



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

REGULAR MONTHLY BOARD MEETING

April 8, 2020

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

**April 8th, 2020
RUSA Board Room
4:00 p.m.**

NOTICE

Due to Oregon Executive Order No. 20-12, the April 8th Board meeting will be conducted by electronic communication. The Board Meeting will be broadcast by Zoom® Meeting. The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org. A viewing area will be available at Roseburg Urban Sanitary Authority's Administration office.

AGENDA REGULAR MONTHLY BOARD MEETING

Board of Directors

John Dunn, Chair
David Campos

Kelsey Wood

Rob Lieberman, Vice Chair
Jerry Griesse

- 1. Call to Order – John Dunn, Board Chair**
- 2. Roll Call**
- 3. Consider Minutes**
 - a. March 11th, 2020 Board Meeting
- 4. 2020-2021 Budget**
 - a. Health Care Insurance rates
- 5. Finance Department**
 - a. Late payment fee, Annual Tax Lien Turnovers
- 6. General Managers Report**
 - a. Winchester Pump Station Force Main Replacement
 - b. FEMA Application for damage claimed disaster relief
 - c. Hooker Road Rehabilitation Project
- 7. Staff Professional Development**
- 8. New Developments**
- 9. Staff Report**
- 10. Jacobs (ch2m) 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 March 11, 2020 at 1297 N.E. Grandview Drive.

ROLL CALL

Directors

Present: Board Chair John Dunn, Kelsey Wood and David Campos
Absent: Rob Lieberman, Jerry Griesse

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

Consideration of the minutes of the Regular Monthly Board Meeting of Wednesday, February 12, 2020.

David Campos moved to approve the minutes for the Wednesday, February 12, 2020 Roseburg Urban Sanitary Authority Regular Monthly Meeting.
Kelsey Wood seconded the motion.
The motion passed unanimously.

Resolution 20-02

This resolution transfers appropriations from the General Fund (Fund #1), account number 7890 - General Operating Contingency to the General Fund Treatment (Department #6) Materials and Services, account number 6570 – NTS Site Maintenance

During the winter of 2019 the Roseburg area encountered a severe winter storm followed by a Presidential disaster declaration for Douglas County. RUSA's Natural Treatment System located on 340 acres off Old Melrose Road encountered numerous fallen trees due to the heavy snow. RUSA submitted a claim to the Federal Emergency Management Agency (FEMA) under the declared event for tree removal. FEMA has approved the project to remove the trees and will be providing reimbursement for 75% of the cost.

The current amount allocated for maintenance of the NTS site is not sufficient to provide funding for the normal maintenance and this new expense of tree removal.

Kelsey Wood made a motion to approve
David Campos seconded the motion.

General Managers Report

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 80% of the sanitary sewer work. The project completion is estimated to be in April 2020.

FEMA Application for Damage Claimed Disaster Relief

RUSA has received payment for Project Worksheet (PW) 00042 for reimbursement of \$25,605.00. We have two PW pending. One is complete and has been submitted to the State for \$6,952.33 and one is pending completion of the work by the contractor.

Bio Solids Building Expansion Project

The contractor completed on the project.

The General Contractor, Zerbach Construction, has submitted pay request No. 4 in the amount of \$14,628.57, the total retainage withheld.

The project Engineer and staff have reviewed the documentation and would recommend that the Board approve payment request No. 4 in the amount of \$14,628.57.

David Campos moved that the Board approve pay request No. 4 in the amount of \$14,628.57.

Kelsey Wood seconded the motion.

The motion passes unanimously.

Hooker Road Rehabilitation Project

The project is under design with 50% plans scheduled to be completed in April. The tentative schedule is to put the project out for bidding in June with construction to begin in July or August.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 97% BOD removal and 97% Total Suspended Solids removal during February. The total Effluent flow was 249.30 million gallons.

Accounts Payable

The Board reviewed the Accounts Payable Report and Addendum for the March 11, 2020 Accounts Payable.

David Campos made a motion to approve the Accounts Payable and Addendum as presented.
Kelsey Wood seconded the motion.

The motion passed unanimously.

