



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

**REGULAR MONTHLY BOARD MEETING**  
**October 13, 2021**

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

October 13<sup>th</sup>, 2021  
RUSA Board Room  
4:00 p.m.

The October 13th Board meeting will be held in person and broadcast by Zoom® Meeting.  
In person attendees will be required to always wear a mask when inside the building as required by the Governor's directive.

The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, [rusa-or.org](http://rusa-or.org)

## AGENDA REGULAR MONTHLY BOARD MEETING

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### Board of Directors

John Dunn, Chair  
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair  
Jerry Griese

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1. **Call to Order – John Dunn, Board Chair**
2. **Roll Call**
3. **Consider Minutes**
  - a. September 8<sup>th</sup>, 2021, Board Meeting
4. **Resolution 21-04, A Resolution rescinding Resolution 07-01 and Establishing a Fee Schedule**
  - a. This resolution rescinds the 2007 billing rates for labor and equipment and consolidates all RUSA's fees to one schedule.
5. **Resolution 21-05, A Resolution Establishing a Cybersecurity Policy.**
  - a. To protect data, assets, and employee information we are establishing this policy to mitigate RUSA's cybersecurity risk.
6. **General Managers' Report**
  - a. Hooker Road Rehabilitation Project
  - b. Douglas Avenue Project, City of Roseburg
  - c. New Chemical feed building - Sodium Bisulfite system relocation
  - d. Results of the Roseburg Urban Sanitary Authority Staff Questionnaire
  - e. Proposed Longevity Pay and extended Merit Pay
7. **Staff Professional Development**
8. **New Development**
9. **Staff Report**
10. **Jacobs Plant Operations Report**
11. **Accounts Payable**
12. **Other Business**

#### AMERICANS WITH DISABILITIES ACT NOTICE

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



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

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

Board Chair, John Dunn, called the regular monthly Board Meeting to order at 4:00 p.m. on September 8, 2021. The Board Meeting held remotely and broadcast by Zoom® Meeting.

**ROLL CALL**

**Directors**

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

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

**Board Meetings During Covid-19 Pandemic**

The Board discussed the preference of some members to hold in-person meetings. Other members continue to prefer to attend remotely to protect staff members and avoid the spread of Covid-19. The Board suggested a monthly hybrid meeting. The intention is to allow members to attend in-person or remotely each month. This hybrid model will be phased out once the threat of Covid-19 has passed.

Rob Lieberman made a motion to begin monthly hybrid Board Meetings until the threat of Covid-19 has passed

David Campos seconded the motion.

The motion passed unanimously.

**Vote By Roll Call**

Chairman Dunn requested "Roll Call" for the motion to begin monthly hybrid Board Meetings

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griese	
Kelsey Wood	Yes
David Campos	Yes
The motion was passed with a 4/0 vote	

### **Consideration of the August 23, 2021, Regular Monthly Board Meeting Minutes.**

Rob Lieberman moved to approve the minutes for August 23, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

#### **Vote By Roll Call**

Chairman Dunn requested "Roll Call" for the motion to approve the minutes for August 23, 2021:

John Dunn	Yes
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Rob Lieberman	Yes
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Jerry Griesse	
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Kelsey Wood	Yes
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David Campos	Yes
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The motion was passed with a 4/0 vote.

### **General Managers Report**

#### **Hooker Road Rehabilitation Project**

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

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

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

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

David Campos moved to approve Pay Estimate #3 in the amount of \$223,405.92.

Rob Lieberman seconded the motion.

The motion passed unanimously.

#### **Vote By Roll Call**

Chairman Dunn requested "Roll Call" for the motion to approve Pay Estimate #3 in the amount of \$223,405.92:

John Dunn	Yes
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Rob Lieberman	Yes
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Jerry Griesse	
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Kelsey Wood	Yes
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David Campos	Yes
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The motion was passed with a 4/0 vote.



### Douglas Avenue Project

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

### New Chemical Feed Building

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

### New General Counsel

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

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

Staff recommended that RUSA sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins.

David Campos made a motion to sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins.

Kelsey Wood seconded the motion.

The motion passed unanimously.

### Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to sign an Engagement for Legal Services Agreement with Northwest Local Government Legal Advisors, and Eileen Eakins:

John Dunn	Yes
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Rob Lieberman	Yes
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Jerry Griese	
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Kelsey Wood	Yes
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David Campos	Yes
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The motion was passed with a 4/0 vote.

### COVID-19 Update

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

### **Jacobs Plant Operations Report**

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 97% Total Suspended Solids removal during August. The total Effluent flow was 84.33 million gallons all of which went to the NTS at Outfall 002.

## **Accounts Payable**

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

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

## **Vote By Roll Call**

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

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

The motion was passed with a 4/0 vote.

## **Other Business**

Staff presented a Longevity Pay and Extended Merit Pay document developed by staff with input from Kelsey Wood and Rob Lieberman during their task force meeting. Board members decided they would prefer a questionnaire type evaluation of current RUSA staff before moving ahead.

Respectfully submitted,



Harmony Williams  
Office Assistant

**RESOLUTION NO. 21-04**

**A RESOLUTION RESCINDING RESOLUTION 07-01 AND ESTABLISHING A FEE SCHEDULE**

**RECITAL:**

Resolution No. 07-01 established billing rates for labor and equipment and Resolution 19-04 established a Public Records Policy that set fees for public records. Resolution 07-01 states that Roseburg Urban Sanitary Authority intends to review the rates annually and adopt new or revised rates as necessary.

Staff have reviewed the current rates and evaluated the need for new fees for services provide by the staff. Staff developed a comprehensive fee schedule to consolidate the existing and new fees charged.

The Board has provided an opportunity for public comment on the proposed new fees and fee increase include in the Fee Schedule as required by ORS 294.160.

**NOW, THEREFORE, BE IT RESOLVED THAT THE ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS**, adopts the attached Exhibit A, Fee Schedule with an effective date of January 01, 2022.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS THIS 13<sup>TH</sup> DAY OF OCTOBER 2021.**

**ATTESTED:**

**ROSEBURG URBAN SANITARY  
AUTHORITY:**

\_\_\_\_\_  
**James V. Baird, General Manager**

\_\_\_\_\_  
**John Dunn, Board Chair**

**EXHIBIT "A"**

**Roseburg Urban Sanitary Authority (RUSA)  
Fee Schedule**

**Public Information Requests**

**Copies:**

Miscellaneous photocopies, up to 8-1/2" X 14": 1-5 copies at no charge	\$ 0.25 per page
Aerial Maps-photocopy, large format copy	\$5.00 per sheet
Aerial Maps-digital format, minimum \$20 (up to 4 sheets)	\$20.00 minimum
Additional sheets	\$5.00 per sheet
As-Built Construction drawing-photocopy, large format	\$5.00 per sheet
Audio digital copy	\$10.00 per meeting
Base Maps-photocopy	\$5.00 each
Digital Photographs	\$5.00 each
USB Flash Drive-8GB	\$10.00 each

**Personnel Cost:**

Research Fees: Request for records requiring more than 15 minutes - 1 hour minimum.	\$60.00/hr. min
Additional charges in 15-minute increments.	\$15.00
Additional Charges: Requests of a magnitude and nature that disrupt normal operation of RUSA.	Actual Cost
Computer Mapping Time	\$50.00 per hour
Research time requiring attorney review or assistance	Attorney rate

**Finance Department**

Duplicate Bill Fee (renter copy)	\$5.00
Late Payment Fee (per EDU)	\$5.00
Title Clearance Fee	\$15.00
Exception: Search conducted on the same parcel of property by the same title company within 45 days of initial search	
New Account Fee (set-up charge)	\$25.00
Returned Payment Fee (NSF, closed accounts, etc.)	\$25.00
Bulk Discharge Fee	\$0.15 per gal

**EXHIBIT "A"**

## Engineering Department

**Site Plan Review (excludes Sanitary Sewer Extensions):**

**Alteration/Remodel:**

Single Family Unit/Duplex	\$40.00
Commercial – Industrial	\$50.00

### New Construction:

Single Family Unit	\$65.00
Multi-family unit (in excess of a four plex)	\$130.00
Commercial	\$175.00
Industrial (Brewery, Winery, Food Processing, Cannabis Processing/Grow)	\$200.00
Multi-Unit Developments (Condominiums, Manufactured Home Park, etc.)	\$350.00
Subdivision	\$500.00

**System Development Charge (SDC) – Set by Resolution:**

Single Family Dwelling – 1 Equivalent Dwelling Unit (EDU)	\$3,050.00
Multi-Unit Dwelling                                  Number of units X	\$3,050.00
Commercial/Industrial              Estimated Sewer Flow/ 400-gal X <i>(Minimum SDC is (1) one, calculated flow resulting in a fraction larger than (1) one will be charged as the total whole unit plus the fraction greater than the whole number.)</i>	\$3,050.00

### Permits:

Building Sewer Demo (includes inspection)	\$20.00
Building Sewer Relay/Extension (includes inspection)	\$20.00
Building Sewer Installation (includes inspection)	\$50.00
Sewer Main Extension	\$50.00
Pre-Treatment Application	\$400.00
Pre-Treatment Annual Fee	\$200.00

## EXHIBIT "A"

### Sanitary Sewer Extension Plans Review:

Sewer Main Extension Feasibility Review	\$100.00
Minor Sewer Main Extension (4 sheets or less)	\$300.00
Major Sewer Main Extension (more than 4 sheets)	\$800.00
New or Modification to Pump Station DEQ Fee will be added based on the current State fee schedule (OAR 340-045-0075 Table 70F)	\$325.00

### Engineering Department / Collections Department Service Charges

#### Inspection and Testing:

All inspection and testing hourly fees will be calculated upon leaving RUSA's Administration and Operations Office and will include the return trip to RUSA's office (door to door). The minimum time charge will be two hours.

Inspection Service	\$60.00 per hour
Pressure Test (Main Line)	\$200.00 per hour
Manhole Vacuum Test	\$100.00 per hour
Mandrel Test	\$100.00 per hour
Tone Wire Test	\$100.00 per hour

All inspections and tests will include Pick-up fee (see Equipment with Operator Fees on next page).

#### New Service Connection:

Main Line Tap (4 Inch)	\$300.00 each
Manhole Coring (4 Inch)	\$450.00 each
Manhole Inside drop (4 Inch)	\$1,000.00 each

#### Parts:

All items that are kept in RUSA inventory will be invoiced to the contractor at list price with freight added and a 20% mark-up.

