



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

REGULAR MONTHLY BOARD MEETING

March 9, 2022

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

March 9th, 2022
RUSA Board Room
4:00 p.m.

The March 9th, 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 website, rusa-or.org

**AGENDA
REGULAR MONTHLY BOARD MEETING**

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griesse

1. Call to Order – John Dunn, Board Chair
2. Roll Call
3. Audience Participation – In-Person / via Zoom
4. Consider Minutes
 - a. February 9th, 2022
5. General Managers' Report
 - a. Hooker Road Rehabilitation Project
 - b. New Chemical feed building - Sodium Bisulfite System Relocation
 - c. General Fund Balance Policy
 - d. Interest Rate for System Development Charge installment payment plan
6. Staff Professional Development
7. New Developments
8. Staff Report
9. Jacobs Plant Operations Report
10. Accounts Payable
11. 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 9, 2022. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Kelsey Wood, Rob Lieberman and
Jerry Griese

Absent: David Campos

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.

Consideration of the January 12, 2022, Regular Monthly Board Meeting Minutes.

Jerry Griese moved to approve the minutes for January 12, 2022 Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.

Kelsey Wood seconded the motion.

The motion passed unanimously.

2022-2023 Budget

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.

Staff recommended that the Board appoint Jim Baird, RUSA General Manager, as the budget officer for the 2022 - 2023 Budget preparation.

Rob Lieberman made a motion to appoint Jim Baird as the budget officer for the 2022-2023 Budget preparation.

Jerry Griese seconded the motion.

The motion passed unanimously.

Additionally, staff presented the proposed budget process calendar for the 2022-2023 budget process. The date of the additional Budget Committee meeting was changed from May 10 to May 9.

General Managers Report

Hooker Road Rehabilitation Project

The contractor is working on lining services and rehabilitating manholes. The scheduled completion date remains February 20th. The contractor did not provide a pay request for work completed in January.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. When the plans and specifications are complete, we will advertise the project for a May start date.

Agreement with Douglas County – Nearmap Purchase Agreement

The County has contracted with Nearmap for aerial imagery and has been working with City's and public utility agencies to offer this new service. Nearmap is a cloud based aerial imagery solution that will be updated annually to provide up-to-date aeriels for the agencies that enter into an agreement with the County. They provide an option to download the imagery to a local server, but the resolution of the aerial imagery is so high that the file space required would be very large.

The County is offering an agreement to provide access to their high-quality images for an annual fee of \$1,000. We receive our current aerial imagery as part of an agreement with the City with both parties splitting the cost. The City has committed to utilize this new service with the County. Should we wish to continue the current method for aerial imagery we would need to shoulder the entire cost for the imagery.

Currently we split the cost of \$38,000 with the City, RUSA's share is \$19,000. We update the imagery every five years.

The agreement with the County has a cost of \$1,000 annually with an additional charge to update the contour line every five years at total cost of \$4,000 which we would split with the City for cost to RUSA of \$2,150.

For a comparison our annualized cost for the Nearmap imagery with contours would be \$1,450. The cost to maintain our current method would be \$7,600 as an annual cost allocation (a five year flight cycle).

Staff would recommend that RUSA enter into an Intergovernmental Agreement with Douglas County to purchase new areal imagery (Nearmap).

Rob Lieberman made a motion to approve the Aerial Imagery Intergovernmental Agreement with Douglas County.

Kelsey Wood seconded the motion.

The motion passed unanimously.

Increase in Chemical Cost – WWTP

The prices of chemicals that are used at the wastewater treatment plant have increased in cost significantly more than anyone could have forecast. We have seen price increases of 24% to 52%. Jade Mecham, Project Manager, is estimating that there is a potential that the total cost for chemicals will be \$17,000 more than was budgeted for. Based on the current year-to-date

expenditures we expect that the current contract amount will be exceeded by \$10,000 to \$15,000. We are looking to economize or shift expenditures when we can.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 95% BOD removal and 97% Total Suspended Solids removal during January. The total Effluent flow was 160.76 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the February 2022 Accounts Payable.

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

Other Business

None.

Attached Additional Items Presented

Accounts Payable Addendum

Budget to actual report ending December 31, 2021

Respectfully submitted,



Harmony Williams
Office Assistant

ADDENDUM TO FEBRUARY 9, 2022 BOARD PACKET

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
Printed: 2/9/2022 11:53 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50726	Chytka 143643	Chytka Pest Control LLC Monthly pest control service	02/09/2022	40.00
Total for Check Number 50726:				40.00
50727	WATER INV14992	City of Roseburg Bulk water & permit for January	02/09/2022	126.15
Total for Check Number 50727:				126.15
50728	GENEQ 79151	General Equipment Company Parts to repair Camel	02/09/2022	427.10
Total for Check Number 50728:				427.10
50729	REFUND Bill Pay Refund	Robin Linneman Refund for paying 63001305 in error by bill pay	02/09/2022	30.10
Total for Check Number 50729:				30.10
50730	MSTRCR 12748-J	MasterCare Cleaning Co Inc Monthly janitorial services	02/09/2022	390.00
Total for Check Number 50730:				390.00
50731	Occu 12855 12963	OccuHealth Vaccines Vaccines, DOT screening	02/09/2022	75.00 135.00
Total for Check Number 50731:				210.00
50732	1CALL 2011082	One Call Concepts, Inc. Locate tickets for January - 162	02/09/2022	194.40
Total for Check Number 50732:				194.40
50733	RSBG-DIS 1226081	Roseburg Disposal Company Monthly garbage services	02/09/2022	61.00
Total for Check Number 50733:				61.00
50734	SIERRASP 21794341 020522	Sierra Springs Bottled water delivery	02/09/2022	74.95
Total for Check Number 50734:				74.95
Total for 2/9/2022:				1,553.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (9 checks):				1,553.70

