for Check Number 50115:				1,972.04
50116	BHEC	Bassett-Hyland Energy Company	02/10/2021	
	CL95378	Fuel usage 1/1 - 1/15/21		461.93
	CL95711	Fuel usage 1/16 - 1/31/21		691.66
Total for Check Number 50116:				1,153.59
50117	OMI	CH2MHill OMI	02/10/2021	
	351289-039	Contract Service-per agreement		126,710.64
	351289CV-03	Design Services-Biosolids Conveyor Electrical		36.10
Total for Check Number 50117:				126,746.74
50118	WATER	City of Roseburg	02/10/2021	
	Jan 2021-Admin	Water service for Admin office		256.32
	Jan Bulk Water	Bulk water permit & use - January		179.08
Total for Check Number 50118:				435.40
50119	DRAUTO	D & R Auto & Truck Supply Corp	02/10/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	943741	Transmission fluid		8.97
			Total for Check Number 50119:	8.97
50120	DFN	Douglas Fast Net	02/10/2021	
	Feb 2021 Admin	Admin Hosting		10.28
	Feb 2021 Admin	Internet Services-Admin	Service: 14806	213.49
	Feb 2021 High	Internet Services-Highland PS	Service: 105797	74.91
	Feb 2021 Keady	Internet Services-Keady Ct	Service: 106289	74.91
	Feb 2021 NBank	Internet Services-No. Bank PS	Service: 105793	71.91
	Feb 2021 NTS	Internet Services-NTS	Service: 23920	56.36
	Feb 2021 Ph/Cam	Phones/Security Cams	Service: 141784	98.01
	Feb 2021 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	Feb 2021 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Feb 2021 Winch	Internet Services-Winchester P	Service: 105795	74.91
			Total for Check Number 50120:	821.60
50121	EARTH	EARTH20	02/10/2021	
	264099	Bottled water delivery		62.74
			Total for Check Number 50121:	62.74
50122	FASTENAL	Fastenal Company	02/10/2021	
	ORROS215311	AA Batteries		31.28
			Total for Check Number 50122:	31.28
50123	GRAPHDIM	Graphic Dimensions, Inc.	02/10/2021	
	3096	Cut utility bills to mailing size		37.60
			Total for Check Number 50123:	37.60
50124	ICONIX	ICONIX WATERWORKS INC	02/10/2021	
	U2116003246	Parts for Hurricane project		538.66
	U2116003703	Parts for Hurricane project		95.94
	U2116004332	Stock parts		298.42
			Total for Check Number 50124:	933.02
50125	COASTAL	John Deere Financial f.s.b.	02/10/2021	
	C79184	Work boots and muck boots for Quinn		271.98
			Total for Check Number 50125:	271.98
50126	LTM	Knife River Materials	02/10/2021	
	591012	Rock for Hurricane project		160.49
	591172	Rock for Hurricane project		83.28
			Total for Check Number 50126:	243.77
50127	LOWES	Lowes	02/10/2021	
	901533	Asphalt for Yale St Sinkhole		56.88
			Total for Check Number 50127:	56.88
50128	MSTRCR	MasterCare Cleaning Co Inc	02/10/2021	
	11161-J	Monthly janitorial services		390.00
			Total for Check Number 50128:	390.00
50129	Mursmi	Murraysmith, Inc.	02/10/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	19-2728.00 - 8	Engineering Services - Hooker Road Project		9,829.49
	19-2728.00 - 9	Engineering Services - Hooker Road Project		1,542.03
			Total for Check Number 50129:	11,371.52
50130	NBS IN83281	National Business Solutions Quarterly maintenance agreement and copy char;	02/10/2021	356.67
			Total for Check Number 50130:	356.67
50131	NEXNET 13127	Nexcom, LLC Digital telephone services	02/10/2021	332.80