## EXHIBIT "A"

### **Equipment with Operator Fees**

Pick-up (testing and inspection)	\$25.00 per hour
Pick-up with one Operator	\$75.00 per hour
Service Truck with one Operator	\$90.00 per hour
Additional Operator	\$50.00 per hour
Mini-Cam with Pick-up with one Operator	\$150.00 per hour
Additional Operator	\$60.00 per hour
CCTV Truck with one Operator	\$200.00 per hour
Additional Operator	\$50.00 per hour
Combination Flusher Truck with two Operators	\$400.00 per hour
2yd Dump Truck with one Operator	\$100.00 per hour
Additional Operator	\$50.00 per hour
5yd Dump Truck with one Operator	\$175.00 per hour
Additional Operator	\$50.00 per hour
Backhoe/Excavator with one Operator	\$200.00 per hour
Additional Operator	\$50.00 per hour

There is a two Operator minimum unless there is additional RUSA equipment on site with operator.

All Equipment with Operator hourly fees will be calculated upon leaving RUSA's Administration and Operations Office and will include the return trip to RUSA's office (door to door). The minimum time charge will be two hours.

**Note: After hours and holiday work will reflect an additional charge to accommodate overtime pay.**

**RESOLUTION NO. 21-05**

**A RESOLUTION ESTABLISHING AN INFORMATION SECURITY POLICY**

**RECITAL:**

Roseburg Urban Sanitary Authority seeks to ensure that appropriate measures are implemented to protect customers and employee personal and sensitive information. Roseburg Urban Sanitary Authority also seek to provide protection from outside intrusion into RUSA's computer system to ensure reliable business operation.

RUSA, in collaboration with SDAO, has developed an Information Security Policy.

**NOW, THEREFORE, BE IT RESOLVED THAT THE ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS**, adopts the attached Exhibit A, Information Security Policy, effective October 14<sup>th</sup>, 2021.

**THIS RESOLUTION IS ADOPTED BY THE ROSEBURG URBAN SANITARY AUTHORITY BOARD OF DIRECTORS THIS 13<sup>TH</sup> DAY OF OCTOBER 2021.**

**ATTESTED:**

**ROSEBURG URBAN SANITARY  
AUTHORITY:**

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**James V. Baird, General Manager**

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**John Dunn, Board Chair**



## **EXHIBIT "A"**

### **Roseburg Urban Sanitary Authority Information Security Policy**

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#### **Introduction**

Roseburg Urban Sanitary Authority seeks to ensure that appropriate measures are implemented to protect customer and employee personal and sensitive information. This Information Security Policy is designed to establish a foundation for an organizational culture of security.

The purpose of this policy is to clearly communicate the organizations security objectives and guidelines to minimize the risk of internal and external threats.

#### **Compliance**

Non-compliance with this policy may pose risk to the organization; accordingly, compliance with this program is mandatory. Failure to comply may result in disciplinary action up to and including termination of employment or business relationships. Management reserves the right to monitor, consistent with applicable laws, all activities within their business environment. The organization will appropriately report violations of State and/or Federal laws and will cooperate with regulatory bodies and law enforcement agencies investigating such incidents.

#### **Privileged Access**

Access to the organization's systems and applications above and beyond general user access shall be limited to the IT Administrator, key administrators, and the organizations MSP (Managed Service Provider).

#### **Data Backup & Recovery**

The organization will conduct regular backups of all critical business data. Full data backups will be performed on a daily basis. Confirmation that backups were performed successfully will be conducted daily. Testing of cloud backups and restoration capability will be performed on a quarterly basis.

#### **Multi-factor Authentication**

Multi-factor authentication will be utilized on all systems or services that are external to the organization. This includes email, and Software as a Service (SaaS).

#### **Endpoint Protection**

All organization servers and workstations will utilize an endpoint protection tool to protect systems against malware and viruses.

#### **Firewall with Security Services**

The organization will protect the corporate network from the Internet through the use of a firewall with Intrusion Prevention System (IPS) capability.

#### **Email Security**

The organization will protect their email system by utilizing antivirus, antispam and anti-phishing technologies. The organization will also not utilize email to send or receive sensitive information.

#### **Wireless**

The organization's wireless will be setup utilizing two separate SSID's one for organizationally owned devices and another for personal/ guest devices. The password for the corporate SSID will not be shared with end-users and only known by key personnel.

## **EXHIBIT “A”**

### **Roseburg Urban Sanitary Authority Information Security Policy**

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#### **Password Management**

The organization will utilize the following password configuration:

- System account lockout threshold: 15 Minutes
- Invalid login attempts before lockout: 3
- Minimum password length: 8
- Maximum password age: 360 days
- Password history: 7
- Password complexity: On

In addition, the organization will educate users on creating/ utilizing secure passwords for systems/ services that can't be controlled by the organization.

#### **Email Phishing Exercises**

The organization will perform simulated phishing exercises used to test and educate users.

#### **Security Awareness Training**

The organization's personnel are required to participate in security training in the following instances:

1. All new hires are required to complete security awareness training during initiation.
2. A formal refresher training is conducted on an annual basis. All employees are required to participate in and complete this training.

#### **Acceptable Use Policy**

The organization will require all users sign an acceptable use policy before accessing organizational resources. This policy governs the use of the company resources and covers a wide range of issues surrounding the rights, responsibilities and privileges – as well as sanctions – connected with computer use. See *Appendix A* for a copy of current Acceptable Use Policy

#### **Asset Management**

An inventory of all the organization's hardware and software will be maintained that documents the following:

- Employee in possession of the hardware or software
- Location of hardware or software
- Date of purchase
- Serial number or service tag whenever possible
- Type of device and description

#### **Patch Management**

All software and operating system updates and patches will be configured to automatically with exception to the servers so testing can be done prior to install, they will then be done manually. Periodic review will be conducted to ensure all updates and patches are applied to all devices.

#### **Securing Remote Workers**

The organization requires all remote users to utilize company owned devices when working remotely. Those devices will be setup with a secure VPN.

## **EXHIBIT "A"**

### **Roseburg Urban Sanitary Authority Information Security Policy**

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#### **Incident Response**

The organization will utilize an incident response plan in the event of cyber related incident. This plan will include at the minimum:

- Essential contact for an incident response service provider, FBI, local law enforcement, cyber insurance company, legal counsel.
- Users roles and responsibilities.
- Schedule of regular testing of the incident response plan.

#### **Auditing and Logging**

The organization will ensure proper logging is enabled on all critical resources. At a minimum the following events will be recorded:

- Invalid Login Attempts
- Creation of New User Accounts
- Escalation of User Privileges

## **EXHIBIT “A”**

### **Roseburg Urban Sanitary Authority Information Security Policy**

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#### **Appendix A – Acceptable Use Policy**

##### **Purpose**

The purpose of this policy is to outline the acceptable use of computer equipment, email, and internet access at Roseburg Urban Sanitary Authority. These rules are in place to protect the employee and the company. Inappropriate use exposes the company to risks including virus attacks, compromises of network systems and services, and legal issues.

##### **Scope**

This policy applies to both permanent and temporary employees of the organization. This policy applies to all equipment that is owned or leased by the company. This policy is a supplement to the Roseburg Urban Sanitary Authority Information Security Policy.

##### **General Use**

IDs/Passwords:

Access to the organization’s IT systems is controlled by the use of User IDs, passwords and/or tokens. All User IDs and passwords are to be uniquely assigned to named individuals and consequently, individuals are accountable for all actions by them on organization systems and services.

Password Requirements:

- Minimum password length: 8
- Must have a combination of three of the four following, Uppercase letters, lowercase letters, numbers, and special characters.
- If possible, utilize a password manager to create (much stronger) and unique passwords for each service or account.

Individuals must not:

- Allow anyone else to use their user ID/token and/or password on any organizational IT systems.
  - Exceptions to this must be approved by leadership.
- Leave their user accounts logged in at an unattended and unlocked computer.
- Perform any unauthorized changes to the organization’s IT systems or information.
- Attempt to access data that they are not authorized to use or access.
- Exceed the limits of their authorization or specific business need to interrogate the system or data.
- Connect any non-company authorized device to the organizations corporate network or IT systems.
- Insert unapproved media (CD, USB thumb drive, SD card) into corporate devices.
- Store organizational data on any non-authorized equipment, or personal equipment.
- Give or transfer organizational data or software to any person or organization outside of the organization without the authorization of leadership.

##### **Internet and Email Use**

Use of the internet and email is intended for business use. Personal use is permitted where such use does not affect the individual’s business performance, is not detrimental to the organization in any way, not in breach of any term and condition of employment and does not place the individual or organization in breach of statutory or other legal obligations.

All individuals are accountable for their actions on the internet and email systems.

## **EXHIBIT "A"**

### **Roseburg Urban Sanitary Authority Information Security Policy**

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#### **Individuals must not:**

- Disclose unauthorized employee, client, and other proprietary information which the employee has access.
- Use the internet or email for the purposes of harassment or abuse.
- Use profanity, obscenities, or derogatory remarks in communications.
- Access, download, send or receive any data (including images), which the organization considers offensive in any way, including sexually explicit, discriminatory, defamatory or libelous material.
- Use the internet or email to make personal gains or conduct a personal business.
- Use the internet or email to gamble.
- Use the email systems in a way that could affect its reliability or effectiveness, for example distributing chain letters or spam.
- Place any information on the Internet that relates to the organization, alter any information about it, or express any opinion about the organization, unless they are specifically authorized to do this.
- Send unprotected sensitive or confidential information externally.
- Forward organizational mail to personal non-organizational email accounts (for example a personal Gmail account) unless authorized to do so.
- Make official commitments through the internet or email on behalf of the organization unless authorized to do so.
- Download copyrighted material such as music media (MP3) files, film and video files (not an exhaustive list) without appropriate approval.
- In any way infringe any copyright, database rights, trademarks or other intellectual property.
- Remove or disable anti-virus software without permission.
- Use unauthorized services on the internet to store or transmit PII. This includes (Dropbox, Google Drive, personal email accounts, etc.)

#### **Email:**

To avoid being a victim of malicious software or phishing attack remember:

- Never download or open attachments from unknown recipients.
- Hover over links to determine if the link is legitimate.
- If it's a specific account asking you to sign into an account don't click a link within the email visit the site directly to login.
- Verify sender. Sometimes the best way to do this is call the sender back to make sure they are the ones who initiated the email.
- Never provide personal information. Legitimate companies will never ask for you to provide personal information including passwords in an email.

#### **Working Off-site**

It is accepted that laptops and mobile devices will be taken off-site. The following controls must be applied:

- Only equipment approved by the organization may be used to download personal information locally to the device.
- Equipment and media taken off-site must not be left unattended in public places and not left in sight in a car. Lock devices in the trunk out of sight while traveling.
- Laptops must be carried as hand luggage when traveling.
- When outside the office, computers must utilize the organization's VPN before connecting to corporate resources.