ROSEBURG URBAN SANITARY AUTHORITY
as of December 31, 2021

	Budget FYE 21-22	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>GENERAL FUND</u>					
EXPENDITURES					
Administration & Engineering					
Personal Services	819,000	391,577	371,018	427,423	47.81%
Materials & Services	380,000	183,546	153,487	196,454	48.30%
Capital Outlay	116,000	18,406	41,307	97,594	15.87%
Treatment					
Materials & Services	2,285,000	1,020,173	977,399	1,264,827	44.65%
Capital Outlay	25,000	16,593	2,843	8,407	66.37%
Collection					
Personal Services	824,200	332,019	365,094	492,181	40.28%
Materials & Services	173,500	52,719	54,583	120,781	30.39%
Capital Outlay	442,000	133,101	165,366	308,899	30.11%
Finance					
Personal Services	405,700	191,750	183,700	213,950	47.26%
Materials & Services	90,250	47,980	49,116	42,270	53.16%
Capital Outlay	26,800	2,744	8,954	24,056	10.24%
Transfers	1,555,400	0	0	1,555,400	0.00%
Contingency	550,000	0	0	550,000	0.00%
Unappropriated Ending Fund Balance	3,966,750	0	0	3,966,750	0.00%
Total Budget	11,659,600	2,390,608	2,372,866	9,268,992	20.50%

RESOURCES

Sewer Service Fees	5,318,400	2,718,564	2,651,963	2,599,836	51.12%
Miscellaneous Income	119,200	66,874	135,221	52,326	56.10%
Penalties	75,000	53,321	900	21,679	71.10%
Transfer from Other Funds	60,000	36,450	0	23,550	60.75%
Interest Income	30,000	13,302	21,827	16,698	44.34%
	5,602,600	2,888,511	2,809,911	2,714,089	51.56%
Beginning Fund Balance	6,057,000				
Total Budget	11,659,600				

DIAMOND LAKE LID FUND

EXPENDITURES

Transfer to General Fund	25,000	1,927	0	23,073	7.71%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
	25,000	1,927	0	23,073	7.71%

RESOURCES

Interest Income	0	1	740	(1)	0.00%
LID Assessments	0	0	0	0	0.00%
	0	1	740	(1)	0.00%
Beginning Fund Balance	25,000				
Total Budget	25,000				

ROSEBURG URBAN SANITARY AUTHORITY
as of December 31, 2021

	Budget FYE 21-22	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>COLLECTION SYSTEM EXPANSION</u>					

EXPENDITURES

Construction Projects	512,477	0	0	512,477	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	512,477	0	0	512,477	0.00%

RESOURCES

Interest Income	13,069	12,720	1,546	349	97.33%
Miscellaneous Income	0	0	0	0	0.00%
System Development Charges	170,408	93,898	73,452	76,510	55.10%
	183,477	106,618	74,998	76,859	58.11%
Beginning Fund Balance	329,000				
Total Budget	512,477				

INFRASTRUCTURE REPLACEMENT RESERVE FUND

EXPENDITURES

Construction Projects	2,500,000	1,208,969	58,797	1,291,031	48.36%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	2,500,000	1,208,969	58,797	1,291,031	48.36%

RESOURCES

Interest Income	6,000	4,634	5,944	1,366	77.23%
Transfers from Other Funds	766,000	0	0	766,000	0.00%
Sewer Service Fees	260,000	132,181	130,437	127,819	50.84%
	1,032,000	136,815	142,326	767,366	13.26%
Beginning Fund Balance	1,468,000				
Total Budget	2,500,000				

TREATMENT PLANT EXPANSION

EXPENDITURES

Construction Projects	382,266	0	0	382,266	0.00%
Biosolids Dewatering	0	0	48,693	0	0.00%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	382,266	0	48,693	382,266	0.00%

RESOURCES

Transfer from Asset Acq & Replace	0	0	0	0	0.00%
Interest Income	7,641	6,981	2,160	660	91.36%
System Development Charges	89,625	49,415	38,634	40,211	55.13%
	97,266	56,395	40,794	40,871	57.98%
Beginning Fund Balance	285,000				
Total Budget	382,266				