Other Business

None.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive style with a large, stylized "H" and "W".

Harmony Williams
Office Assistant

INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: HEALTH CARE INSURANCE RATES
DATE: WEDNESDAY, APRIL 1, 2020
CC: CHRISTINE MORRIS, FINANCE/HR DIRECTOR

Citycounty Insurance Services has announced the Health Care Insurance rates for 2021. The overall rate increase for RUSA's coverage will be 4.9%. This is good news as rates for Special Districts Insurance Services will see upwards of a 17% increase.

The increase of 4.9% is significantly less than the Board's directive to hold the Health Care Insurance rate increase to 6% or less.

Jim Baird

General Manager

FISCAL YEAR 2020

COMPARISON OF BENEFITS FOR A \$50,000 SALARIED EMPLOYEE (Monthly)

	GREEN SANITARY	CITY OF ROSEBURG	DOUGLAS COUNTY	ROBERTS CREEK WATER	RUSA
SALARY - MONTHLY	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167
SOCIAL SECURITY/MEDICARE TAXES	\$319	\$319	\$319	\$319	\$319
PERS/RETIREMENT CONTRIBUTIONS-AVG	\$1,093	\$1,222	\$1,622	\$500	\$987
VEBA	\$333	\$77	\$0	\$167	\$63
HEALTH-VISION-DENTAL	\$2,337	\$1,891	\$1,813	\$2,003	\$2,269
TOTAL EMPLOYEE COST MONTHLY	\$8,248	\$7,675	\$7,921	\$7,155	\$7,804
EMPLOYEE PAID MONTH	\$0	\$94	\$222	\$0	\$250
EMPLOYER PAID MONTH	\$8,248	\$7,581	\$7,700	\$7,155	\$7,554
ANTICIPATED MEDICAL PREMIUM INCREASE	17.60%	9.00%	approx. 1.9-2.9%	approx.12%	4.90%
NOTE: THIS ANALYSIS DOES NOT INCLUDE ALL EMPLOYEE COST SUCH AS UNEMPLOYMENT, WORKERS COMPENSATION, LIFE INSURANCE AND AD&D					
AVERAGE PERS RATE	20.22%	23.32%	32.93%	n/a	17.68%

The average employee cost of the five sampled agencies is \$7,760.52. RUSA employee cost is \$43.48 less than the average. The average of employee cost for PERS member agencies is \$7,911.88. RUSA's employee cost is \$107.88 less than the average.

The average employee contribution is \$113.20 and \$141.50 for the PERS member agencies. RUSA's employee contribution is \$116.80 more than the average and \$108.50 more than the PERS member agencies.

The average employer contribution is \$7,647.52 and \$7,770.63 for the PERS member agencies. RUSA's employer contribution is \$93.52 less than the average and \$216.63 less than the PERS member agencies.

RUSA's employees cost less than the four sampled PERS member agencies when calculating the total cost of salary and benefits. RUSA's employees contribute more than the sampling toward their total benefits package.



INTEROFFICE MEMORANDUM

TO: ROSEBURG URBAN SANITARY AUTHORITY BOARD
FROM: JIM BAIRD, GENERAL MANAGER
SUBJECT: LATE PAYMENT FEE AND ANNUAL TAX LIEN TURNOVERS
DATE: WEDNESDAY, APRIL 1, 2020
CC: CHRISTINE MORRIS, FINANCE/HR DIRECTOR

Late Payment Fee:

The effect of Covid-19 (coronavirus pandemic) on our area has been felt by many of our customers. With a large sector of the Roseburg area work force not able to work, many utilities are waiving late fees to accommodate consumers. This has been done to reduce the struggling during the coronavirus pandemic.

Staff would like to recommend that the Board approve waiving the late payment fee of \$5.00 per EDU that was reflected on the April 1 Billing upon request, and suspend late fees in the months moving forward until the Governor lifts the workplace restrictions included in her executive orders.

Financial Impact – Late fees average approximately \$8,200 per month with an increase to \$10,678 on the latest billing (April 1). The latest projection from the State of Oregon is that the coronavirus pandemic will peak in late May or early June. If the Governors restrictions are lifted in June RUSA could see \$42,712 in uncollected late fees.