## **EXHIBIT "A"**

### **Roseburg Urban Sanitary Authority Information Security Policy**

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#### **Mobile Devices**

- Mobile devices such as smartphones and tablets may be used but require approval.
- It is not permitted to save client information locally to a mobile device.
- Mobile devices need to be password protected and encrypted.

#### **Mobile Storage Devices**

Mobile devices such as memory sticks, CDs, DVDs and removable hard drives must be used only in situations when network connectivity is unavailable or there is no other secure method of transferring data. Only authorized mobile storage devices with encryption enabled must be used, when transferring sensitive or confidential data.

#### **Telephone Equipment Conditions of Use**

The use of organizational voice equipment is intended for business use. Personal use of voice equipment is allowed but should be limited. Individuals must not:

- Make hoax or threatening calls to internal or external destinations.
- Accept reverse charge calls from domestic or International operators, unless it is for business use.

#### **Actions upon Termination of Contract**

All organizational equipment and data, for example laptops and mobile devices including telephones, smartphones, USB memory devices and CDs/DVDs, must be returned to the organization at termination of employment.

All data or intellectual property developed or gained during the period of employment remains the property of Roseburg Urban Sanitary Authority and must not be retained beyond termination or reused for any other purpose.

#### **Monitoring and Filtering**

All data that is created and stored on organizationally owned computers and third-party vendor's systems is the property of Roseburg Urban Sanitary Authority and there is no official provision for individual data privacy, however wherever possible the organization will avoid opening personal emails.

System logging will take place where appropriate, and investigations will be commenced where reasonable suspicion exists of a breach of this or any other policy. The organization has the right (under certain conditions) to monitor activity on its systems, including internet and email use, in order to ensure systems security and effective operation, and to protect against misuse.

It is your responsibility to report suspected breaches of security policy without delay to the IT department. All breaches of information security policies will be investigated. Where investigations reveal misconduct, disciplinary action may follow in line with the organization's disciplinary procedures.

**EXHIBIT "A"**  
**Roseburg Urban Sanitary Authority Information Security Policy**

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**Signature**

I have received a copy of the organization's Acceptable Use Policy as revised and approved by the management. I have read and understand the policy.

\_\_\_\_\_  
(Print your name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **GENERAL MANAGERS REPORT**

---

Date: 10/08/21  
To: Roseburg Urban Sanitary Authority, Board of Directors  
From: James V. Baird, General Manager  
Re: General Managers Informational Report to the Board

### **Hooker Road Rehabilitation Project**

The contractor continued work on the project. The contractor installed approximately 578' of 4" laterals, 474' of 2" pressure sewer, 2 private individual pump stations. The contractor has also been resurfacing the trench sections.

Cradar has submitted pay request #4 in the total amount of \$234,693.88 with \$11,734.69 withheld in retainage for a payment #4 in the amount of \$222,959.19.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #4 as submitted.

Staff has reviewed Pay Estimate #4 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #4 in the amount of \$222,959.19.

### **Douglas Avenue Project**

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

### **New Chemical Feed Building**

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

### **Results of the Roseburg Urban Sanitary Authority Staff Questionnaire**

Executive Staff developed a questionnaire to gauge the employment satisfaction of our employees. I have included the results of the questionnaire for your information.

This is the first time we have used an anonymous method of measuring the staff work experience.

64.2 percent of the employees are satisfied or very satisfied with the organization's employees experience.

50 percent of the employees are slightly likely to not likely at all to change employers.

There are observations and suggestions of improvement that I will be looking at to improve the employee work experience.

### **Longevity Pay and Extended Merit Pay**

I have included the proposed Longevity Pay and Extended Merit Pay proposal for your review. To retain our employees this proposal will reward employee for years of service as well as provide a merit pay bonus for those employees that have reached the top step in the pay scale for their position if there is not any opportunity for the employee to be promoted to another position.



October 8, 2021

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

Re: Hooker Road Sewer Project  
Application for Payment, Pay Estimate #4 (September 2021)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #4 for Work performed in August 2021 on the above referenced construction project. As Engineer of Record for the above reference project, and relying on data provided by the inspection conducted by Roseburg Urban Sanitary Authority inspectors and on test results provided by Western Testing, Leeway has reviewed the data comprising this Application for Payment from Cradar Enterprises, Inc. and attests that to the best of our knowledge, information, and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment Amount requested.

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

Sincerely,



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

Attachments: Pay Application #4 (October 6, 2021)

cc: Jim Baird, Roseburg Urban Sanitary Authority

# Invoice

## ***Cradar Enterprises, Inc.***

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

Date	Invoice #
10/6/2021	003170

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

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
1	Pay application #4 (\$234,693.88 less 5% retainage of \$11,734.69 = \$222,959.19)	222,959.19	222,959.19
		<b>Total</b>	\$222,959.19



TO: RUSA 1297 NE Grandview Drive Roseburg, OR 97470		Pay Estimate #4								Contractor Name Cradar Enterprises, Inc.		
ATTN: Ryon Kershner, RUSA Greg O'Neil, RUSA		CONTRACTOR EARNED ESTIMATE								PROJECT: Hooker Road Sewer Project		
										DATE: October 1, 2021		
										WORK TO 8/27/2021 thru 9/30/2021		
										ESTIMATE NO. 4		
										VENDOR NO.:		
ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE
Hooker Road Sewer Project												
1	Mobilization/Demobilization/OH&P	LS	1	\$ 292,194.00	\$ 292,194.00	0.40	\$ 116,877.60	0.30	\$ 87,658.20	0.70	\$ 204,535.80	\$ 87,658.20
2	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00	0.40	\$ 14,000.00	0.10	\$ 3,500.00	0.50	\$ 17,500.00	\$ 17,500.00
3	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 5,000.00
4	One Piece Main and Lateral Liner, 0-12 Feet	Each	26	\$ 4,750.00	\$ 123,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 123,500.00
5	One Piece Main and Lateral Liner, Additional Foot	LF	550	\$ 69.00	\$ 37,950.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 37,950.00
6	CIPP Liner, 6"	LF	299	\$ 37.00	\$ 11,063.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 11,063.00
7	CIPP Liner, 8"	LF	3,487	\$ 32.00	\$ 111,584.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 111,584.00
8	CIPP Liner, 18"	LF	2,354	\$ 90.00	\$ 211,860.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 211,860.00
9	Internal Lateral Reinstatement	Each	26	\$ 225.00	\$ 5,850.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 5,850.00
10	Service Line Video Inspection, Launch Camera	Each	3	\$ 250.00	\$ 750.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 750.00
11	Private Individual Pumping Station	Each	4	\$ 17,500.00	\$ 70,000.00	0.00	\$ -	2.00	\$ 35,000.00	2.00	\$ 35,000.00	\$ 35,000.00
11.1	Optional Remote Monitoring System	Each	4	\$ 3,000.00	\$ 12,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 12,000.00
12	2" Pressure Sewer	LF	351	\$ 35.00	\$ 12,285.00	0.00	\$ -	474.00	\$ 16,590.00	474.00	\$ 16,590.00	\$ (4,305.00)
13	4" PVC Pipe, 4-10 Depth	LF	1,953	\$ 57.00	\$ 111,321.00	1207.00	\$ 68,799.00	578.00	\$ 32,946.00	1785.00	\$ 101,745.00	\$ 9,576.00
14	8" PVC Pipe, 4-10 Depth	LF	986	\$ 82.00	\$ 80,852.00	1120.00	\$ 91,840.00	0.00	\$ -	1120.00	\$ 91,840.00	\$ (10,988.00)
15	Pipe Tees, 4"x8" or 6"x8"	Each	15	\$ 500.00	\$ 7,500.00	14.00	\$ 7,000.00	1.00	\$ 500.00	15.00	\$ 7,500.00	\$ -
16	Existing Service Line Reconnections to Main or MH	Each	28	\$ 1,500.00	\$ 42,000.00	2.00	\$ 3,000.00	7.00	\$ 10,500.00	9.00	\$ 13,500.00	\$ 28,500.00
17	Cleanout over Existing Lateral	Each	56	\$ 1,500.00	\$ 84,000.00	28.00	\$ 42,000.00	5.00	\$ 7,500.00	33.00	\$ 49,500.00	\$ 34,500.00
18	48" Manholes	Each	7	\$ 5,200.00	\$ 36,400.00	7.00	\$ 36,400.00	0.00	\$ -	7.00	\$ 36,400.00	\$ -
19	60" Manholes	Each	1	\$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00	0.00	\$ -	1.00	\$ 6,500.00	\$ -
20	Filling Abandoned Structures	LS	1	\$ 20,000.00	\$ 20,000.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 20,000.00
21	Sewer Bypassing	LS	1	\$ 135,500.00	\$ 135,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 135,500.00
22A	60" Manhole Rehabilitation	Each	18	\$ 6,850.00	\$ 123,300.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 123,300.00
22B	48" Manhole Rehabilitation	Each	11	\$ 4,500.00	\$ 49,500.00	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ 49,500.00
23	Trench Resurfacing	SY	1,139	\$ 40.00	\$ 45,560.00	195.00	\$ 7,800.00	499.00	\$ 19,960.00	694.00	\$ 27,760.00	\$ 17,800.00
24	3/4" Aggregate Base	Ton	2,453	\$ 21.00	\$ 51,513.00	3380.37	\$ 70,987.77	878.08	\$ 18,439.68	4258.45	\$ 89,427.45	\$ (37,914.45)
25	Landscape Restoration	LS	1	\$ 10,500.00	\$ 10,500.00	0.00	\$ -	0.20	\$ 2,100.00	0.20	\$ 2,100.00	\$ 8,400.00
Approved Change Orders / Extra Work												
1	CO#1 (Realignment/Engineering C-8)	LS	1	\$ 10,480.00	\$ 10,480.00	1.00	\$ 10,480.00	0.00	\$ -	1.00	\$ 10,480.00	\$ -
2				\$ -	\$ -	0.00	\$ -	0.00	\$ -	0.00	\$ -	\$ -
TOTAL CHANGE ORDERS					\$ 10,480.00	\$ 10,480.00		\$ -		\$ 10,480.00		\$ -
ORIGINAL CONTRACT					\$ 1,733,482.00							
CURRENT CONTRACT					\$ 1,743,962.00							
TOTAL PREVIOUS PERIOD							\$ 475,684.37					
TOTAL THIS PERIOD									\$ 234,693.88			
TOTAL WORK TO DATE											\$ 710,378.25	
LESS RETAINAGE							5% \$ 23,784.22		5% \$ 11,734.69		5% \$ 35,518.91	
SUBTOTAL							\$ 451,900.15		\$ 222,959.19		\$ 674,859.34	
LESS: PREVIOUS PAYMENTS											\$ 451,900.15	
AMOUNT DUE THIS PERIOD											\$ 222,959.19	