ROSEBURG URBAN SANITARY AUTHORITY
as of December 31, 2021

	Budget FYE 21-22	Current Year To Date	Prior Year To Date	(OVER) Under Budget	YTD Total as a Percent of Budget
<u>PLANT EQUIPMENT REPLACEMENT</u>					
EXPENDITURES					
Misc Plant Equipment Projects	1,400,000	47,771	61,766	1,352,229	3.41%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	1,400,000	47,771	61,766	1,352,229	3.41%
RESOURCES					
Transfer from Asset Acq & Replace	789,400	0	0	789,400	0.00%
Interest Income	3,600	3,022	3,011	578	83.93%
	793,000	3,022	3,011	789,978	0.38%
Beginning Fund Balance	607,000				
Total Budget	1,400,000				
<u>ADMINISTRATION BUILDING FUND</u>					
EXPENDITURES					
Admin Building Improvements	0	0	21,744	0	0.00%
Transfer to General Fund	35,000	34,523	0	477	98.64%
Unappropriated Ending Fund Balance	0	0	0	0	0.00%
Total Budget	35,000	34,523	0	477	98.64%
RESOURCES					
Interest Income	0	17	273	(17)	0.00%
Beginning Fund Balance	35,000				
Total Budget	35,000				
<u>ASSET ACQUISITION & REPLACEMENT FUND</u>					
EXPENDITURES					
Transfers to Other Funds	0	0	0	0	0.00%
Unappropriated Ending Fund Balance	2,788,200	0	0	2,788,200	0.00%
Total Budget	2,788,200	0	0	2,788,200	0.00%
RESOURCES					
Sewer Service Fees	1,043,000	528,662	521,741	514,338	50.69%
Interest Income	10,200	5,037	8,930	5,163	49.39%
Transfer From General Fund	0	0	0	0	0.00%
	1,053,200	533,700	530,672	519,500	50.67%
Beginning Fund Balance	1,735,000				
Total Budget	2,788,200				

GENERAL MANAGERS REPORT

Date: 3/3/22

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 is working on lining services. The Contractor requested an extension of the contract period due to numerous days lost due to a subcontractor's employees on medical leave due to COVID-19 cases. We granted the request, and the new scheduled completion date is March 18th. The Contractor and Engineer are currently negotiating a pay estimate and will have a recommendation to present to the Board at the Board meeting.

New Chemical Feed Building

Rogers Engineering is completing the design and specifications. We will advertise the project for a May start date when the plans and specifications are complete.

General Fund Balance Policy

Staff is drafting the 2022-23 proposed budget and the topic of a minimum reserve balance for the General Fund moving forward was brought up. I would like to know if one or two Board members would like to meet to discuss what would be an adequate reserve to target for in upcoming budgets.

Interest Rate for System Development Charge Installment Payment Plan

We received a request to pay the System Development Charge over time. ORS 223.208 states that a property owner may apply for installment payments for the System Development Charge imposed by a local government. The payment period may be over a period of ten (10) years or less if so, elected by the property owner. RUSA would place the unpaid balance on the "Lien Docket" and establish a lien on the property that is second only to the mortgage.

The Board needs to determine an appropriate interest rate for property owners that elect to pay the SDC over time. The current interest rate that we have placed on SDC's paid over time by the City's Urban Renewal Agency is 4.44% for a period of ten (10) years.

Staff would recommend that RUSA impose a rate of 4.4% interest on applications to pay the SDC's over time.

INTEROFFICE MEMORANDUM

TO: RUSA BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: STAFF PROFESSIONAL DEVELOPMENT
DATE: 3/10/21
CC:

Special Districts Association of Oregon offered the 2022 Annual Conference in a virtual form. Staff attended several sessions that were offered as part of the Conference.

Staff Attending:

Jim Baird

Christine Morris

Steve Lusch

Harmony Williams

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision and sewer main extension– Sewer Mainline almost complete.
- Kenwood Tabor PUD- Construction has resumed, Sewer Main and Manhole Testing not complete.
- Sunshine Road Apartments and sewer main extension – Sewer Work has started
- Ash Spring Apartments and sewer main extension – Sewer Work has Started
- Back Nine Extension - Pipe and manholes installed. Waiting on Easements and TV inspection
- Hanna Heritage Plaza sewer main extension (Elmer's remodel and drive through coffee shop)
- Rosemary Subdivision and main extension

PRELIMINARY DESIGN:

- Tabor – Military Avenue partition
- Library Siphon
- I&I Reduction Project – Manhole Rehabilitation, Winchester Basin
- Deer Creek sewer trunk line rehabilitation project – Phase I
- Replacement an Upgrade of pumps at Highland Pump Station

PROJECTS:

- Hooker Road Project – Project completion date February 20th, 2022.
- Chadwick sewer main extension.
- New Chemical Feed Building – WWTP
- New security fence – WWTP
- New security cameras – Administrative Office

ROSEBURG URBAN SANITARY AUTHORITY

FEBRUARY 2022 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 38 work orders.
- Completed CCTV and cleaning of 13,785 feet or 2.61 miles of mainline.
- Completed End of Warranty CCTV for the Pomona project 112 feet of mainline.
- Completed cleaning of 42,982 feet or 8.1 miles of mainline.
- Installed conduit for the Loma Vista security camera.
- Completed 90 manhole inspections.
- Completed monthly trouble spot inspections.
- Completed 191 underground utility locate requests.
- Cleaned debris from jail manhole 3 times.
- Steve attended the SDAO Conference.

ENGINEERING DEPARTMENT:

- Issued 6 permits and completed inspections.
- Hooker Road project still underway, Private Lift station complete. Mainline lining complete. Lateral lining has resumed. MH rehab has been completed
- FOG Report:
 1. Working with Chevron on Garden Valley to establish a pumping schedule.
 2. Dairy Queen needs pumped, management has been given verbal warning.
 3. Sizzler needs pumped, management given verbal warning
 4. Steel head run close to time to pump
 5. Applebee's was pumped after a warning
 6. Working with Soup and Salad to establish a pumping schedule.
 7. Mercy pumped.

