



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

REGULAR MONTHLY BOARD MEETING
March 10, 2021

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

**March 10th, 2021
RUSA Board Room
4:00 p.m.**

NOTICE

The March 10th Board meeting will be held at RUSA's Administrative office. Public in-person attendance is not allowed by the Governor's restrictions. The Board Meeting will be broadcast by Zoom® Meeting. Public attendance via Zoom® will be arranged by contacting the Administrative Office at 541.672.1551. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

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. February 10th, 2021 Board Meeting
- 4. 2021-2022 Budget**
 - a. Appointment of Budget Officer; Appointment of Budget Committee Member
 - b. 2021-2022 Draft Budget Process Calendar review
- 5. Convene the Roseburg Urban Sanitary Local Contracting Review Board**
 - a. Review of bids for the Hooker Road Sewer Project
- 6. Reconvene the Roseburg Urban Sanitary Authority Board Meeting**
- 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.
 - e. Estimated insurance rates for 2022
- 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 4:00 p.m. on February 10, 2021 at 1297 NE Grandview. The Board Meeting was also broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Rob Lieberman, 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, Paul Isler of Isler CPA and Jacobs Project Manager Jade Mecham.

Consideration of the January 13, 2021 Regular Monthly Board Meeting Minutes.

Jerry Griese moved to approve the minutes for the January 13, 2021 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Auditor's Report to the Board

Paul Nielson of Isler CPA presented the Auditor's Report to the Board for the years ending June 30, 2019 and 2020.

Resolution 21-01 A Resolution Amending Resolution No. 18-01

Staff presented Resolution No. 21-01, a resolution amending Resolution No. 18-01 regarding System Development Charge. Ordinance No. 2005-01, established and imposed a System Development Charge and determined that inflationary cost impacts shall be measured and calculated annually and charged accordingly.

The suggested inflationary cost impact would 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.

Rob Lieberman made a motion to pass Resolution 21-01 amending Resolution No. 18-01.

Kelsey Wood seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to pass Resolution 21-01:

John Dunn	Yes
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Rob Lieberman	Yes
---------------	-----

Jerry Griesse	Yes
---------------	-----

Kelsey Wood	Yes
-------------	-----

David Campos	Yes
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The motion was passed with a 5/0 vote.

Resolution 21-02 A Resolution Declaring Surplus Property

Staff presented Resolution No. 21-02 declaring the Roseburg Urban Sanitary Authority has an item surplus to the needs of the Authority.

Kelsey Wood made a motion to pass Resolution 21-02 Declaring Surplus Property.

David Campos seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to pass Resolution 21-02:

John Dunn	Yes
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Rob Lieberman	Yes
---------------	-----

Jerry Griesse	Yes
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Kelsey Wood	Yes
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David Campos	Yes
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The motion was passed with a 5/0 vote.

General Managers Report

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.

Rogers Engineering reviewed the payment request. The Engineer and Staff recommended that the Board approve the pay request #1 to Z Terrell & Son LLC in the amount of \$73,640.

Rob Lieberman made a motion to approve pay request #1 to Z Terrell and Son LLC for \$73,640.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Douglas County Request for a Contract to accept Leachate

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

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 95% BOD removal and 96% Total Suspended Solids removal during December. The total Effluent flow was 173.640 million gallons.

Accounts Payable

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

David Campos moved to approve the Accounts Payable Report and Addendum as presented.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

None.

Respectfully submitted,



Harmony Williams
Office Assistant



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: APPOINTMENT OF A BUDGET OFFICER

DATE: WEDNESDAY, MARCH 3, 2021

CC:

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

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

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



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: APPOINTMENT OF A BUDGET COMMITTEE MEMBER

DATE: WEDNESDAY, MARCH 3, 2021

CC:

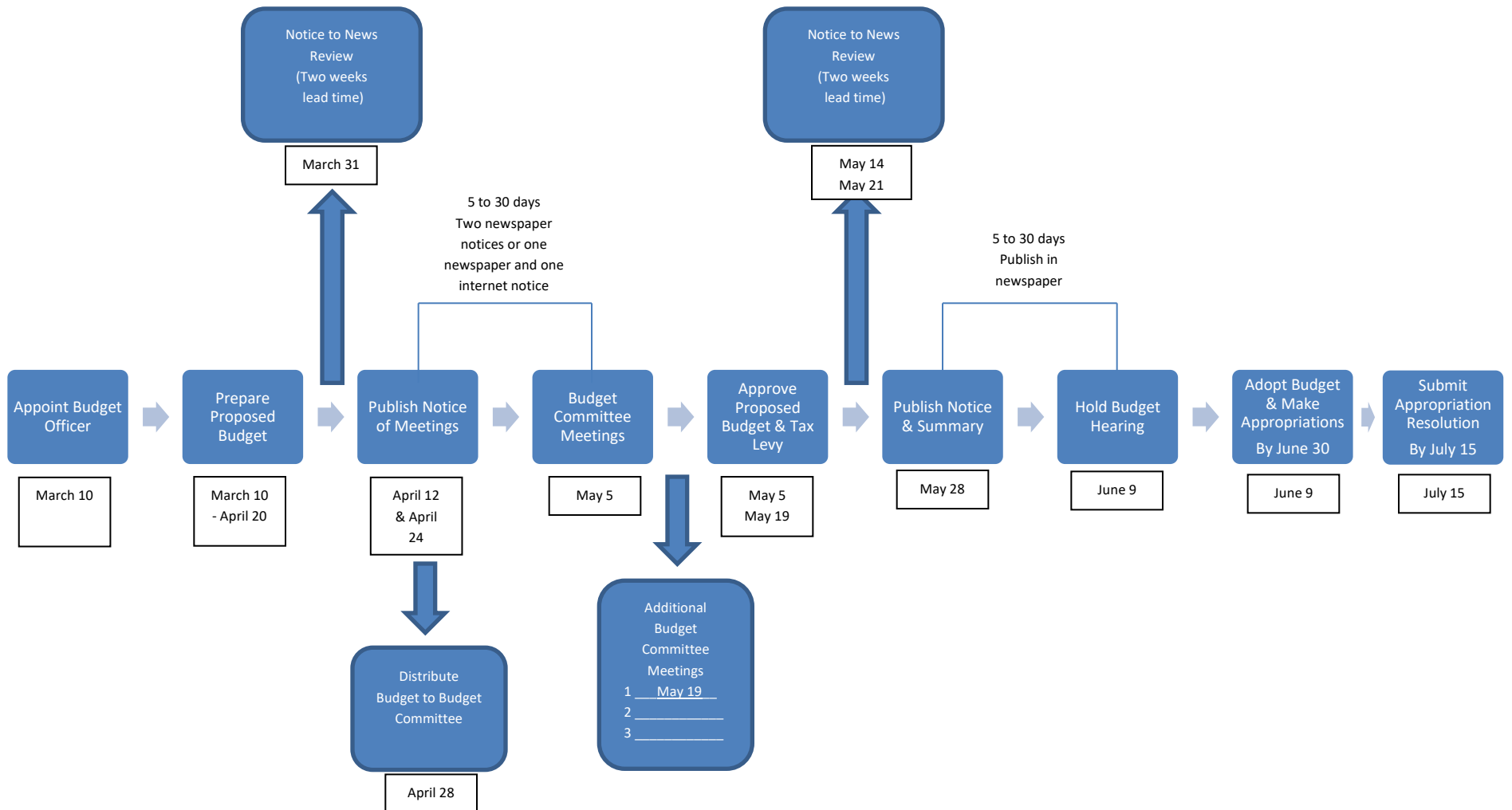
The Board appoints budget committee members for a three-year term. Position three on the committee is currently vacant. I have been soliciting candidates to fill the position have a candidate that has agreed to fill the vacant position if appointed by the Board.

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

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

DRAFT

2021 – 2022 BUDGET PROCESS



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

March 3, 2021

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

RE: Boisolds Building – Conveyor Installation

Rogers Engineering conducted an inspection of the conveyor installation on Tuesday March 2nd. The startup evaluation by Spirac was in progress during the inspection. The conveyor installation is complete and system operational.

Invoice number 0000398 from Z Terrell & Son has been submitted. This invoice is for final payment of the completed project.

The payment request of \$89,917.02 is recommended for processing.

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



Tom Rogers, P.E.

GENERAL MANAGERS REPORT

Date: 3/4/21

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 bidding period for the Hooker Road project will end March 8th, 2021 at 2:00 pm. Staff will provide the bid results to the RUSA Local Contracting Review Board on March 10th, 2021.

Douglas Avenue Project

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

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

Biosolids Building Expansion, Installation of Storage 2 Conveyors Electrical & Pneumatic Systems

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

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

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

Douglas County Request for a Contract to accept Leachate

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

CIS Estimated Insurance Rates for 2022

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



INTEROFFICE MEMORANDUM

TO: BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: STAFF PROFESSIONAL DEVELOPMENT
DATE: 03/04/21
CC:

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

Rick Cox Line locator training offered by the Utility Training Academy
This training was offered in a virtual format.

Christine Morris Citycounty Insurance Services (CIS) 2021 Annual Conference
This conference was offered in a virtual format.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- 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 bid closes March 8, 2021

ROSEBURG URBAN SANITARY AUTHORITY

FEBRUARY 2021 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 34 work orders.
- Completed CCTV and cleaning of 28,284 feet or 5.4 miles of mainline.
- Completed annual cleaning of 17,966 feet or 3.4 miles of mainline.
- Completed spot repair on mainline.
- Completed 94 manhole inspections.
- Completed monthly trouble spot inspections.
- Completed 186 underground utility locate requests.