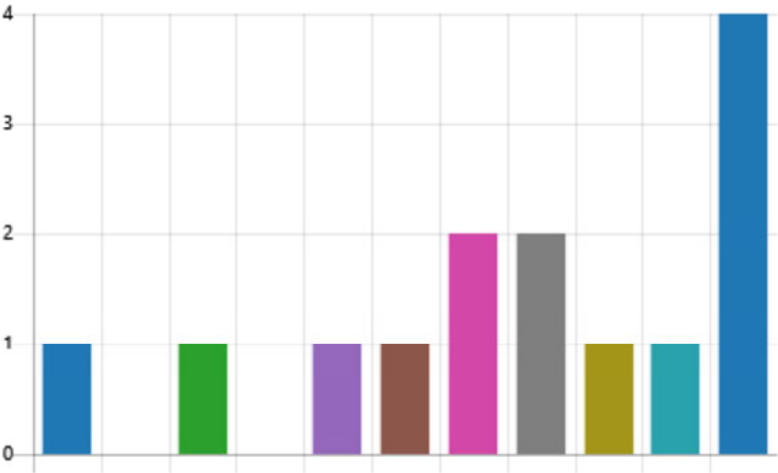
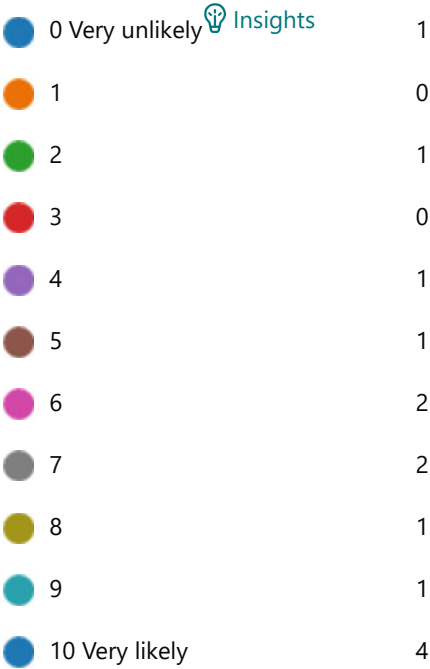
# Roseburg Urban Sanitary Authority Staff Questionnaire

14  
Responses

78:06  
Average time to complete

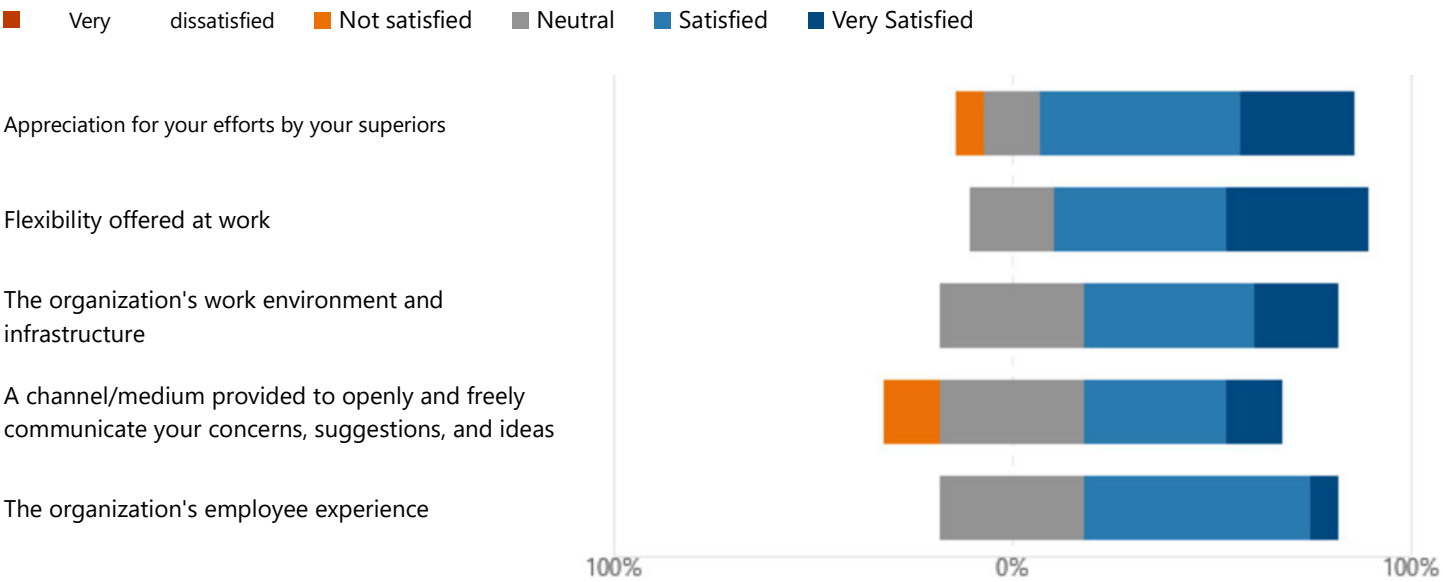
Active  
Status

1. Considering your complete employment experience with our company, how likely would you be to recommend a friend to join us?

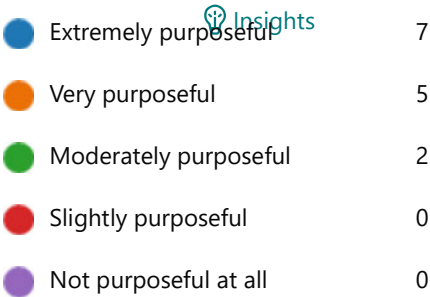




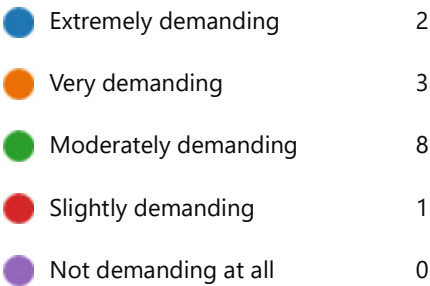
2. How satisfied are you with the below?



3. How purposeful do you find your job to be?

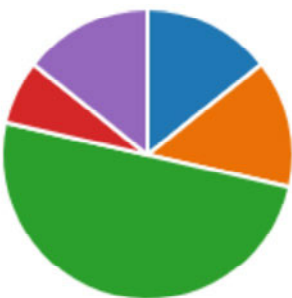


4. How demanding is your job?



5. How often does your work make you stressed?

Extremely often	2
Very often	2
Moderately often	7
Slightly often	1
Not at all	2



6. Are you satisfied with the salary provided to you by the organization?

Extremely well paid	0
Very well paid	6
Moderately well paid	5
Slightly well paid	2
Not well paid at all	1



7. How likely would a bonus for longevity (years of service) contribute to you staying with RUSA?

Extremely likely	6
Very likely	2
Moderately likely	4
Slightly likely	2
Not likely at all	0



8. How likely would it affect your plans to remain at RUSA if a performance based merit system was offered to provide the opportunity to receive an annual bonus once you have reached the top of the salary range for your position?

Extremely likely	6
Very likely	2
Moderately likely	5
Slightly likely	1
Not likely at all	0



9. How often are your suggestions at work taken seriously by your co-workers?

💡 Insights

Always	2
Very often	6
Somewhat often	6
Less often	0
Never	0



10. How realistic are your manager's expectations at work?

Extremely realistic	1
Very realistic	7
Moderately realistic	6
Slightly realistic	0
Not realistic at all	0



11. How often do you feel that the tasks assigned to you by your manager make you grow professionally?

Extremely often	1
Very often	7
Moderately often	6
Slightly often	0
Not at all	0



12. Does your organization offer ample career growth opportunities to you?

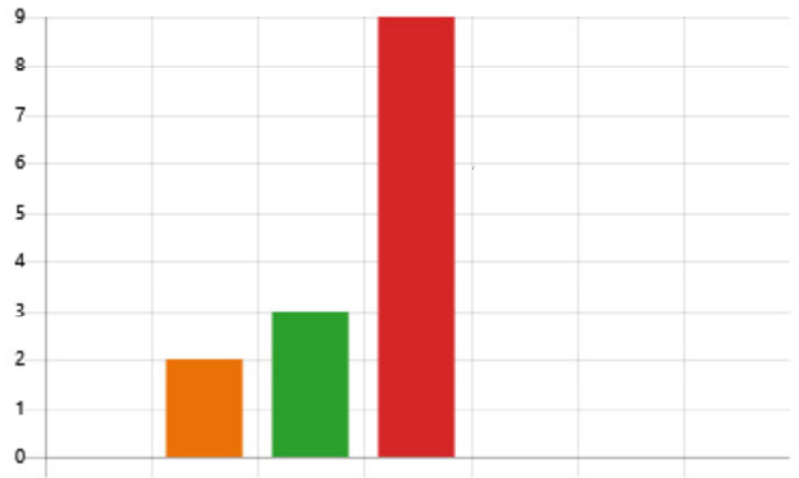
💡 Insights

Yes	6
No	4
Maybe	4



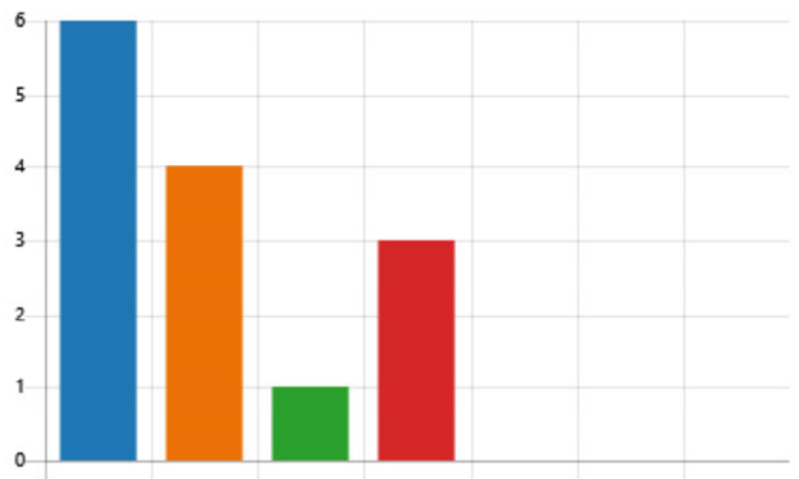
13. Do you think you are supervised too much, too little or supervised just the right amount?