FINANCE DEPARTMENT:

- Vacancy Credits: 3 were processed for a total of \$175.00 in February.
- Credit cards/eChecks: 1212 payments totaling \$72,699.15 or approximately 12.9% of monthly billing was collected in February. 108 payments were received by voice response system, 13 payments received at the counter and 1091 on-line.
- Automatic Payments: 2,123 customer accounts are signed up. Received \$94,453.79 or approximately 16.7% of monthly billing.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager-Jacobs
DATE: March 2, 2022
SUBJECT: February 2022 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 96% BOD removal (estimate) 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 2022, was 205,000 KWHRS with a total Effluent flow of 85.20 million gallons all of which went to the river at Outfall 001. The February 2021 electrical consumption was 219,000 with a total Effluent flow of 172.70 million gallons all of which went to the river at Outfall 001.
- The annual Biosolids Reports to the EPA and DEQ were sent out in February.
- The 2nd Quarter Stormwater Report was sent to the DEQ.
- The 1st Quarterly Biosolids samples were sent in for analysis.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in February:

- *Umpqua Dairy* received their first inspection of two for the year. Their pH adjusting equipment was found to be in working order and the calibration check was within limits.
- *Del Taco*: Using the sludge judge tool, it was found that the tank was 90% full and losing FOG. The manager was notified of their tank condition and they will check into pumping.
- *Elmer's*: Their interceptor was 25% full using the sludge judge.
- *Wal Mart/Subway*: Their interceptor was 10% full.
- *Crossroads*: The interceptor was 10% full.
- *Pete's Drive-Inn*: Their interceptor was full and losing FOG, we spoke with the manager/owner and they will have the tank pumped.

NATURAL TREATMENT SYSTEM (NTS)

- The Douglas County work crew was at the NTS clearing blackberries for one day.

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 30.3 Million Gallons
- Average Daily Flow from all Lift Stations per day – 1.08 Million Gallons

MAINTENANCE ACTIVITIES

- Repaired the #2 Polymer Feed pump, leak and pumping issue.
- Rebuilt the Irrigation water flow meter for the back half of the plant.
- Replaced the discharge expansion chamber for the #3 Primary Sludge Pump.
- Replaced the engine block heater for the generator at the #1 Wilbur station.
- Replaced a broken plow blade for the #2 Gravity Belt Thickener.
- Installed taller stand offs for the Missions control board at the Bourbon station.
- Repaired the ¾" yard hydrant for the #2 Primary Clarifier.

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.
- 108 permit tests were completed during the month.
- On 2/3/22 installed new temp sensor in Davis weather station.
- On 2/8/22, lab water samples were collected and shipped to NRC for testing.

BIOSOLIDS

- Dewatered biosolids continue to be stored.
- One bid for digester cleaning has been received another is pending.

UPCOMING EVENTS:

OPERATIONS/NTS:

- The semi annual metals sampling will be completed in March.
- Repairs on a large section of irrigation line in 3H at the NTS.

MAINTENANCE:

- Have a new Firebox made and installed for the #1 Boiler.
- Repair the discharge pipe for the #3 Influent pump.
- Replace two yard hydrants for the #2 Primary Clarifier.