			Total for Check Number 50131:	332.80
50132	LGL 12813	Northwest Local Government Legal Adviso Legal services for contracting rules	02/10/2021	550.00
			Total for Check Number 50132:	550.00
50133	ICALL 1011067	One Call Concepts, Inc. 174 Locate tickets	02/10/2021	208.80
			Total for Check Number 50133:	208.80
50134	DEQ WQ21STM-1760	OR Dept of Environmental Quality GEN12Z - NPDES permit, File #76771	02/10/2021	1,257.00
			Total for Check Number 50134:	1,257.00
50135	ACWA 8336	Oregon Association of Clean Water Agenci 2021 Membership dues	02/10/2021	1,530.00
			Total for Check Number 50135:	1,530.00
50136	OR-LIN 595221 601287	Oregon Linen, Inc. Laundry & mat service Laundry & mat service	02/10/2021	56.91 38.93
			Total for Check Number 50136:	95.84
50137	PAC AIR 13665	Pacific Air Comfort, Inc. Quarterly HVAC maintenance & filter changes	02/10/2021	650.00
			Total for Check Number 50137:	650.00
50138	PPL	Pacific Power	02/10/2021	
	Jan 2021 411LM	Usage-411 LM-Storage Bldg		26.73
	Jan 2021 425LM	Power Usage-425 Long Meadow		10.52
	Jan 2021 Admin	Power Usage-Admin Bldg		450.25
	Jan 2021 Brbn	Power Usage - Bourbon St Lift Station		77.98
	Jan 2021 BrbnC	Power Contract - Bourbon St Lift Station		65.39
	Jan 2021 High	Power Usage-Highland PS		1,800.58
	Jan 2021 Keady	Contract Min&Usage-Keady Ct PS		72.23
	Jan 2021 LV	Power Usage-Loma Vista PS		135.52
	Jan 2021 NBank	Power Usage-North Bank PS		173.48
	Jan 2021 NTS	Contract/Power Usage-NTS PS		1,825.60
	Jan 2021 NTSG	Power Usage-140 LM-NTS Gate		19.84
	Jan 2021 SBank	Power Usage-South Bank PS		2,133.04
	Jan 2021 Wilb1	Power Usage-Wilbur 1 PS		248.97
	Jan 2021 Wilb2	Power Usage-Wilbur 2 PS		239.40
	Jan 2021 WWTP1	Power Usage-WWTP 1		17,689.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Jan 2021 WWTP2	Power Usage-WWTP 2		28.22
			Total for Check Number 50138:	24,997.32
50139	Premium 23745	Premium Landscape, Inc. Monthly landscape maintenance	02/10/2021	180.25
			Total for Check Number 50139:	180.25
50140	PRINTS 32591	Prints Charming Greg work shirts	02/10/2021	127.50
			Total for Check Number 50140:	127.50
50141	Reiner CJ035SO-OR	Reiner Pump Systems, Inc. Pump - Loma Vista PS. Freight cost will be add	02/10/2021	10,045.00
			Total for Check Number 50141:	10,045.00
50142	UBWA Jan 2021 310Brb Jan 2021 411LM Jan 2021 606LM	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	02/10/2021	20.00 20.05 20.00
			Total for Check Number 50142:	60.05
50143	UMPQUARF 42829	Umpqua Quarries, LLC Quarry rock for Hurricane project	02/10/2021	50.92
			Total for Check Number 50143:	50.92
50144	UMP-SAND 82781	Umpqua Sand & Gravel Super Blocks	02/10/2021	1,200.00
			Total for Check Number 50144:	1,200.00
50145	Walker B 85770	Walker Bros. Auto Repair, Inc. Lube & Oil service, preventative maint - Sign tru	02/10/2021	226.50
			Total for Check Number 50145:	226.50
50146	ZTerrell 0000393	Z Terrell & Son LLC Contract-Elect & Pneumatic Conveyor Biosolids	02/10/2021	73,640.00
			Total for Check Number 50146:	73,640.00
			Total for 2/10/2021:	260,580.36
			Report Total (34 checks):	260,580.36