Much too much	0
Somewhat too much	2
Slightly too much	3
Just about the right amount	9
Slightly too little	0
Somewhat too little	0
Much too little	0



14. How satisfied are you with your employee benefits at the workplace?

Extremely satisfied	6
Moderately satisfied	4
Slightly satisfied	1
Neutral	3
Slightly dissatisfied	0
Moderately dissatisfied	0
Extremely dissatisfied	0



15. How proud do you feel of the organization that you work with?

Extremely proud	5
Very proud	4
Moderately proud	4
Slightly proud	1
Not proud at all	0





## 16. How likely are you to change employers?

Extremely likely	0
Very likely	1
Moderately likely	6
Slightly likely	3
Not likely at all	4



## 17. Do you think you feel encouraged to share new ideas related to work with your teammates and manager?

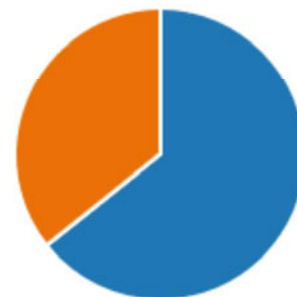
 Insights

Yes	8
No	3
I am not sure	3



## 18. Do you have enough resources to perform well at your work?

Yes	9
Neutral	5
No	0



## 19. How satisfied are you with the level of transparency in your department?

Extremely satisfied	4
Very much satisfied	5
Moderately satisfied	1
Slightly satisfied	2
Not satisfied at all	2



20. Do you have a clear path of career development?

Yes	8
No	1
I am not sure	5



21. List three things you are dissatisfied with about this organization?

Insights

9

Responses

Latest Responses

"GM seems disconnected with employees and doesn't seem to have an o...  
"not enough time off in first few years"  
"Don't have an opinion."

2 respondents (25%) answered **increases** for this question.



22. What are the three things you would like to suggest to make the organization's functionality better?

Insights

9

Responses

Latest Responses

"Better communication, less political opinion/hostility"  
"maybe start with time off available the first year"  
"Don't have an opinion."

2 respondents (25%) answered **Better communication** for this question.

communication between departments procedures and operation information and inclusion  
 employees standards staff members work load extra hours  
 sudden rush **Better communication** timely manner consistency  
 finance dept  
 consistent standards **time work staff** daily duties  
 maybe start operational decisions policy manual

23. What are the other issues not included in this survey that need to be addressed in this organization?

 Insights  
**7**  
 Responses

Latest Responses

"Monetary compensation is nice and can be appreciated, but when you d...

"I will always root for higher pay."

1 respondents (17%) answered **morale improvement** for this question.

**management evaluations**

**morale improvement**

**higher pay**

**succession planning**

21. List three things you are dissatisfied with about this organization?

9Responses

<b>ID</b>	<b>Name</b>	<b>Responses</b>
1	anonymous	It would be nice to have extra step increases in pay range but understand I am paid well. Not sure of anything else.
2	anonymous	Company morale
3	anonymous	Communication, Consistency, and Involvement.
4	anonymous	Communication, Consistency, Transparency
5	anonymous	Challenge to meet the replacement infrastructure need with the current revenue. Challenge to meet the increasing work load with the same number of employees. Increasing difficulty attracting new employees.
6	anonymous	I am very concerned about Covid-19, the overall attitude from management is at times dismissive and very political. This has created feelings of marginalization. A recent hiring decision makes me question my safety at work. I feel that legal consequences unfortunately outweighed the safety of staff.
7	anonymous	Don't have an opinion.
8	anonymous	not enough time off in first few years
9	anonymous	GM seems disconnected with employees and doesn't seem to have an open door policy for all, feel chastised for having a different opinion regarding my own safety in this current world, no longer feels like a family

22. What are the three things you would like to suggest to make the organization's functionality better?

9Responses

ID	Name	Responses
1	anonymous	Don't know. Perhaps the ability to sometimes work extra hours to catch up on work. No other ideas.
2	anonymous	Workload in finance dept has grown to the point of needing another person.
3	anonymous	Better communication from top to bottom. Consistent standards for all. More Involvement in operational decisions.
4	anonymous	Better communication top to bottom, Consistency for all employees standards, More information and inclusion for all employees.
5	anonymous	An up to date policy manual. Written guidance for procedures and operation to provide uniformity when dealing with the public. Plan to increase staffing to meet increased work load.
6	anonymous	1. Expectations are not always communicated in a timely manner, creating a sudden rush to accomplish a task that could have been planned out. 2. Communication between departments involving, a change to a staff members normal daily duties due to time off etc. is not always communicated to all staff, which can cause confusion.
7	anonymous	Don't have an opinion.
8	anonymous	maybe start with time off available the first year
9	anonymous	Better communication, less political opinion/hostility

23. What are the other issues not included in this survey that need to be addressed in this organization?

7Responses

ID	Name	Responses
1	anonymous	None that I can think of.
2	anonymous	Management evaluations.
3	anonymous	Morale improvement.
4	anonymous	Succession planning.
5	anonymous	n/a
6	anonymous	I will always root for higher pay.
7	anonymous	Monetary compensation is nice and can be appreciated, but when you don't feel good about coming to work, it won't stop people from leaving

## Proposed Longevity Pay and Extended Merit Pay

Longevity Pay		Merit Pay After Step 6	Total Longevity & Merit
5 yrs	1.0%	3.0%	4.0%
10 yrs	1.5%	3.0%	4.5%
15 yrs	2.0%	3.0%	5.0%
20 yrs	2.5%	3.0%	5.5%
25 yrs	3.0%	3.0%	6.0%
30 yrs	3.5%	3.0%	6.5%

Longevity Pay Eligible Employees		Total Amount for Number of Employees		Level and Step	Merit Pay After Step 6 Eligible Employees *
1	5 yrs	1%	\$ 730.80	10/6	\$ 1,989.00
4	10 yrs	1.5%	\$ 5,896.98	12/6	\$ 2,192.40
1	15 yrs	2.0%	\$ 2,381.52	11/6	\$ 2,088.36
2	20 yrs	2.5%	\$ 4,367.70	13/6	\$ 2,302.56
0	25 yrs	3.0%	\$ -	17/6	\$ 2,798.28
1	30 yrs	3.5%	\$ 3,264.66	18/6	\$ 2,938.68
				22/6	\$ 3,572.28

**Based on FY 2021 Cost of New Benefit if Longevity and Merit are  
awarded as a Percent of Payroll**

**3.40%**

\* There is currently one employee at each of the level and step ranges that have reached the top of the pay scale with no potential for promotion in the near future.



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## INTEROFFICE MEMORANDUM

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**TO: BOARD**  
**FROM: JIM BAIRD, GENERAL MANAGER**  
**SUBJECT: STAFF PROFESSIONAL DEVELOPMENT**  
**DATE: 10/08/21**  
**CC:**

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

Jim Baird, Steve Lusch, Ryon Kershner and Kyle Bartlett attended the Pacific Northwest Clean Water Association Annual Conference.

Kyle Bartlett was recognized at the PNCWA awards banquet as the 2021 Oregon Operator of the Year.





## **ROSEBURG URBAN SANITARY AUTHORITY**

### **NEW DEVELOPMENTS AND PROJECTS**

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#### **DEVELOPMENTS:**

- Thyme Subdivision – Sewer Mainline almost complete.
- Kenwood Tabor PUD- Construction has resumed, Sewer Main and Manhole Testing not complete.
- Sunshine Road Apartments – Site work has begun
- Ash Spring Apartments - Site work has begun
- Back Nine Extension to start soon
- Additional development at Hana Heritage Plaza

#### **PRELIMINARY DESIGN:**

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

#### **PROJECTS:**

- Hooker Road Project – Began June 21st

## ROSEBURG URBAN SANITARY AUTHORITY

### SEPTEMBER 2021 STAFF REPORTS

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#### COLLECTION DEPARTMENT:

- Completed 10 work orders.
- Completed semi-annual maintenance on system vacuum/air release valves.
- Repaired 1 manhole.
- Cleaned and installed Vine Street bypass.
- Completed monthly trouble spot inspections.
- Continued construction of retaining wall at the WWTF.
- Completed 210 underground utility locate requests.
- Steve and Kyle attended the Pacific Northwest Clean Water Agency annual conference.
- Kyle Bartlett was presented the Oregon Collection Operator of the Year Award.

#### ENGINEERING DEPARTMENT:

- Issued 9 permits and completed 5 inspections.
- Hooker Road project still underway, 2 private lift stations installed, 474' of 2 inch pressure sewer, and 578' of laterals installed in September. Waiting on T liner, Manhole Liner Subcontractor, Electrician and Plumbers.
- FOG Report:
- Hanna Heritage has now pumped.

#### FINANCE DEPARTMENT:

- Vacancy Credits: 12 were processed for a total of \$1,198.60 in September.
- Credit cards/eChecks: 1130 payments totaling \$58,598.11 or approximated 10.4% of monthly billing was collected in September. 115 payments were received by voice response system, 1 payments received at the counter and 1014 on-line.
- Automatic Payments: 2,101 customer accounts are signed up. Received \$92,358.56 or approximately 16.4% of monthly billing.



TO: Jim Baird, General Manager-RUSA  
FROM: Jade Mecham, Project Manager-Jacobs  
DATE: October 7, 2021  
SUBJECT: September 2021 Monthly Report

### **OPERATIONAL ACTIVITIES**

- We met all permit parameters this month.
- The treatment facility averaged 98% CBOD 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 September 2021, was 248,000 KWHRS with a total Effluent flow of 88.99 million gallons all of which went to the NTS at Outfall 002. The September 2020 electrical consumption was 222,000 with a total Effluent flow of 82.78 million gallons all of which went to the NTS at Outfall 002.
- PLC failure to callout resulted in staffing of the facilities for 48 hours while a repair person could be brought in to do the repair.
- The pista grit system is back in operation following repairs to the piping.

### **PRETREATMENT ACTIVITIES**

- The following pretreatment inspections were completed in September:
- Sizzler: Their tank was full and losing some FOG, notified the manager and he will call for a pumping, we will verify pumping in October.
- Subway on Harvard: We looked into the outfall with the push camera and it was in satisfactory condition.
- Steelhead Run: The interceptor was over 25% full of FOG, called the owner and he had the tank pumped on the 24<sup>th</sup>.
- China Buffet: At the nearest manhole, their flow in looked Ok.
- One champion plaza: Using the push camera to look we did see some FOG buildup in the line. One Champion Plaza does not have a grease interceptor. Each food business has an under the sink grease trap.

### **NATURAL TREATMENT SYSTEM (NTS)**

- Repaired 121 sprinklers at the NTS.
- Flows at the SW5 have increased due to cooler wet weather.
- The transducer for measuring pond level failed and was out of service for 6 days, while waiting on a part to be shipped. Repair has been completed.