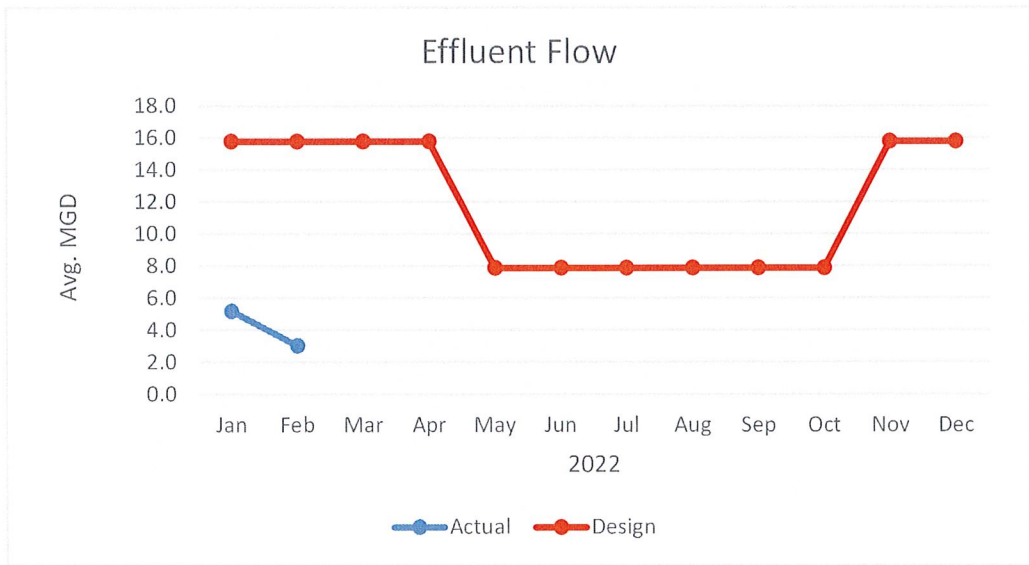
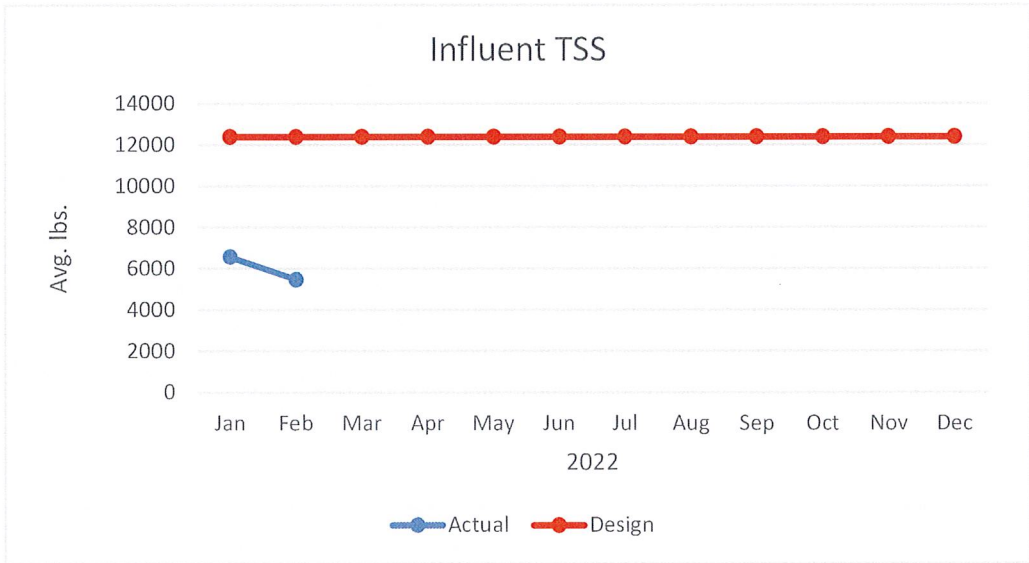
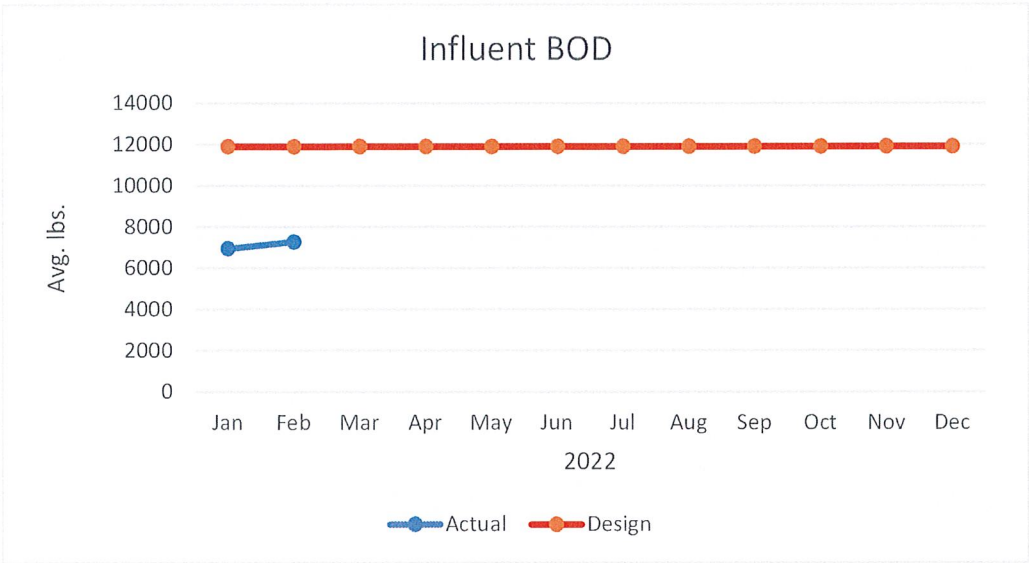
Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs
 12 Month Moving Avg.


Jade Mecham
Project Manager

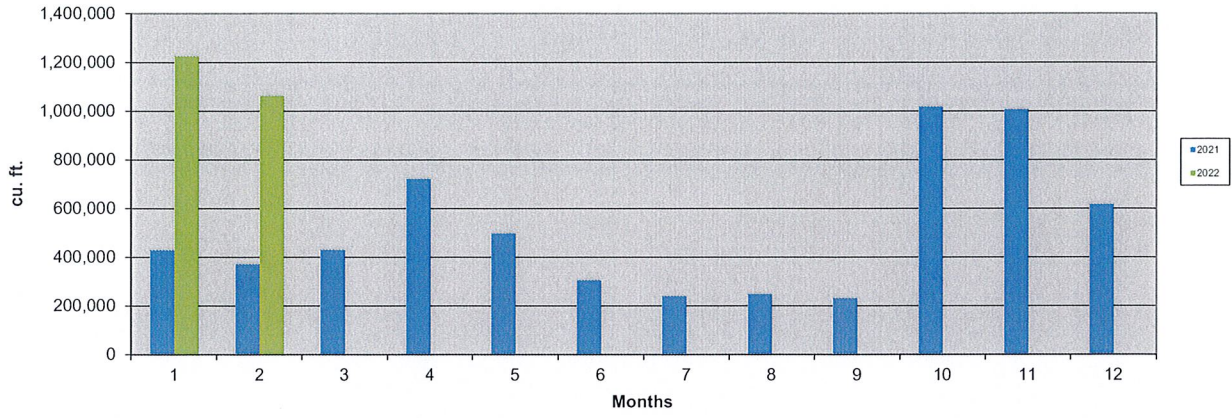
12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Feb-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	4451	4126
Oct-21	3.24	5795	5301
Nov-21	3.58	7231	5331
Dec-21	5.63	7882	6154
Jan-22	5.19	6944	6572
Feb-22	3.04	7278	5474