Annual Tax Lien Turnovers:

RUSA has a policy to turn over unpaid sewer service fees that are more than four months delinquent. In the last few years we have had an increase in customers that have brought their account current in April, May and June after being notified that the unpaid balance will be assessed turnover fees and sent to the County to be placed as a tax lien. Many of these customers may be affected by the workplace restrictions due to the coronavirus pandemic.

Staff would recommend that the Board suspend the policy to impose the Tax Lien Turnovers for the 2019-2020 delinquent accounts.

Financial Impact: Based on previous years we would estimate a minimum of \$32,000 in unassessed turnover fees not collected.

These recommendations will not suspend the monthly sewer service fee. All unpaid sewer service fees will continue to be assessed to the account and the customer will be required to pay the balance on the account.

GENERAL MANAGERS REPORT

Date: 4/1/20
To: Roseburg Urban Sanitary Authority, Board of Directors
From: James V. Baird, General Manager
Re: General Managers Informational Report to the Board

Winchester Pump Station Force Main Replacement Project

The contractor is continuing to install the dual force main.

The Contractor has completed approximately 95% of the sanitary sewer work. The project completion is estimated to be in May 2020.

FEMA Application for Damage Claimed Disaster Relief

RUSA has received payment for Project Worksheet (PW) 00042 and PW 00050 for a total reimbursement of \$32,557.33. We have one PW pending for tree removal at the NTS. The contractor's bid for the work is \$64,500, we will be receiving \$60,864.85 in reimbursement from FEMA.

Hooker Road Rehabilitation Project

The project is under design with 50% plans scheduled to be completed in April. The tentative schedule is to put the project out for bidding in June with construction to begin in July or August.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Harvard West Phase II – short mainline extension to serve a new commercial building - under review

PRELIMINARY DESIGN:

- Loma Vista Pump Station Improvement Study
- Tabor – Military Avenue partition
- Kenwood Tabor PUD
- Neighborworks Apartment -preliminary design for a mainline extension
- Rosemary Subdivision
- Thyme Subdivision

PROJECTS:

- Oak Springs Apartments Beginning on Pomona Street-Sewer is installed. Testing not complete.
- Winchester Pump Station Pressure Line Replacement- The last piece of force main is being installed. The gravity near the North bridge remains to be installed. Work is 95 percent complete
- Hanna Heritage Plaza – The sewer mains have been installed and are waiting testing..

ROSEBURG URBAN SANITARY AUTHORITY

March 2020 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 60 work orders.
- Completed CCTV and cleaning of 25,485 feet or 4.8 miles of mainline.
- Cleaned 36,231 feet or 6.86 miles of mainline.
- Completed 130 manhole inspections.
- Completed monthly trouble spot inspections.
- Repaired 1 Manhole

ENGINEERING DEPARTMENT:

- Completed 200 underground utility locate requests.
- Issued 10 permits and completed 7 inspections.
- Hwy 99 pressure main project is underway, currently 95 percent of the project work has been completed. Gravity Sewer at the south end of the project is complete

FINANCE DEPARTMENT:

- Vacancy Credits: 9 were processed for a total of \$987.00 in March.
- Credit cards/eChecks: 906 payments totaling \$50,431.48 were collected in March. 47 payments received at the counter, 54 by voice response system, and 805 on-line.
- Automatic Payments: 2,089 customer accounts are signed up. Received \$82,416.97 or approximately 15.0% of monthly billing.

SAFETY COMMITTEE:

- Completed quarterly safety inspections.
- Conducted staff training on the RUSA Incident Analysis policy.
- Completed annual audiological evaluations.



TO: Jim Baird, General Manager-RUSA
FROM: Jade Mecham, Project Manager
DATE: April 1, 2020
SUBJECT: March 2020 Monthly Report

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 98% BOD removal (pending results to come out 4/6/20) and 98% 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 March 2020, was 180,000 KWHRS with a total Effluent flow of 105.44 million gallons all of which went to the South Umpqua River (Outfall 001). The March 2019 electrical consumption was 263,000 with a total Effluent flow of 187.12 million gallons all of which went to Outfall 001 (South Umpqua River).
- Semi annual metals sampling of the influent and effluent took place for a 3-day event. Lab results showed that the plant was within the limits for loading of metals.
- Two biosolids trucks went in for DOT inspections and repairs.