## **LIFT STATIONS**

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

## **MAINTENANCE ACTIVITIES**

- Replaced the ultrasonic wet well level sensor for the Bourbon Station.
- Replaced the water filter system for the Lunchroom.
- Replaced the pump housing for the #1 Boilers recirculation pump.
- Replaced the motor bearings for the #1 Main Hot water pump.
- Replaced the micro switches for the alarm and shut down on the #1 Secondary Clarifier.
- Replaced the diaphragm and rod with backing plates for the #1 Primary Sludge Pump.
- Replaced the old Missions unit with an upgraded MyDro unit for the Fairgrounds station.
- Replaced the old Missions unit with an upgraded MyDro unit for the Highland station.
- Replaced the old Missions unit with an upgraded MyDro unit for the Keady Court station.
- Replaced the throttle valve for the #1 Boiler.

## **LABORATORY ACTIVITIES**

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO4) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO4 at SW5.
- Number of Tests for permit: 123
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on September 3rd and on September 17th.
- On September 8<sup>th</sup> lab water was sampled and sent out to NRC.
- Collected Semi-Annual metals and Cyanide on September 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>. Samples were shipped to NRC on the 16<sup>th</sup>.
- Ran samples for WP-319 in September and data was submitted to ERA on the 27<sup>th</sup>.
- Ran the first set of samples for the Storm Water permit on September 27<sup>th</sup>.

## **BIOSOLIDS**

- Biosolids were hauled out in liquid and dewatered form to the Flournoy Valley area.

- We collected soil samples from the Weaver and Poust sites and sent them out for analysis, more than once and their soils have ammonia levels too high for application of biosolids, this year. This maybe due impart to lower than average rainfall.
- The storage building is empty. We have started hauling the biosolids that were stored in the pond.

## **UPCOMING EVENTS**

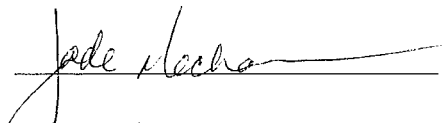
### **OPERATIONS/NTS:**

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

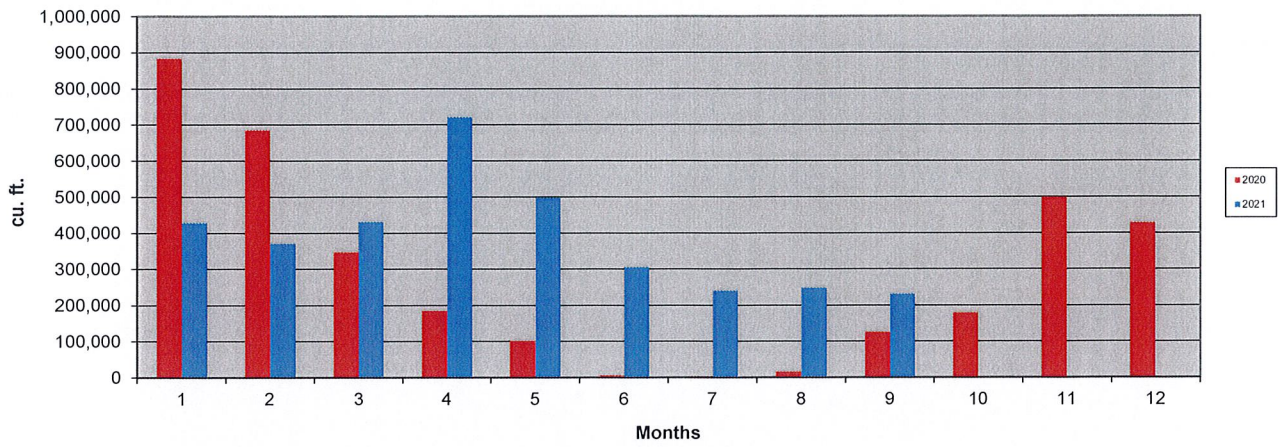
### **MAINTENANCE:**

- Evaluate and Plan for Bisulfite Building Penetrations and Loads.
- Replace all the Mission units with upgraded units.
- Construct rigid mounts for the Auger Conveying system.

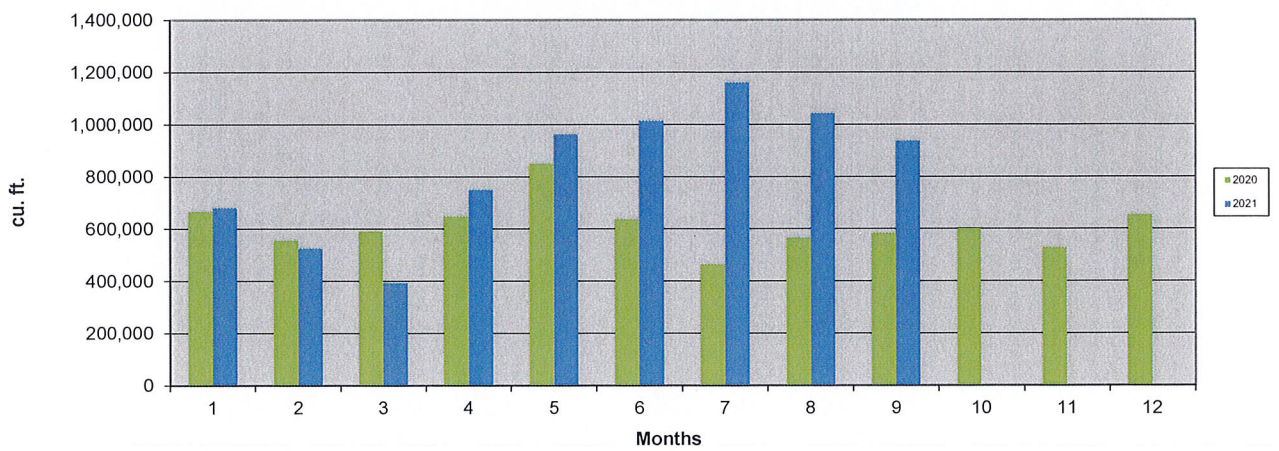
Enclosures:      Boiler/Flare Gas Usage graphs  
                          Influent TSS/BOD and Effluent Flow Graphs  
                          12 Month Moving Avg.

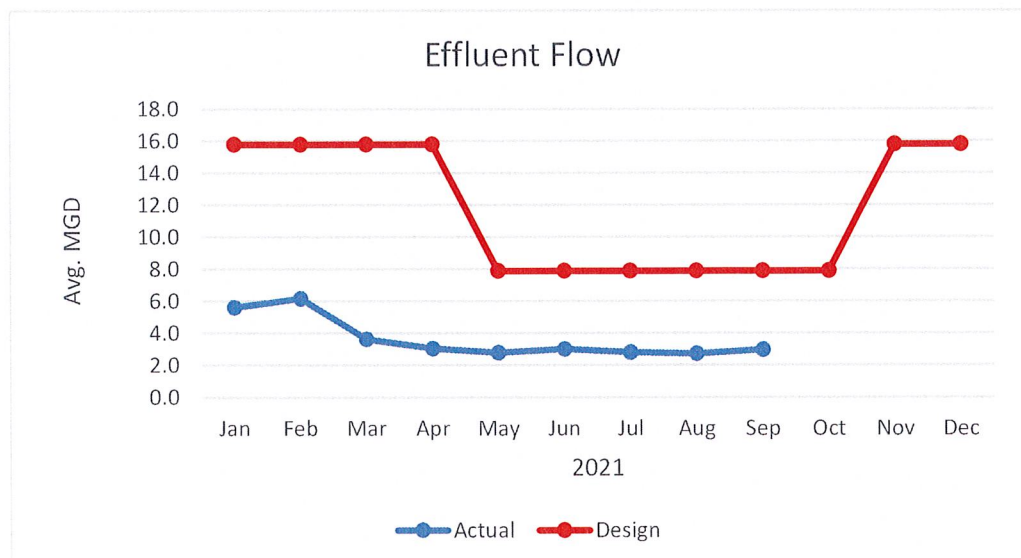
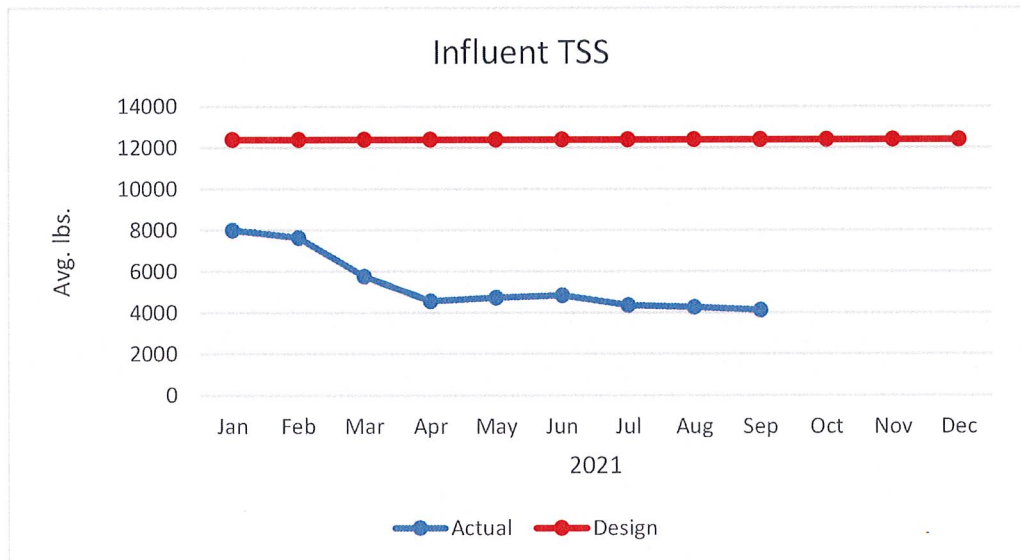
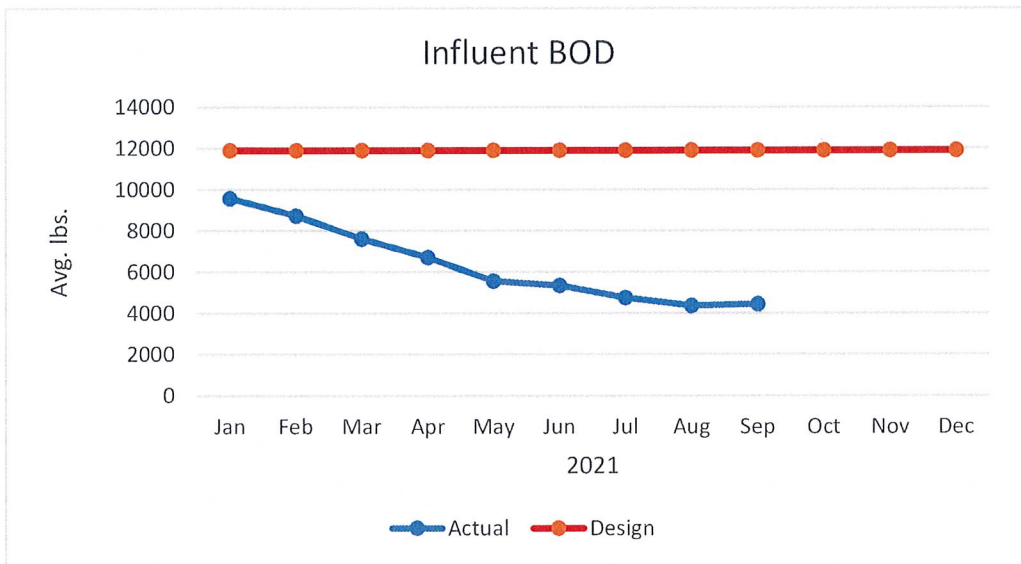
  