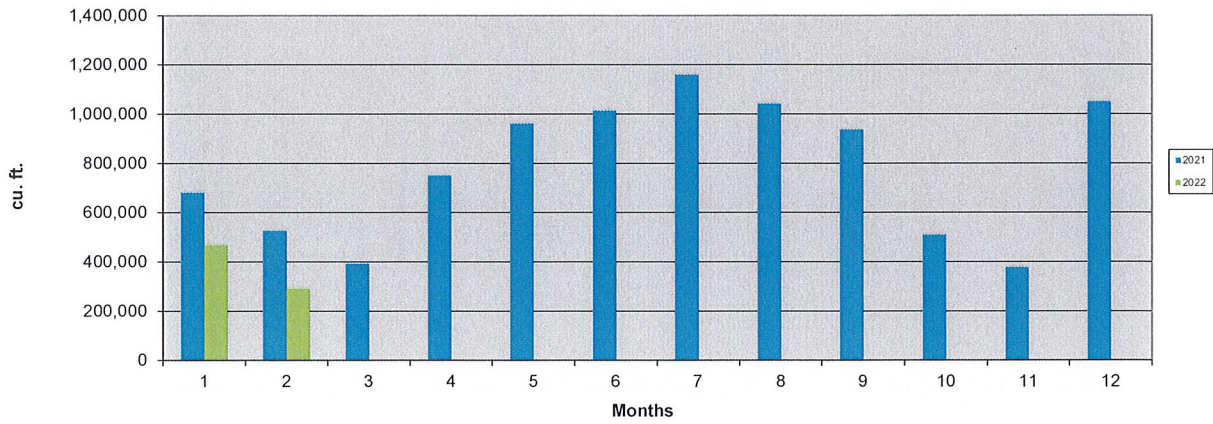
SUM	48.14	82594	69082
AVE	3.70	6353	5314
MAX	6.18	8714	7626
MIN	2.72	4356	4126



BOILER GAS USAGE



FLARE GAS USAGE



CASH DISBURSEMENT RECAP BOARD MEETING MARCH 9, 2022

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	69,503.02
Total of Regular Checks & ACH Transactions	<u>174,055.22</u>

Total Expenditures (not including Payroll)	<u>243,558.24</u>
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Payroll:

Net Payroll - February 28, 2022	64,435.96
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All Checks & ACH Transactions since the Board Meeting of January 12, 2022	<u>307,994.20</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 3/3/2022 4:58 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032582101A4h	ASIFlex FSA Admin Fees	02/10/2022	41.25
Total for this ACH Check for Vendor ASIFLEX:				41.25
Total for 2/10/2022:				41.25
ACH	ASIFLEX FEB 22 PR	ASIFlex PR Batch 00001.02.2022 Flexible Spending Acco	02/28/2022 PR Batch 00001.02.2022 Flex	1,111.51
Total for this ACH Check for Vendor ASIFLEX:				1,111.51
ACH	DNB FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR	Internal Revenue Service PR Batch 00001.02.2022 FICA - Employee PR Batch 00001.02.2022 FICA - Employer PR Batch 00001.02.2022 Federal Income Tax PR Batch 00001.02.2022 Medicare - Employee PR Batch 00001.02.2022 Medicare - Employer	02/28/2022 PR Batch 00001.02.2022 FIC. PR Batch 00001.02.2022 FIC. PR Batch 00001.02.2022 Fedc PR Batch 00001.02.2022 Med PR Batch 00001.02.2022 Med	5,960.39 5,960.39 7,726.04 1,393.97 1,393.97
Total for this ACH Check for Vendor DNB:				22,434.76
ACH	OR-Rev FEB 22 PR	Oregon Dept. of Revenue PR Batch 00001.02.2022 Oregon W/Held	02/28/2022 PR Batch 00001.02.2022 Ore	5,721.02
Total for this ACH Check for Vendor OR-Rev:				5,721.02
ACH	CENTURY Feb 2022 Fx/Alm Feb 2022 NTS	CenturyLink Along phone line for fax, alarm Along phone line for NTS Gate	02/28/2022	134.22 58.66
Total for this ACH Check for Vendor CENTURY:				192.88
50735	CIS INS FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR FEB 22 PR	CIS Trust PR Batch 00001.02.2022 Identity Protection PR Batch 00001.02.2022 Voluntary Life Insuran PR Batch 00001.02.2022 Accident Insurance PR Batch 00001.02.2022 CCIS Insurance AD&I PR Batch 00001.02.2022 Critical Illness Insuran PR Batch 00001.02.2022 Dental & Vision PR Batch 00001.02.2022 Voluntary Dependent I PR Batch 00001.02.2022 Hospital Indemnity PR Batch 00001.02.2022 Life Insurance - er PR Batch 00001.02.2022 Life Insurance - Spous PR Batch 00001.02.2022 CCIS Insurance Long- PR Batch 00001.02.2022 Medical Ins w/RX PR Batch 00001.02.2022 Short-Term Disability PR Batch 00001.02.2022 Trauma	02/28/2022 PR Batch 00001.02.2022 Iden PR Batch 00001.02.2022 Volu PR Batch 00001.02.2022 Acc PR Batch 00001.02.2022 CCI PR Batch 00001.02.2022 Crite PR Batch 00001.02.2022 Den PR Batch 00001.02.2022 Volu PR Batch 00001.02.2022 Hos PR Batch 00001.02.2022 Life PR Batch 00001.02.2022 Life PR Batch 00001.02.2022 CCI PR Batch 00001.02.2022 Med PR Batch 00001.02.2022 Shoi PR Batch 00001.02.2022 Trau	99.70 360.21 134.46 16.00 54.00 2,626.57 29.26 96.50 94.82 163.43 150.40 27,379.85 135.17 35.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50735:				31,375.37
50736	PEBSCO FEB 22 PR	Nationwide Retirement Solutions PR Batch 00001.02.2022 Nationwide-Deferred C	02/28/2022 PR Batch 00001.02.2022 Nati	5,075.00
Total for Check Number 50736:				5,075.00
50737	USPS Feb 2022	US Postal Service Postage to mail utility bills	02/28/2022	2,911.15
Total for Check Number 50737:				2,911.15
50738	VERIZON 9899552406	Verizon Wireless Wireless telephone services	02/28/2022	640.08
Total for Check Number 50738:				640.08
Total for 2/28/2022:				69,461.77
Report Total (9 checks):				69,503.02