ENGINEERING DEPARTMENT:

- Issued 20 permits and completed 18 inspections.
- Oak Spring Apartment waiting on testing for final.
- Hooker Road project closes on the 8th
- FOG Report:
 1. Jack in the Box - Letter of Violation
 2. Applebee's - Needs to be pumped the manager was contacted
 3. Red Robin - looked good
 4. Chi's – recently pumped
 5. KFC Harvard - New interceptor
 6. KFC Garden Valley – looked good

FINANCE DEPARTMENT:

- Vacancy Credits: 3 were processed for a total of \$175.00 in February.
- Credit cards/eChecks: 1009 payments totaling \$50,524.77 or approximated 9.1% of monthly billing was collected in February. 80 payments were received by voice response system, 9 payment received at the counter and 920 on-line.
- Automatic Payments: 2,089 customer accounts are signed up. Received \$92,971.76 or approximately 16.7% of monthly billing.

SAFETY COMMITTEE:

- Completed Quarterly Inspections
- Reviewed RUSA Safety Program



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager-Jacobs
DATE: March 3, 2021
SUBJECT: February 2021 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 96% 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 February 2021, was 219,000 KWHRS with a total Effluent flow of 172.7 million gallons of which all went to the river at Outfall 001. The February 2020 electrical consumption was 189,000 with a total Effluent flow of 118.870 million gallons all of which went to the river at Outfall 001.
- Peak flow on the 3rd reached 23 MGD without any incidents.
- For the polymer system at the biosolids, a check valve was replaced in the mixer which has resulted in a lot better performance for the dewatering process.
- The annual biosolids and storm water reports were sent out to the DEQ.
- The quarterly biosolids samples were sent to an outside lab for analysis.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in February:

- *Jack in the Box*: This was a follow up inspection after the local manager was notified about the FOG loss from their interceptor in 2020. RUSA was notified that Jack in the Box had not pumped their tank.
- *Sherm's Thunderbird*: At the manhole downstream, there was little FOG buildup from their discharge.
- *Blac-N-Bleu Bistro*: At the clean out, their discharge looked Ok.
- *Jersey Lilly*: At the clean out, there was some FOG buildup. The management was notified of the FOG buildup in their discharge.
- *Si Casa Flores*: A small amount of FOG buildup was noticed at the nearest manhole.
- The annual pretreatment report was sent out to the DEQ.

NATURAL TREATMENT SYSTEM (NTS)

- The irrigation has been shut down for the winter.
- The Kubota UTV was taken in for the annual service work.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month - 83 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.9 Million Gallons

MAINTENANCE

- Replaced the fuel filler neck on the Cat loader.
- Rebuilt the Pretreatment ventilation fan with new bearings and had the shaft machined.
- Replaced the outlet and weatherproof cover for the Biofilter Sampler.
- Replaced the automatic timers for the Secondary Sludge pump.
- Replaced the inlet pipe for the Cyclone Degritter unit.
- Replaced the check valve whisker switch on both pumps at the Wilbur #1 Liftstation.
- Fabricated and mounted an aluminum box to cover the Vacuum/Air Release valves for the pressure main coming from the Winchester station.
- Had all the locks changed at the plant and Liftstations.

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.
- 96 permit tests were completed during the month.
- On 2/10/21, lab water samples were collected and shipped to NRC for testing.
- Ordered bottles for Semi-annual metals and Cyanide sampling event.

BIOSOLIDS

- We are currently dewatering biosolids.
- Work has continued on the conveyor addition.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Kevin spent two days helping in Coos Bay. RUSA was not charged for those hours.

UPCOMING EVENTS

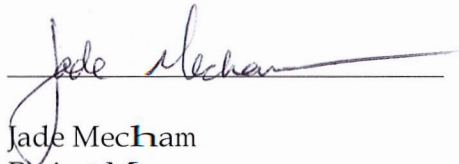
OPERATIONS/NTS:

- Weather providing, at the NTS, we will begin spraying some of the blackberry patches.
- At the NTS storage building, we will be organizing to set up for the next irrigation season.

MAINTENANCE:

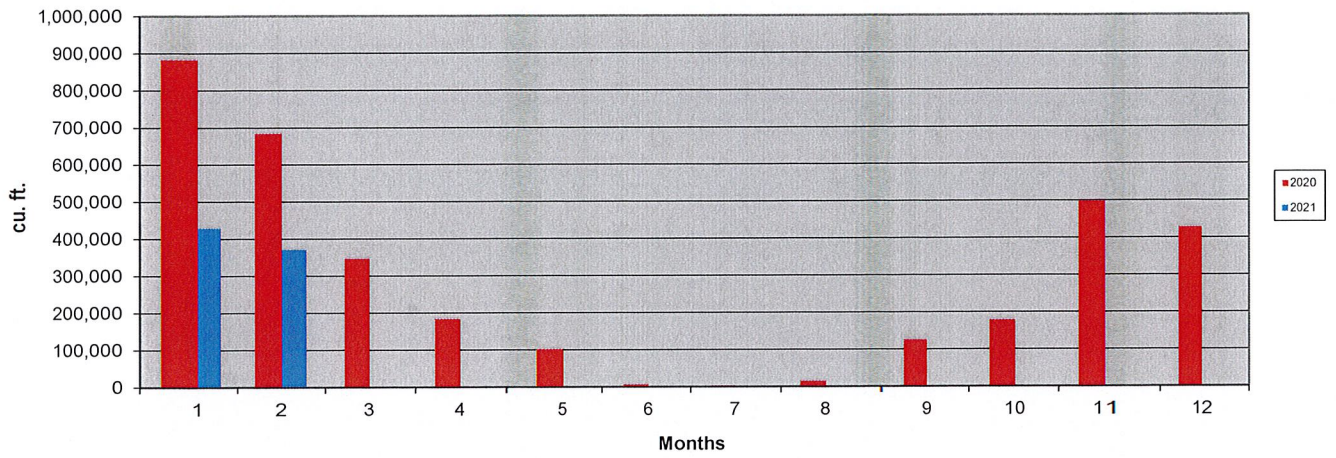
- Have the Pretreatment building ceiling repaired.
- Assist in getting the screw press conveyors running.
- Replace the #2 VFD at the Winchester station.