 Jade Mecham  
 Project Manager  
 Jacobs

**BOILER GAS USAGE**



**FLARE GAS USAGE**







## 12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day <b>CBOD</b> /BOD	Plnt Inf Average lbs/day TSS
Oct-20	2.68	8105	7249
Nov-20	3.45	9679	7176
Dec-20	4.46	9120	7241
Jan-21	5.61	9562	7996
Feb-21	6.18	8714	7626
Mar-21	3.91	7609	5760
Apr-21	3.07	6708	4550
May-21	2.79	5551	4735
Jun-21	3.01	5334	4837
Jul-21	2.81	4741	4362
Aug-21	2.72	4356	4254
Sep-21	2.97	4431	4126
SUM	43.66	83910	69912
AVE	3.64	6993	5826
MAX	6.18	9679	7996
MIN	2.68	4356	4126



## **CASH DISBURSEMENT RECAP BOARD MEETING OCTOBER 13, 2021**

### Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	91,509.68
Total of Regular Checks & ACH Transactions	<u>450,993.52</u>

Total Expenditures (not including Payroll)	<u>542,503.20</u>
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Payroll:

Net Payroll - September 30, 2021	59,214.94
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All Checks & ACH Transactions since the Board Meeting of September 8, 2021	<u>601,718.14</u>
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# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 10/8/2021 10:28 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A000325818088cQ	ASIFlex FSA-August Admin Fees	09/10/2021	48.75
Total for this ACH Check for Vendor ASIFLEX:				48.75
Total for 9/10/2021:				48.75
ACH	02669	PERS Deposit	09/13/2021	
	AUG 21 PR	PR Batch 00002.08.2021 PERS W/Held	PR Batch 00002.08.2021 PER	4,270.52
	AUG 21 PR	PR Batch 00002.08.2021 PERS - Not W/Held	PR Batch 00002.08.2021 PER	9,314.03
	AUG 21 PR	PR Batch 00002.08.2021 PERS Pick-Up	PR Batch 00002.08.2021 PER	863.04
	AUG 21 PR	PR Batch 00002.08.2021 OPSRP-Not W/Held	PR Batch 00002.08.2021 OPS	7,482.31
	Aug Rounding	Rounding Adjustment		0.01
Total for this ACH Check for Vendor 02669:				21,929.91
Total for 9/13/2021:				21,929.91
ACH	ASIFLEX SEPT 21 PR	ASIFlex PR Batch 00001.09.2021 Flexible Spending Acco	09/30/2021 PR Batch 00001.09.2021 Flex	1,316.16
Total for this ACH Check for Vendor ASIFLEX:				1,316.16
ACH	DNB	Internal Revenue Service	09/30/2021	
	SEPT 21 PR	PR Batch 00001.09.2021 Medicare - Employer	PR Batch 00001.09.2021 Med	1,290.44
	SEPT 21 PR	PR Batch 00001.09.2021 FICA - Employee	PR Batch 00001.09.2021 FIC.	5,517.71
	SEPT 21 PR	PR Batch 00001.09.2021 Federal Income Tax	PR Batch 00001.09.2021 Fed	7,245.96
	SEPT 21 PR	PR Batch 00001.09.2021 Medicare - Employee	PR Batch 00001.09.2021 Med	1,290.44
	SEPT 21 PR	PR Batch 00001.09.2021 FICA - Employer	PR Batch 00001.09.2021 FIC.	5,517.71
Total for this ACH Check for Vendor DNB:				20,862.26
ACH	OR-Rev SEPT 21 PR	Oregon Dept. of Revenue PR Batch 00001.09.2021 Oregon W/Held	09/30/2021 PR Batch 00001.09.2021 Ore	5,240.73
Total for this ACH Check for Vendor OR-Rev:				5,240.73
ACH	CENTURY Sept 2021 Fx/Al Sept 2021 NTS G	CenturyLink Analog phone lines for fax and alarms Analog phone line for NTS Gate	09/30/2021	137.34 59.94
Total for this ACH Check for Vendor CENTURY:				197.28
ACH	PBPP 27218023	Pitney Bowes Purchase Power Refill postage machine	09/30/2021	150.00
Total for this ACH Check for Vendor PBPP:				150.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50495	CIS INS	CIS Trust	09/30/2021	
	SEPT 21 PR	PR Batch 00001.09.2021 Accident Insurance	PR Batch 00001.09.2021 Acc	53.94
	SEPT 21 PR	PR Batch 00001.09.2021 CCIS Insurance AD&I	PR Batch 00001.09.2021 CCI	19.81
	SEPT 21 PR	PR Batch 00001.09.2021 Critical Illness Insuran	PR Batch 00001.09.2021 Crite	78.40
	SEPT 21 PR	PR Batch 00001.09.2021 Dental & Vision	PR Batch 00001.09.2021 Den	2,490.33
	SEPT 21 PR	PR Batch 00001.09.2021 Voluntary Dependent L	PR Batch 00001.09.2021 Volu	29.26
	SEPT 21 PR	PR Batch 00001.09.2021 Trauma - Gold	PR Batch 00001.09.2021 Trau	20.00
	SEPT 21 PR	PR Batch 00001.09.2021 Hospital Indemnity	PR Batch 00001.09.2021 Hos	80.90
	SEPT 21 PR	PR Batch 00001.09.2021 Identity Protection	PR Batch 00001.09.2021 Iden	35.90
	SEPT 21 PR	PR Batch 00001.09.2021 Voluntary Life Insuran	PR Batch 00001.09.2021 Volu	392.44
	SEPT 21 PR	PR Batch 00001.09.2021 Life Insurance - er	PR Batch 00001.09.2021 Life	117.45
	SEPT 21 PR	PR Batch 00001.09.2021 Life Insurance - Spous	PR Batch 00001.09.2021 Life	173.51
	SEPT 21 PR	PR Batch 00001.09.2021 CCIS Insurance Long-	PR Batch 00001.09.2021 CCI	226.60
	SEPT 21 PR	PR Batch 00001.09.2021 Medical Ins w/RX	PR Batch 00001.09.2021 Med	25,919.91
	SEPT 21 PR	PR Batch 00001.09.2021 Short-Term Disability	PR Batch 00001.09.2021 Sho	129.91
Total for Check Number 50495:				29,768.36
50496	PEBS CO	Nationwide Retirement Solutions	09/30/2021	
	SEPT 21 PR	PR Batch 00001.09.2021 Nationwide-Deferred C	PR Batch 00001.09.2021 Nati	5,025.00
Total for Check Number 50496:				5,025.00
50497	WATER	City of Roseburg	09/30/2021	
	Aug 2021 Keady	Water service to Keady Ct Lift Station		50.00
	INV14113	Bulk water use & permit		77.01
Total for Check Number 50497:				127.01
50498	ROTO	Roto Rooter	09/30/2021	
	43185RT	Flushed 110 & 112 Athena, root issue with tee of		300.00
	43249RT	Cut roots - 110 & 112 Athena, root issue with tee		450.00
Total for Check Number 50498:				750.00
50499	SHRED-IT	Shred-It USA	09/30/2021	
	8000017900	2 - Monthly shredding service		151.06
Total for Check Number 50499:				151.06
50500	TEKMAN	TEKMANAGEMENT, INC.	09/30/2021	
	75756	Backup & Recovery Services		565.00
	75756	Office 365 Premium-Crew		87.50
	75756	O365 Visio Subscription		15.00
	75756	Office 365 Premium-Engineering		75.00
	75756	Server Maint & monitoring		1,459.75
	75756	Office 365 Premium-Finance		37.50
	75756	Office 365 Premium-811 user		12.50
	75756	Encryption of laptops		66.00
	75756	DNS Filter (security)		40.00
	75756	Security awareness training		30.78
	75756	Office 365 Online Plan 1		4.00
Total for Check Number 50500:				2,393.03
50501	USPS	US Postal Service	09/30/2021	
	Sept 2021	Postage for mailing utility bills		2,918.52
Total for Check Number 50501:				2,918.52
50502	VERIZON	Verizon Wireless	09/30/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9888435989	Wireless telephone services		631.61
Total for Check Number 50502:				631.61
Total for 9/30/2021:				69,531.02
Report Total (15 checks):				91,509.68