PRETREATMENT ACTIVITIES

The following pretreatment inspections were completed in March:

- *Callahan Court Assisted Living*: The interceptor was in good condition, with a low blanket level of FOG.
- *Burger King*: The interceptor was in satisfactory condition.
- *Domino's*: This was a follow up and the condition was the same at the clean out with no additional buildup.
- *Backside Brewery*: At the nearest manhole, very little buildup of FOG was noticed.
- *Los Dos Amigo's*: The final chamber in their interceptor with the pump was in good condition.

NATURAL TREATMENT SYSTEM (NTS)

- The natural treatment system is shut down for the season.
- Oregon Tree Works began removal of downed trees from the 2019 snow storm.

MAINTENANCE ACTIVITIES

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 64 Million Gallons
- Average Daily Flow from all Lift Stations per day - 2.3 Million Gallons

MAINTENANCE

- There were 4 call outs for the month, 2 were at the plant, 2 were at lift stations.
- Replaced the control thermostat for the Polymer tote heating blanket in the Screw Press Building.
- Repaired the Riding Lawn Mower (would not start).
- Replaced the door struts on the electric cart.
- Replaced the condensation dump valve on both air compressors.
- Replaced the check ball and seats for the #3 Primary Sludge Pump.
- Repaired the control room door for the Blower Building.
- Replaced the main control pressure gauge for the plant air compressors.
- Changed how the Grit pump runs. It now cycles using a timer in the SCADA, thus running less with an electrical savings. On the cycle timer the pump ran 63% less saving approximately \$180 per month.
- Changed out all the office room fluorescent light bulbs with LED bulbs for energy savings.

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.
- 106 permit tests were ran during the month.
- On 03/12/20, lab water sample was collected. Samples were shipped to NRC for testing.
- From 3/9 thru 3/11 collected, samples for Semi-annual metals and Cyanide. Received results and all were within parameters.

PERSONNEL/COMMUNITY SERVICE ACTIVITIES

- Began training RUSA staff on basic operation of the plant.

UPCOMING EVENTS

OPERATIONS/NTS:

- Cut and move water lines at the NTS to provide access for Oregon Tree Works to remove tree debris.
- Weld together cut water lines at the NTS.

MAINTENANCE:

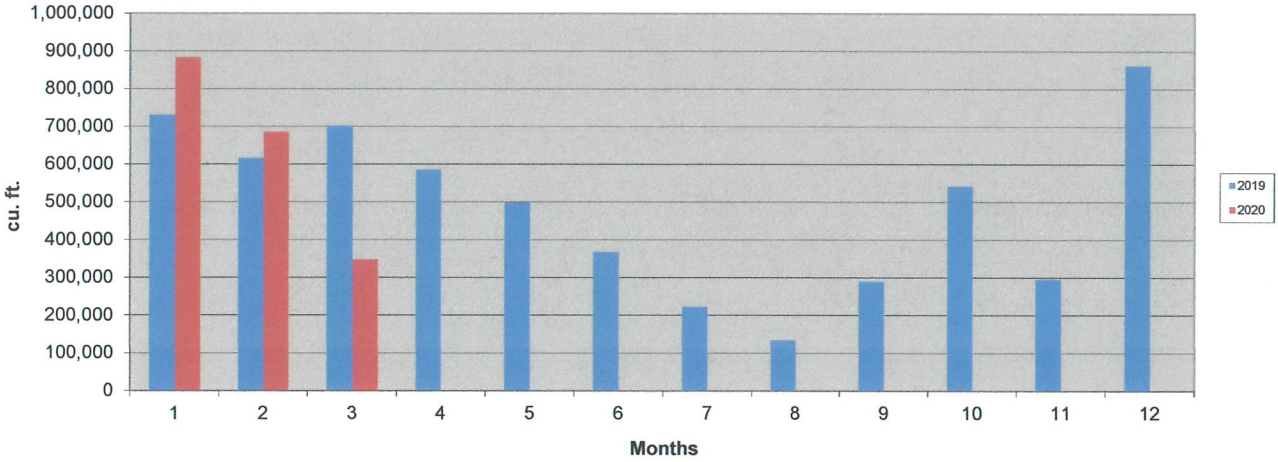
- Work on replacing the HMI for the SCADA system.
- Installing the new #2 Biofilter pump.
- Rebuild the check valve for the #1 Winchester station pump.