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

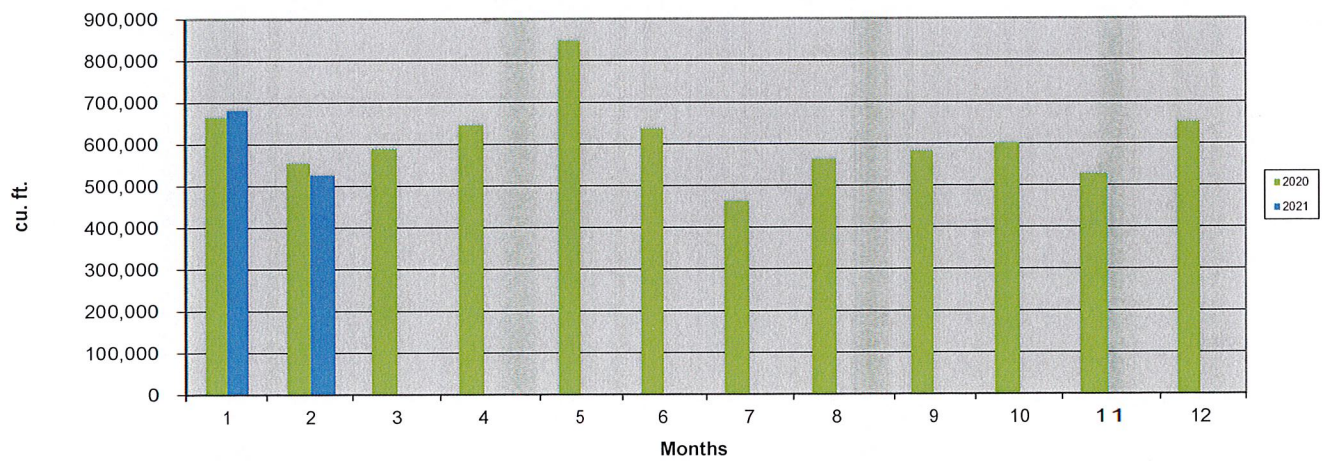


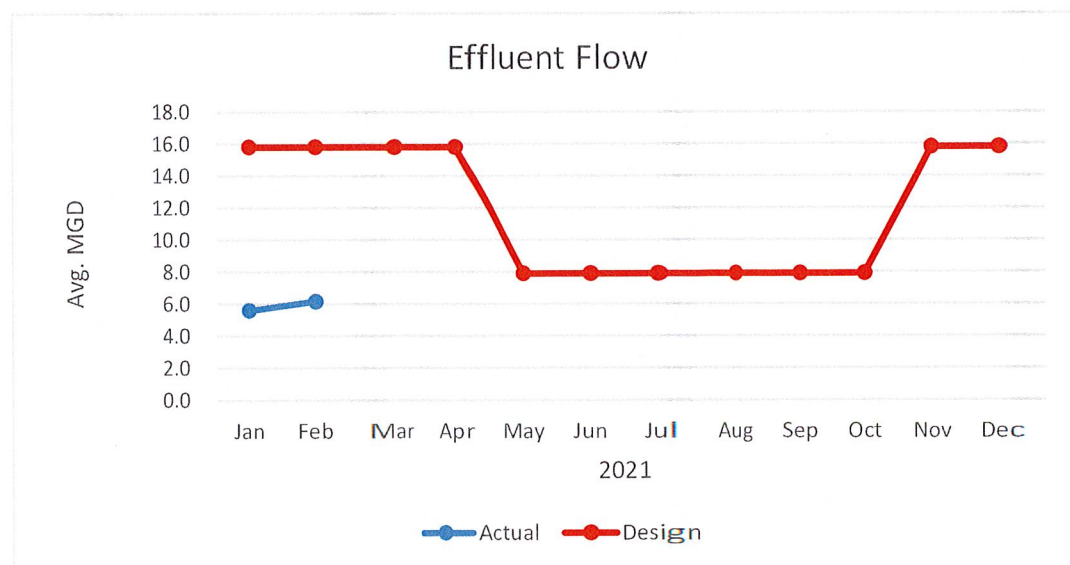
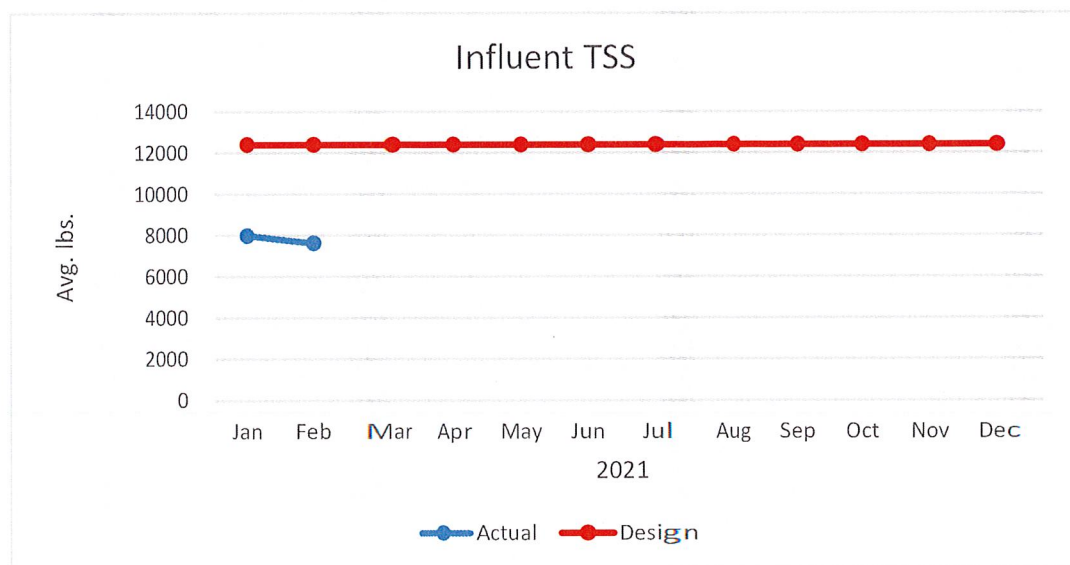
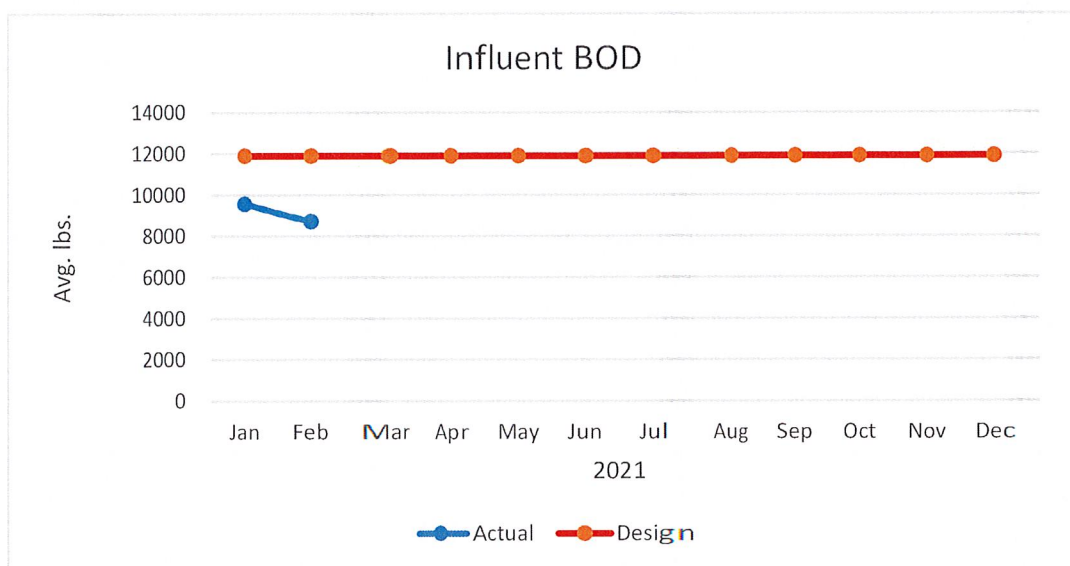
Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
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
Feb-21	6.18	8714	7626
SUM	44.15	103108	87395
AVE	3.68	8592	7283
MAX	6.18	9995	7996
MIN	2.68	6995	6651

CASH DISBURSEMENT RECAP BOARD MEETING MARCH 10, 2021

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	86,024.00
Total of Regular Checks & ACH Transactions	<u>270,666.49</u>

Total Expenditures (not including Payroll)	<u><u>356,690.49</u></u>
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Payroll:

Net Payroll - February 26, 2021	57,780.41
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All Checks & ACH Transactions since the Board Meeting of February 10, 2021	<u><u>414,470.90</u></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
ACH	02669	PERS Deposit	02/12/2021	
	Jan 2020 PR	PR Batch 00001.01.2021 PERS - Not W/Held	PR Batch 00001.01.2021 PER	8,610.37
	Jan 2020 PR	PR Batch 00001.01.2021 PERS Pick-Up	PR Batch 00001.01.2021 PER	839.10
	Jan 2020 PR	PR Batch 00001.01.2021 OPSRP-Not W/Held	PR Batch 00001.01.2021 OPS	7,736.21
	Jan 2020 PR	PR Batch 00001.01.2021 PERS W/Held	PR Batch 00001.01.2021 PER	4,832.66
	Rounding Adj	Rounding Adjustment		-0.03
Total for this ACH Check for Vendor 02669:				22,018.31
Total for 2/12/2021:				22,018.31
ACH	ASIFLEX	ASIFlex	02/26/2021	
	FEB 2021 PR	PR Batch 00002.02.2021 Dependent Care FSA	PR Batch 00002.02.2021 Dep	60.00
	FEB 2021 PR	PR Batch 00002.02.2021 Flexible Spending Acco	PR Batch 00002.02.2021 Flex	941.48
Total for this ACH Check for Vendor ASIFLEX:				1,001.48
ACH	DNB	Internal Revenue Service	02/26/2021	
	FEB 2021 PR	PR Batch 00002.02.2021 FICA - Employer	PR Batch 00002.02.2021 FIC	5,354.52
	FEB 2021 PR	PR Batch 00002.02.2021 Federal Income Tax	PR Batch 00002.02.2021 Fed	6,844.41
	FEB 2021 PR	PR Batch 00002.02.2021 FICA - Employee	PR Batch 00002.02.2021 FIC	5,354.52
	FEB 2021 PR	PR Batch 00002.02.2021 Medicare - Employee	PR Batch 00002.02.2021 Med	1,252.24
	FEB 2021 PR	PR Batch 00002.02.2021 Medicare - Employer	PR Batch 00002.02.2021 Med	1,252.24
Total for this ACH Check for Vendor DNB:				20,057.93
ACH	OR-Rev	Oregon Dept. of Revenue	02/26/2021	
	FEB 2021 PR	PR Batch 00002.02.2021 Oregon W/Held	PR Batch 00002.02.2021 Ore	4,935.75
Total for this ACH Check for Vendor OR-Rev:				4,935.75
ACH	CENTURY	CenturyLink	02/26/2021	
	FEB 2021 Fx/Alm	Along phone service for fax and alarm system		128.63
	FEB 2021 NTS	Along phone service to NTS gate		55.91
Total for this ACH Check for Vendor CENTURY:				184.54
50153	CIS INS	CIS Trust	02/26/2021	
	FEB 2021 PR	PR Batch 00002.02.2021 Hospital Indemnity	PR Batch 00002.02.2021 Hos	32.50
	FEB 2021 PR	PR Batch 00002.02.2021 Identity Protection	PR Batch 00002.02.2021 Iden	35.90
	FEB 2021 PR	PR Batch 00002.02.2021 Voluntary Life Insuran	PR Batch 00002.02.2021 Vol	394.54
	FEB 2021 PR	PR Batch 00002.02.2021 Accident Insurance	PR Batch 00002.02.2021 Acc	53.94
	FEB 2021 PR	PR Batch 00002.02.2021 CCIS Insurance AD&I	PR Batch 00002.02.2021 CCI	19.91
	FEB 2021 PR	PR Batch 00002.02.2021 Critical Illness Insuran	PR Batch 00002.02.2021 Criti	60.20
	FEB 2021 PR	PR Batch 00002.02.2021 Dental & Vision	PR Batch 00002.02.2021 Den	2,490.33
	FEB 2021 PR	PR Batch 00002.02.2021 Voluntary Dependent I	PR Batch 00002.02.2021 Vol	29.26
	FEB 2021 PR	PR Batch 00002.02.2021 Trauma - Gold	PR Batch 00002.02.2021 Trau	20.00
	FEB 2021 PR	PR Batch 00002.02.2021 Life Insurance - er	PR Batch 00002.02.2021 Life	119.40
	FEB 2021 PR	PR Batch 00002.02.2021 Life Insurance - Spous	PR Batch 00002.02.2021 Life	173.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	FEB 2021 PR	PR Batch 00002.02.2021 CCIS Insurance Long-	PR Batch 00002.02.2021 CCI	220.38
	FEB 2021 PR	PR Batch 00002.02.2021 Medical Ins w/RX	PR Batch 00002.02.2021 Med	25,919.91
	FEB 2021 PR	PR Batch 00002.02.2021 Short-Term Disability	PR Batch 00002.02.2021 Shor	116.91
Total for Check Number 50153:				29,687.04
50154	PEBSCO	Nationwide Retirement Solutions	02/26/2021	
	FEB 2021 PR	PR Batch 00002.02.2021 Nationwide-Deferred C	PR Batch 00002.02.2021 Nati	4,705.00
Total for Check Number 50154:				4,705.00
50155	SHRED-IT	Shred-It USA	02/26/2021	
	8181462255	Monthly shredding services		76.51
Total for Check Number 50155:				76.51
50156	USPS	US Postal Service	02/26/2021	
	Feb 2021	Postage for mailing utility bills		2,557.01
Total for Check Number 50156:				2,557.01
50157	VERIZON	Verizon Wireless	02/26/2021	
	9873369898	Monthly wireless telephone service		649.22
	9873369898 eq	Upgrade MiFi's and phone for new employee		151.21
Total for Check Number 50157:				800.43
Total for 2/26/2021:				64,005.69
Report Total (10 checks):				86,024.00