Accounts Payable

Checks by Date - Detail by Check Date

User: angie
Printed: 3/4/2022 1:12 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	PBPP 27218023	Pitney Bowes Purchase Power Refill postage in postage machine	03/09/2022	150.00
Total for this ACH Check for Vendor PBPP:				150.00
ACH	STAPLES 3012040931 3012040931f 3025816271b 3025816271f 73441	Staples Credit Plan Paper towels, tp, paper, masks, pens Ink for check scanner, letter opener Tape, label tape, date stamp, rubber bands Bank bags for deposits Routers for 2 pump stations	03/09/2022	468.34 76.26 104.04 31.98 179.98
Total for this ACH Check for Vendor STAPLES:				860.60
50739	WP FEB 2022	Avista Utilities Natural Gas Service	03/09/2022	333.35
Total for Check Number 50739:				333.35
50740	BANNERMC AA 020622 DF 020322a DF 020322b DF 021622a DF 021622b DF 021722 DF 022422 HW 020922 JB 021722 JB 022422 JB 022522 JJB 020422 JJB 021622 JJB 021722 NS 020222 RC 020922 RC 021522 RK 020922	BANNER BANK Pitney Bowes - Ink for Postage Machine Ninja RMM - Upgrade endpoint protect & add b Techsmith - Maint agree for SnagIt Zoom - Electronic meeting software Show Me Cables - Waterproof network connecto Amazon - USB C flash drive to reload Ryon's laj Network Solutions - Domain renewal & protectti Safeway - Board Meeting Snacks WEF - Op Cert Studybook Walgreens - Batteries Walgreens - Batteries Prints Charming - RUSA work shirts - John Health & Safety Institute - CPR Instructor Re-Ce Health & Safety Institute - Replacement AED Tr DMV - CDL licensing A1 Auto Sales - Seat covers for Ford Ranger Pizza Palace - UBOS Lunch - KB, RC, NS, AB, IAPMO - New plumbing code books	03/09/2022	98.98 208.75 37.60 93.99 57.56 16.17 209.94 11.21 87.99 14.98 10.98 72.50 35.00 36.95 145.00 185.00 62.72 472.36
Total for Check Number 50740:				1,857.68
50741	BHEC CL04617-IN CL04965-IN	Bassett-Hyland Energy Company Fuel usage 2/1 - 2/15 Fuel usage 2/16 - 2/28	03/09/2022	1,272.48 695.89
Total for Check Number 50741:				1,968.37
50742	BIOMED 90078	bio-MED Testing Services Inc 2 - FMCSA Queries	03/09/2022	10.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50742:				10.00
50743	OMI 351289-053	CH2MHill OMI Contract Service-per agreement	03/09/2022	129,684.00
Total for Check Number 50743:				129,684.00
50744	Crystal 380592	Crystal Clear Window Cleaning Inside/Outside Window Cleaning	03/09/2022	225.00
Total for Check Number 50744:				225.00
50745	DRAUTO 007693 008110 009278 010321 010607 011626	D & R Auto & Truck Supply Corp Windshield Wash Plug for repair on Camel DEF Fluid, car wash concentrate Spark plugs for small engine maintenance Small Engine Maintenance Cleaning supplies	03/09/2022	4.29 13.22 66.47 18.07 35.15 80.12
Total for Check Number 50745:				217.32
50746	DCPW 1	Douglas County Public Works IGA Agreement No 2022-0197 for Nearmap Ima	03/09/2022	1,000.00
Total for Check Number 50746:				1,000.00
50747	DFN Install Bourbon March 2022 Adm March 2022 Brbn March 2022 High March 2022 Host March 2022 Kead March 2022 NBan March 2022 NTS March 2022 PhCa March 2022 Will March 2022 Wil2 March 2022 Winc	Douglas Fast Net Install Internet Services-Bourbon PS Internet Services-Admin Internet Services-Bourbon PS Pro-rate month + 1 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	03/09/2022 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 145049 Service: 141784 Service: 105796 Service: 105794 Service: 105795	400.00 213.49 146.41 74.91 10.28 74.91 71.91 71.79 98.01 71.91 71.91 71.91
Total for Check Number 50747:				1,377.44
50748	DURAN 42358	Duran, Inc. Stock Drop Bowls	03/09/2022	3,507.59
Total for Check Number 50748:				3,507.59
50749	GRAPHDIM 3713	Graphic Dimensions, Inc. Cut utility bills to mailing size	03/09/2022	37.50
Total for Check Number 50749:				37.50
50750	ICONIX U2216004228 U2216007496	ICONIX WATERWORKS INC Mechanical plug Conduit for Loma Vista pump station security ca	03/09/2022	5.16 12.76
Total for Check Number 50750:				17.92
50751	Jacobs 351289-NT11	Jacobs Engineering Group Inc Out of Scope services/additional services monito	03/09/2022	5,229.72