Enclosures: Boiler/Flare Gas Usage graphs
 Influent TSS/BOD and Effluent Flow Graphs (will deliver to Board Meeting)
 12 Month Moving Avg. (will deliver to Board Meeting)
 Violation Win-Limit Report (will deliver to Board Meeting)

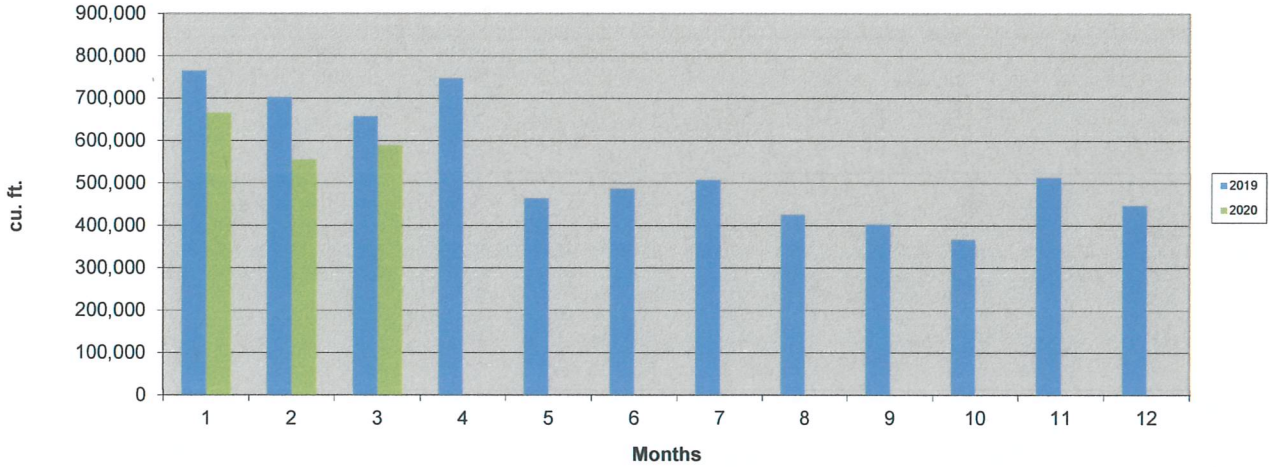


Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE



CASH DISBURSEMENT RECAP BOARD MEETING APRIL 8, 2020

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	92,015.15
Total of Regular Checks & ACH Transactions	<u>223,081.09</u>

Total Expenditures (not including Payroll)	<u>315,096.24</u>
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Payroll:

Net Payroll - March 2020	61,480.45
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All Checks & ACH Transactions since the Board Meeting of March 11, 2020	<u>376,576.69</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	03/12/2020	
	FEB 2020 PR	PR Batch 00001.02.2020 PERS - Not W/Held	PR Batch 00001.02.2020 PER	8,080.39
	FEB 2020 PR	PR Batch 00001.02.2020 PERS Pick-Up	PR Batch 00001.02.2020 PER	773.22
	FEB 2020 PR	PR Batch 00001.02.2020 OPSRP-Not W/Held	PR Batch 00001.02.2020 OPS	7,525.17
	FEB 2020 PR	PR Batch 00001.02.2020 PERS W/Held	PR Batch 00001.02.2020 PER	4,658.69
	FEB Rounding	FEB PERS Contribution-Rounding Adjustment		0.01
Total for this ACH Check for Vendor 02669:				21,037.48
Total for 3/12/2020:				21,037.48
ACH	ASIFLEX March20 PR	ASIFlex PR Batch 00001.03.2020 Flexible Spending Acco	03/31/2020 PR Batch 00001.03.2020 Flex	1,339.18
Total for this ACH Check for Vendor ASIFLEX:				1,339.18
ACH	DNB	Internal Revenue Service	03/31/2020	
	March20 PR	PR Batch 00001.03.2020 Medicare - Employer	PR Batch 00001.03.2020 Med	1,314.99
	March20 PR	PR Batch 00001.03.2020 Federal Income Tax	PR Batch 00001.03.2020 Fed	6,508.31
	March20 PR	PR Batch 00001.03.2020 FICA - Employee	PR Batch 00001.03.2020 FIC	5,622.73
	March20 PR	PR Batch 00001.03.2020 FICA - Employer	PR Batch 00001.03.2020 FIC	5,622.73
	March20 PR	PR Batch 00001.03.2020 Medicare - Employee	PR Batch 00001.03.2020 Med	1,314.99
Total for this ACH Check for Vendor DNB:				20,383.75
ACH	OR-Rev March20 PR	Oregon Dept. of Revenue PR Batch 00001.03.2020 Oregon W/Held	03/31/2020 PR Batch 00001.03.2020 Ore	5,065.88
Total for this ACH Check for Vendor OR-Rev:				5,065.88
49531	CIS INS	CIS Trust	03/31/2020	
	March20 PR	PR Batch 00001.03.2020 CCIS Insurance Long-	PR Batch 00001.03.2020 CCI	234.02
	March20 PR	PR Batch 00001.03.2020 Medical Ins w/RX	PR Batch 00001.03.2020 Med	29,476.84
	March20 PR	PR Batch 00001.03.2020 CCIS Insurance AD&I	PR Batch 00001.03.2020 CCI	22.37
	March20 PR	PR Batch 00001.03.2020 Dental & Vision	PR Batch 00001.03.2020 Den	3,315.60
	March20 PR	PR Batch 00001.03.2020 Voluntary Dependent I	PR Batch 00001.03.2020 Vol	31.92
	March20 PR	PR Batch 00001.03.2020 Voluntary Life Insuran	PR Batch 00001.03.2020 Vol	339.79
	March20 PR	PR Batch 00001.03.2020 Life Insurance - er	PR Batch 00001.03.2020 Life	117.00
	March20 PR	PR Batch 00001.03.2020 Life Insurance - Spous	PR Batch 00001.03.2020 Life	176.13
	March20 PR	PR Batch 00001.03.2020 Short-Term Disability	PR Batch 00001.03.2020 Sho	124.51
Total for Check Number 49531:				33,838.18
49532	PEBS CO March20 PR	Nationwide Retirement Solutions PR Batch 00001.03.2020 Nationwide-Deferred C	03/31/2020 PR Batch 00001.03.2020 Nati	5,105.00
Total for Check Number 49532:				5,105.00
49533	CENTURY	CenturyLink	03/31/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	March 2020	Phone service at NTS Gate		54.74
	March 2020	Analog phone service for fire alarm & fax machi		122.52
			Total for Check Number 49533:	177.26
49534	SHRED-IT 8129423961	Shred-It USA Monthly shred service	03/31/2020	71.50
			Total for Check Number 49534:	71.50
49535	USPS March 2020	US Postal Service Postage for mailing utility bills	03/31/2020	2,483.77
			Total for Check Number 49535:	2,483.77
49536	VERIZON 9850480472 9850480480	Verizon Wireless Wireless telephone service Wireless service for TV Van	03/31/2020	652.53 39.02
			Total for Check Number 49536:	691.55
49537	West Tes 23220 23221 23359	Western Testing LLC Lab services - Biosolids addition Field services - Biosolids addition Field services - Biosolids addition	03/31/2020	391.50 944.90 485.20
			Total for Check Number 49537:	1,821.60
			Total for 3/31/2020:	70,977.67
			Report Total (11 checks):	92,015.15