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	ASIFLEX A00032581202EJG	ASIFlex February FSA Admin Fees	03/10/2021	48.75
Total for this ACH Check for Vendor ASIFLEX:				48.75
ACH	STAPLES 2770394981 2772920231 2781076391	Staples Credit Plan Thumb drives Misc office supplies Webcams for Christine, John	03/10/2021	16.49 62.29 139.98
Total for this ACH Check for Vendor STAPLES:				218.76
50158	WP Feb 2021	Avista Utilities Natural gas service	03/10/2021	268.03
Total for Check Number 50158:				268.03
50159	BANNERMC AA 020121a AA 020121b AB 021621 AB 021921 CM 021221 CM 022021 DF 020321 DF 021021 DF 021621 DF 021921 DF 022021 DF 022621 GO 020221 fee GO 020221a GO 020221b HW 021021 JB 020321 JB 021021 JJB 020321 JJB 021821 JJB 022521 JJB 022621 KB 020321 KB 021621 RC 021921 RK 020121 RK 020121 fee RK 020221 RK 020421 SL 020821	BANNER BANK Costco - Kitchen & janitorial supplies Costco - Disposable masks & sanitizer NW Freightliner Mdfrd - B-6 repair (partial char OWP Sac State - Collections system learning ma OMFOA - March Conference Registration Amazon - Replacement filters for desktop air pur Network Solutions - Email acct for admin of rus LogMeIn USA - LastPass Enterprise password m Techsmith - Snagit screen capture software subsc Amazon - Sound card for Jim's computer Zoom - Software for electronic board meetings Datacomm Cables - Network patch cords for rac Douglas County Clerk - Easement - Credit card f APWA - Construction inspection workshop Douglas County Clerk - Easement Safeway - Board meeting snacks OR ACWA - Webinar workshop WEF - Webinar workshop Coastal - Work boots for John Harbor Freight - Flashlight, level UCC - CPR Course Health & Safety Institute - CPR Instructor course Elmer's - Matt's going away breakfast NW Freightliner Mdfrd - B-6 repair (partial char Oregon Tool - Utility paint sitck tips Douglas County Clerk - Clerks office subscriptic Douglas County Clerk - Clerks office sub - Cred Steel Outlet - Materials for Airvac Box on the br Home Depot - Materials for Airvac Box on the b Elite Gates - Worm gear for back gate operator	03/10/2021	80.95 38.99 1,739.30 50.00 250.00 77.97 11.39 504.00 42.40 59.99 54.99 86.80 2.39 275.00 96.00 10.00 75.00 99.00 100.00 39.98 59.00 375.00 68.81 1,500.00 29.95 360.00 8.96 1,322.40 31.94 302.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50159:				7,752.36
50160	BHEC CL96041 CL96377	Bassett-Hyland Energy Company Vehicle/Equipment fuel 2/1 - 2/15 Vehicle/Equipment fuel 2/16 - 2/28	03/10/2021	490.69 590.37
Total for Check Number 50160:				1,081.06
50161	BIOMED 82988a 82988b	bio-MED Testing Services Inc 1 FMCSA Query DER Webinar - Steve	03/10/2021	5.00 80.00
Total for Check Number 50161:				85.00
50162	OMI 351289-040	CH2MHill OMI Contract Service-per agreement	03/10/2021	126,710.64
Total for Check Number 50162:				126,710.64
50163	Chytka 137145 137461	Chytka Pest Control LLC Monthly pest control services Monthly pest control services	03/10/2021	40.00 40.00
Total for Check Number 50163:				80.00
50164	WATER INV12748 Keady Feb21	City of Roseburg Bulk Water-February Base Water Charge-Keady Ct	03/10/2021	135.47 50.00
Total for Check Number 50164:				185.47
50165	DRAUTO 947042 948415	D & R Auto & Truck Supply Corp Parts to re-plumb air compressor Replace headlight in Greg's truck	03/10/2021	24.44 18.99
Total for Check Number 50165:				43.43
50166	DFN Mar 2021 Admin Mar 2021 High Mar 2021 Host Mar 2021 Keady Mar 2021 NBank Mar 2021 NTS Mar 2021 Ph/Cam Mar 2021 Wilb1 Mar 2021 Wilb2 Mar 2021 Winch	Douglas Fast Net Internet Services-Admin Internet Services-Highland PS Admin Hosting Internet Services-Keady Ct Internet Services-No. Bank PS Internet Services-NTS Phones/Security Cams Internet Services-Wilbur 1 PS Internet Services-Wilbur 2 PS Internet Services-Winchester P	03/10/2021 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 23920 Service: 141784 Service: 105796 Service: 105794 Service: 105795	213.49 74.91 10.28 74.91 71.91 56.36 98.01 74.91 71.91 71.91
Total for Check Number 50166:				818.60
50167	EARTH 454596	EARTH20 Bottled water delivery	03/10/2021	70.99
Total for Check Number 50167:				70.99
50168	FASTENAL ORROS215800	Fastenal Company D Batteries for field equipment	03/10/2021	100.13
Total for Check Number 50168:				100.13