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50751:				5,229.72
50752	Lithia	Lithia Motors Support Services	03/09/2022	
	384793	Oil change - 2 yd dump truck		65.21
	385523	Oil change - 2019 F450		65.21
Total for Check Number 50752:				130.42
50753	LOWES	Lowes	03/09/2022	
	02454	Supplies for pump station cameras		160.70
	06254	Supplies for pump station cameras		57.72
	06794	Supplies for pump station cameras		8.44
	06799	Supplies for pump station cameras		54.05
	06940	Supplies for pump station cameras		10.44
	21408	Parts to plumb fridge		8.63
	21895	Tarp		28.49
	22537	Parts to plumb fridge		6.50
	22552	Parts to plumb fridge		5.95
	87408	New fridge for Kitchen		1,581.73
Total for Check Number 50753:				1,922.65
50754	NORLAB	Norlab, Inc.	03/09/2022	
	85855	Dye strips		323.00
Total for Check Number 50754:				323.00
50755	LGL	Northwest Local Government Legal Advise	03/09/2022	
	13125	Legal services regarding SDCs		715.00
Total for Check Number 50755:				715.00
50756	1CALL	One Call Concepts, Inc.	03/09/2022	
	2021082	189 Locate tickets		226.80
Total for Check Number 50756:				226.80
50757	OR-LIN	Oregon Linen, Inc.	03/09/2022	
	754794	Laundry & mat service		60.35
	760402	Laundry & mat service		43.17
Total for Check Number 50757:				103.52
50758	PPL	Pacific Power	03/09/2022	
	Mar 2022 411LM	Usage-411 LM-Storage Bldg		54.51
	Mar 2022 425LM	Power Usage-425 Long Meadow		10.73
	Mar 2022 Admin	Power Usage-Admin Bldg		423.84
	Mar 2022 Brbn	Power Usage-310 Bourbon St PS		76.34
	Mar 2022 BrbnC	Contract-310 Bourbon St PS		65.72
	Mar 2022 High	Power Usage-Highland PS		858.65
	Mar 2022 Keady	Power Usage-Keady Ct PS		60.44
	Mar 2022 LV	Power Usage-Loma Vista PS		79.56
	Mar 2022 NBank	Power Usage-North Bank PS		105.53
	Mar 2022 NTS	Contract/Power Usage-NTS PS		1,820.36
	Mar 2022 NTSG	Power Usage-140 LM-NTS Gate		19.61
	Mar 2022 SBank	Power Usage-South Bank PS		1,164.70
	Mar 2022 Wilb1	Power Usage-Wilbur 1 PS		151.26
	Mar 2022 Wilb2	Power Usage-Wilbur 2 PS		148.06
	Mar 2022 WWTP	Power Usage-WWTP 1		15,646.59
	Mar 2022 WWTP2	Power Usage-WWTP 2		27.86

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50758:				20,713.76
50759	PAPEKEN 5700281	Pape Kenworth LOF - B6	03/09/2022	507.19
Total for Check Number 50759:				507.19
50760	PLATT2 2M28947 2N74850	Platt Electric Supply Parts for pump station security cameras Pull string for fiber for pump station security can	03/09/2022	20.17 13.73
Total for Check Number 50760:				33.90
50761	Premium 24637	Premium Landscape, Inc. Monthly landscape maintenance	03/09/2022	180.25
Total for Check Number 50761:				180.25
50762	SHRED-IT 8000988087	Stericycle, Inc. Monthly shredding services	03/09/2022	79.03
Total for Check Number 50762:				79.03
50763	TEKMAN 77910 77910 77910 77910 77910	TEKMANAGEMENT, INC. Backup & Recovery Services Server Maint & monitoring Encryption of laptops DNS Filter (security) Security awareness training	03/09/2022	565.00 1,459.75 57.75 40.00 25.65
Total for Check Number 50763:				2,148.15
50764	Topcon INV190856	Topcon Solutions Inc. Repair GPS receiver	03/09/2022	495.06
Total for Check Number 50764:				495.06
Total for 3/9/2022:				174,055.22
Report Total (28 checks):				174,055.22