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	STAPLES	Staples Credit Plan	04/08/2020	
	2449537021	Copy paper, tissues		112.44
	2449537681	Air freshener		10.76
	2452526751	Sharpies, pens		85.12
	2452701821	Sharpies		22.29
	2459425921	Monitor cable		21.72
	2459980671	Monitor cable		12.66
Total for this ACH Check for Vendor STAPLES:				264.99
49539	AIRGASUS	Airgas USA, LLC	04/08/2020	
	9099132055	Marking tape for AC pipe storage		4.97
	9099132056	Welding gas		144.09
	9099442807	Battery for welding hood		7.32
Total for Check Number 49539:				156.38
49540	WP	Avista Utilities	04/08/2020	
	MARCH 2020	Monthly natural gas service		162.52
Total for Check Number 49540:				162.52
49541	BANNERMC	BANNER BANK	04/08/2020	
	AA 031120	Amazon - Cleaning cards for check scanner		51.99
	AA 032720	Costco - Kitchen supplies		259.42
	CM 030220	Mazatalan Restaurant - Dinner - Christine - OGF		17.95
	CM 030420	Rivertide Suites - Lodging - Christine - OGFOA		673.41
	CM 032720	Amazon - 3 smart phone sanitizers		116.97
	DF 022920a	NCH Software - Software to convert videos for I		75.62
	DF 022920b	NCH Software-Transaction fee		0.83
	DF 030420	Network Solutions - Email account to administer		11.39
	DF 032020	Zoom.us - Zoom meetings & webinar for COVII		54.99
	HW 031120	Fred Meyer - Board meeting snacks		19.98
	HW 031920	Abbys - Staff lunch to discuss COVID-19 impac		131.89
	JJB 030320	Ten Down - DCUCC lunch - John B		12.75
	JJB 031920	Harbor Freight - Nitrile gloves for field work		51.96
	KB 032620	Municipal Equip - 2 clam shovels for flusher tru		625.97
	KV 030220	Walmart - Car charger		29.88
	KV 030320	UCC - Wastewater Cert Prep Class - Kyle V		424.00
	MC 031720	Home Depot - Rope for flushers		27.50
	RC 030920	Home Depot - Tape/paint for Asbestos containm		16.93
	RC 031720	Ump Vly Tractor - Parts for land plane/NTS		76.82
	RK 030320	Ten Down - DCUCC lunch - Ryon		10.75
	RK 032420	Sunriver Resort - Refund for lodging - Ryon - Cc		-823.06
	SL 030220	Home Depot - Totes		32.40
	SL 031920	Albertsons - Disposable gloves		11.24
	SL 032320	SA Company - Face shields		31.00
	SL 032620a	Summit Sign & Safety - Safety vests		24.80
	SL 032620b	Summit Sign & Safety - Safety vests		428.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 49541:				2,396.17
49542	BHEC	Bassett-Hyland Energy Company	04/08/2020	
	CL88636-IN	Fuel usage 3/1 - 3/15		596.65
	CL88953-IN	Fuel usage 3/15 - 3/31		598.05
Total for Check Number 49542:				1,194.70
49543	OMI	CH2MHill OMI	04/08/2020	
	351289-028	Professional services per agreement		123,850.66
	351289-NT01	Out of Scope Serv-Farm Ops & Data Monitoring		19,242.20
Total for Check Number 49543:				143,092.86
49544	WATER	City of Roseburg	04/08/2020	
	MARCH 2020	Water service		226.02
Total for Check Number 49544:				226.02
49545	CO PAPER	Coastal Paper & Supply Inc.	04/08/2020	
	573114	Paper towels and toilet tissue		270.81
Total for Check Number 49545:				270.81
49546	DRAUTO	D & R Auto & Truck Supply Corp	04/08/2020	
	892914	Gas cap for 2019 F450		14.13
	893515	Hydro fluid		58.28
	894805	Car wash brushes		44.66
	894806	Def fluid		19.78
	897014	B6 radiator hose		124.02
Total for Check Number 49546:				260.87
49547	SHAUN	DC Precision Lube & Tune	04/08/2020	
	00002-25802	Oil change 2011 Ford F550		35.99
Total for Check Number 49547:				35.99
49548	REFUND	Teresa De La Cruz	04/08/2020	
	March 2020	Refund for payment made on home sold		38.48
Total for Check Number 49548:				38.48
49549	DCPW	Douglas County Solid Waste	04/08/2020	
	541995	Clean-up at WWTP		3.78
	542008	Clean-up at WWTP		47.34
	542037	Clean-up at WWTP		33.12
	542071	Grit pit disposal		181.04
	542083	Grit pit disposal		150.38
	542108	Clean-up at WWTP		26.82
	542155	Clean-up at WWTP		9.36
	542221	Clean-up at WWTP		9.72
	542256	Clean-up at WWTP		2.92
Total for Check Number 49549:				464.48
49550	DFN	Douglas Fast Net	04/08/2020	
	Apr 2020 Admin	Internet Services-Admin	Service: 14806	213.49
	Apr 2020 HighPS	Internet Services-Highland PS	Service: 105797	74.91
	Apr 2020 Host	Admin Hosting		10.28
	Apr 2020 Keady	Internet Services-Keady Ct	Service: 106289	74.91