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50169	GRAPHDIM 3141	Graphic Dimensions, Inc. Cut utility bills to mailing size	03/10/2021	37.60
Total for Check Number 50169:				37.60
50170	ICONIX U2116004801 U2116006497 U2116009599	ICONIX WATERWORKS INC Parts for Inventory Parts for Inventory Sewer Test Plugs and Air Hoses	03/10/2021	1,565.35 172.12 1,589.20
Total for Check Number 50170:				3,326.67
50171	LYOUNG 70300453258	Lauren Young Tire Tires including mount/balance for Greg's truck	03/10/2021	1,085.64
Total for Check Number 50171:				1,085.64
50172	MSTRCR 11209-J	MasterCare Cleaning Co Inc Monthly janitorial services	03/10/2021	390.00
Total for Check Number 50172:				390.00
50173	NEXNET 13261 13381	Nexcom, LLC Parts & Install cables-new data drops - Dave's of Monthly digital telephone services	03/10/2021	359.17 332.80
Total for Check Number 50173:				691.97
50174	1CALL 1021071	One Call Concepts, Inc. 183 Locate tickets	03/10/2021	219.60
Total for Check Number 50174:				219.60
50175	OR-LIN 606885 612567	Oregon Linen, Inc. Laundry & mat services Laundry & mat services	03/10/2021	56.91 38.93
Total for Check Number 50175:				95.84
50176	PAC AIR 13959	Pacific Air Comfort, Inc. Replace worn belt on HVAC system	03/10/2021	61.21
Total for Check Number 50176:				61.21
50177	PPL Feb 2021 411LM Feb 2021 425LM Feb 2021 Admin Feb 2021 Brbn Feb 2021 BrbnC Feb 2021 High Feb 2021 Keady Feb 2021 LVPS Feb 2021 NBank Feb 2021 NTS Feb 2021 NTSG Feb 2021 SBank Feb 2021 Wilb1 Feb 2021 Wilb2 Feb 2021 WWTP1 Feb 2021 WWTP2	Pacific Power Usage-411 LM-Storage Bldg Power Usage-425 Long Meadow Power Usage-Admin Bldg Power Usage -Bourbon St PS Contract Min-Bourbon St PS Power Usage-Highland PS Power Usage-Keady Ct Lift Station Power Usage-Loma Vista PS Power Usage-North Bank PS Contract/Power Usage-NTS PS Power Usage-140 LM-NTS Gate Power Usage-South Bank PS Power Usage-Wilbur 1 PS Power Usage-Wilbur 2 PS Power Usage-WWTP 1 Power Usage-WWTP 2	03/10/2021	27.23 10.52 419.64 78.81 65.22 2,112.74 82.51 97.91 149.16 1,836.55 19.93 1,862.36 237.79 209.31 19,422.77 28.22

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50177:				26,660.67
50178	Premium 23815	Premium Landscape, Inc. Monthly landscape maintenance	03/10/2021	180.25
Total for Check Number 50178:				180.25
50179	QFence 17160	Quality Fence Company, Inc. Easement Gate	03/10/2021	2,500.00
Total for Check Number 50179:				2,500.00
50180	RSBG-AUD 34683	Roseburg Audiology Center January Hearing Tests-10 employees	03/10/2021	500.00
Total for Check Number 50180:				500.00
50181	OR-AUD FYE 20	Secretary of State FYE 2020 Audit Filing Fee	03/10/2021	300.00
Total for Check Number 50181:				300.00
50182	SERV-CTR 52397	The Service Center Repair lock/doorknob on door between Steve's o	03/10/2021	75.00
Total for Check Number 50182:				75.00
50183	umpsheet 31271.1 31271.2	Umpqua Sheet Metal, Inc Install duct fittings and spiral pipe. Fabricate Duct and elbows for fan and dome.	03/10/2021	3,789.00 2,480.00
Total for Check Number 50183:				6,269.00
50184	Walker B 86042 86043 86044 86045	Walker Bros. Auto Repair, Inc. Replace front brakes on Greg's truck Lube and oil service for 5yd Dump Truck Lube and oil service for 2019 Service Truck Lube and oil service for CCTV Van	03/10/2021	346.10 222.45 129.30 194.95
Total for Check Number 50184:				892.80
50185	ZTerrell 0000398	Z Terrell & Son LLC Contract-Elect & Pneumatic Conveyor Biosolids	03/10/2021	89,917.02
Total for Check Number 50185:				89,917.02
Total for 3/10/2021:				270,666.49
Report Total (30 checks):				270,666.49