# Accounts Payable

## Checks by Date - Detail by Check Date

User: christine  
Printed: 10/8/2021 11:37 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	STAPLES 12730 2927530011	Staples Credit Plan Files Envelopes	10/13/2021	29.99 289.14
Total for this ACH Check for Vendor STAPLES:				319.13
50503	WP Sept 2021	Avista Utilities September Gas Usage-Admin Bldg	10/13/2021	28.02
Total for Check Number 50503:				28.02
50504	BANNERMC	BANNER BANK	10/13/2021	
	AB 092721	Coastal Farm-Rain coat for Devin F		79.99
	AB 092821	Cal State Sacramento-Learning Materials for De		50.00
	CM 092121	OGFOA-Conf Registration-Christine		250.00
	DF 090821	Network Solutions-Domain Registration		52.98
	DF 091021	IOBit-Driver update software for 3 PC's		22.95
	DF 091121	Network Solutions-Private registration rusa-or.in		15.99
	DF 091621a	Zoom-Electronic mtg software for board mtgs		93.99
	DF 091621b	Tx Systems-Digital personal licensing		1,300.00
	DF 092121a	Kensington-USB C Fingerprint readers (3 users)		209.97
	DF 092121b	Kensington-USB C Fingerprint reader-Christine		69.99
	JB 090121	PNCWA Conference Registration-Jim Baird		599.00
	JB 091221	McDonalds-PNCWA Conf Meal-Jim Baird		5.20
	JB 091521a	Apple Peddler-PNCWA Conf Meal-Jim Baird		21.58
	JB 091521b	The Grove Hotel-PNCWA Conf parking & meal-		84.90
	JB 091521c	The Grove Hotel-PNCWA Conf lodging-Jim Bai		484.77
	JB 091621	Best Western-PNCWA Conf lodging-Jim Baird		181.94
	JB 091621	Best Western-PNCWA Conf lodging-Jim Baird		181.94
	JJB 083121	Oregon Tool-Air gauges for pressure tests		19.90
	JJB 092121	Kowloon-UBOS lunch (Jim,Devin,John,Rick)		50.40
	KB 090121a	Transport Wisdom-Devin F CDL Test		380.00
	KB 090121b	Transport Wisdom-Credit (overcharge)		-190.00
	KB 090221	ODOT DMV-Devin F CDL License Fee		115.00
	KB 091221a	Taphouse Boise-PNCWA Dinner-Kyle B		14.65
	KB 091221b	Taco Bell-PNCWA Meal-Kyle B		5.18
	KB 091321	Grove Hotel Grill-PNCWA Meal-Kyle B		20.90
	KB 091521a	Grove Hotel-PNCWA lodging-Kyle B		484.77
	KB 091521b	Grove Hotel-PNCWA parking-Kyle B		66.00
	RC 090921	Apex-Parts for office sprinkler system		21.30
	RK 091221a	Boise Fry Co-PNCWA Conf Dinner-Ryon K		22.39
	RK 091221b	Black Bear Diner-PNCWA Conf Lunch-Ryon K		14.14
	RK 091321	Boise Fry Co-PNCWA Conf Dinner-Ryon K		22.39
	RK 091521a	Grove Hotel-PNCWA Conf parking-Ryon K		45.00
	RK 091521a	Boise Fry Co-PNCWA Conf Dinner-Ryon K		22.39
	RK 091521b	Grove Hotel-PNCWA Conf lodging-Ryon K		484.77
	RK 091621b	Best Western-PNCWA Conf lodging-Ryon K		181.94
	RK 091621c	Black Bear Diner-PNCWA Conf lunch-Ryon K		14.14
	SL 090721	Workwear & More-Devin Workpants		112.45
	SL 091521a	The Grove-PNCWA Parking & Meal-Steve L		100.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	SL 091521b	The Grove-PNCWA lodging-Steve L		807.95
	SL 091621	Best Western-PNCWA lodging-Steve L		105.12
Total for Check Number 50504:				6,444.17
50505	BHEC	Bassett-Hyland Energy Company	10/13/2021	
	CL01068	Fuel Usage 9/1/21-9/15/21		1,172.50
	CL01433	Fuel Usage 9/16/21-9/31/21		480.03
Total for Check Number 50505:				1,652.53
50506	CH2M	CH2M Inc.	10/13/2021	
	107769CH005	Plan reviews & Project Mgmt		1,836.53
Total for Check Number 50506:				1,836.53
50507	Chytka	Chytka Pest Control LLC	10/13/2021	
	141127	Pest Control		40.00
Total for Check Number 50507:				40.00
50508	WATER	City of Roseburg	10/13/2021	
	Sept 2021	Water usage-Admin bldg		306.82
Total for Check Number 50508:				306.82
50509	CRADAR	Cradar Enterprises, Inc	10/13/2021	
	003170	Hooker Road Sewer Project Pay Request #4		234,693.88
	003170ret	Hooker Road Sewer Project Pay Request #4 reta		-11,734.69
Total for Check Number 50509:				222,959.19
50510	DRAUTO	D & R Auto & Truck Supply Corp	10/13/2021	
	985762	Degreaser		7.99
	987034	Hose clamp		8.84
	987326	Wiper blades		20.88
	987348	Wiper blades-return		-20.88
	987348	Wiper blades		28.98
Total for Check Number 50510:				45.81
50511	DAS STAT	Dept of Admin Services - Attn: Cashier	10/13/2021	
	ARQ23585	ORCPP Membership including ORPIN FYE22		900.00
Total for Check Number 50511:				900.00
50512	DCPW	Douglas County Public Works	10/13/2021	
	611492	Grit pit debris		10.34
	612261	Gritand screenings		267.90
Total for Check Number 50512:				278.24
50513	DFN	Douglas Fast Net	10/13/2021	
	Oct 2021	Phones/Security Cams	Service: 141784	98.01
	Oct 2021	Internet Services-NTS	Service: 145049	71.79
	Oct 2021	Internet Services-No. Bank PS	Service: 105793	71.91
	Oct 2021	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	Oct 2021	Internet Services-Admin	Service: 14806	213.49
	Oct 2021	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Oct 2021	Admin Hosting		10.28
	Oct 2021	Internet Services-Keady Ct	Service: 106289	74.91
	Oct 2021	Internet Services-Winchester P	Service: 105795	71.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Oct 2021	Internet Services-Highland PS	Service: 105797	74.91
			Total for Check Number 50513:	834.03
50514	FLURY F 4161 F 4399	Flury Supply Company Bypass hose Part to Repair fitting	10/13/2021	604.38 17.28
			Total for Check Number 50514:	621.66
50515	GENEQ 77771 77879	General Equipment Company Valve-Repair B-6 Diaphragm-Repair B-6	10/13/2021	499.52 651.00
			Total for Check Number 50515:	1,150.52
50516	GRAPHDIM 3488	Graphic Dimensions, Inc. Cutting of October UB Bills	10/13/2021	37.50
			Total for Check Number 50516:	37.50
50517	UB*00052	DARIN HOSCHOUER Refund Check Refund Check Refund Check	10/13/2021	498.76 104.98 26.26
			Total for Check Number 50517:	630.00
50518	ICONIX U2116046747	ICONIX WATERWORKS INC Inserta tee stock	10/13/2021	1,000.77
			Total for Check Number 50518:	1,000.77
50519	Isler 230176	Isler CPA, LLC Progress billing on FYE 21 Audit	10/13/2021	9,000.00
			Total for Check Number 50519:	9,000.00
50520	Jacobs 351289-047 351289-NT08	Jacobs Engineering Group Inc Per Professional Agreement-October Engineering Services-August	10/13/2021	129,684.00 1,988.75
			Total for Check Number 50520:	131,672.75
50521	COASTAL E09434	John Deere Financial f.s.b. Boots-Kyle & Brandon	10/13/2021	271.97
			Total for Check Number 50521:	271.97
50522	Lithia 379870	Lithia Auto Stores 2 yd oil change	10/13/2021	42.12
			Total for Check Number 50522:	42.12
50523	LOWES 922821	Lowes Allen wrenches	10/13/2021	15.16
			Total for Check Number 50523:	15.16
50524	MSTRCR 29848-J	MasterCare Cleaning Co Inc Janitorial Services-September	10/13/2021	390.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50524:				390.00
50525	Mursmi 19-2728.00-13	Murraysmith, Inc. Engineering Services - Hooker Road Project	10/13/2021	7,254.10
Total for Check Number 50525:				7,254.10
50526	NEXNET 15020	Nexcom, LLC Digital Phone Service-October	10/13/2021	332.80
Total for Check Number 50526:				332.80
50527	LGL 13010	Northwest Local Government Legal Adviso Legal Services-September	10/13/2021	165.00
Total for Check Number 50527:				165.00
50528	OR-LIN 693542 699106 704654	Oregon Linen, Inc. Laundry services Laundry & Mat services Laundry services	10/13/2021	38.93 56.91 38.93
Total for Check Number 50528:				134.77
50529	PNWF CO 7183	Pacific Northwest Fence Co Security panel at WWTP	10/13/2021	350.00
Total for Check Number 50529:				350.00
50530	PPL Sept 2021 Sept 2021 140G Sept 2021 310BC Sept 2021 310PS Sept 2021 411S Sept 2021 425LM Sept 2021 Admin Sept 2021 High Sept 2021 LV Sept 2021 NBank Sept 2021 NTS Sept 2021 Wilb1 Sept 2021 Wilb2 Sept 2021 WWTP1 Sept 2021SBank Sept 2021WWTP2	Pacific Power Contract Min&Usage-Keady Ct PS Power Usage-140 LM-NTS Gate Power Usage-310 Bourbon St Contract Power Usage-310 Bourbon St Pump Station Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage-Highland PS Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-South Bank PS Power Usage-WWTP 2	10/13/2021	53.86 20.48 69.52 57.33 28.95 10.53 504.74 747.90 84.88 106.67 11,248.38 117.51 133.27 19,709.25 1,569.47 28.25
Total for Check Number 50530:				34,490.99
50531	Peterson SW570064271	Peterson Backhoe Repair	10/13/2021	4,934.11
Total for Check Number 50531:				4,934.11
50532	Premium 24300	Premium Landscape, Inc. Landscape services-September	10/13/2021	180.25
Total for Check Number 50532:				180.25
50533	CHAMBER 6008864	Roseburg Area Chamber of Commerce Membership Dues	10/13/2021	315.00



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50533:				315.00
50534	SDAODUES FYE 22	Special Districts Association of Oregon SDAO Membersip Dues 2022	10/13/2021	4,525.00
Total for Check Number 50534:				4,525.00
50535	STRMLINE 546C655B-0002	Streamline Streamline Yearly fee for website	10/13/2021	3,600.00
Total for Check Number 50535:				3,600.00
50536	UBWA Sept 21 310B Sept 21 411LM Sept 21 606LM	Umpqua Basin Water Association Water - 310 Bourbon St Water - 411 Long Meadows Ln Water - 606 Long Meadows Ln	10/13/2021	20.00 20.00 20.00
Total for Check Number 50536:				60.00
50537	UMPQUARF 48159 48309 48347 48442	Umpqua Quarries, LLC Crushed Rock-WWTP Crushed Rock-WWTP Crushed Rock-WWTP Crushed Rock-WWTP	10/13/2021	1,030.39 1,107.25 517.67 408.42
Total for Check Number 50537:				3,063.73
50538	USMOWER 280769	US Mower Flail Mower	10/13/2021	9,112.35
Total for Check Number 50538:				9,112.35
50539	West Tes 25361	Western Testing LLC Field Services-Hooker Rd Project	10/13/2021	1,822.00
Total for Check Number 50539:				1,822.00
50540	YAEGER P 21352	Yaeger's Plumbing, Inc. Repair toilet-Womens RR	10/13/2021	176.50
Total for Check Number 50540:				176.50
Total for 10/13/2021:				450,993.52
Report Total (39 checks):				450,993.52