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	Apr 2020 NBank	Internet Services-No. Bank PS	Service: 105793	71.91
	Apr 2020 NTS	Internet Services-NTS	Service: 23920	56.36
	Apr 2020 Ph/Cam	Phones/Security Cams	Service: 141784	98.01
	Apr 2020 Wilb1	Internet Services-Wilbur 1 PS	Service: 105796	74.91
	Apr 2020 Wilb2	Internet Services-Wilbur 2 PS	Service: 105794	71.91
	Apr 2020 Winch	Internet Services-Winchester P	Service: 105795	74.91
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Total for Check Number 49550:				821.60
49551	DUKE 17052	Duke's Root Control Inc Root Treatment	04/08/2020	10,110.50
				<hr/>
Total for Check Number 49551:				10,110.50
49552	EARTH 306937	EARTH20 Bottled water delivery	04/08/2020	84.99
				<hr/>
Total for Check Number 49552:				84.99
49553	EJIW 110200013595	EJ USA Inc. Manhole frames & covers - partial order received	04/08/2020	2,583.56
				<hr/>
Total for Check Number 49553:				2,583.56
49554	FASTENAL ORROS209739	Fastenal Company Disposable gloves	04/08/2020	40.00
				<hr/>
Total for Check Number 49554:				40.00
49555	FLURY E 4231	Flury Supply Company Blue Atlas gloves	04/08/2020	40.00
				<hr/>
Total for Check Number 49555:				40.00
49556	GDA 2031	Goldstreet Design Agency, Inc Grease Lids and Scrapers	04/08/2020	2,143.14
				<hr/>
Total for Check Number 49556:				2,143.14
49557	GRAPHDIM 2620 2635	Graphic Dimensions, Inc. Billing card stock Cut bills to mailing size	04/08/2020	2,479.00 37.50
				<hr/>
Total for Check Number 49557:				2,516.50
49558	HANDY 108740 108743 109003	Handyman Hardware Hydraulic fitting for Camel Supplies to quiet payment drop box door Lynch pins for land plane	04/08/2020	18.99 14.57 8.37
				<hr/>
Total for Check Number 49558:				41.93
49559	COASTAL B03440 B08978 B11408 B12625a B12625b	John Deere Financial f.s.b. Moss killer Boots for Matt C Boot dryer Muck boots - KB Spot light	04/08/2020	36.98 131.99 63.99 103.99 59.99
				<hr/>
Total for Check Number 49559:				396.94
49560	EDURED1	Littlejohn Properties LLC	04/08/2020	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	R46378	EDU Reduction for R46378 - 2565-2599 NW Ec		10.00
			Total for Check Number 49560:	10.00
49561	LOWES 08259	Lowes Cleaning equip	04/08/2020	40.81
			Total for Check Number 49561:	40.81
49562	MISSCOMM 1038377a 1038377b 1038377c	Mission Communications LLC Lift station monitoring 7/1/20 - 3/31/21 Lift station monitoring 4/1/20 - 6/30/20 Lift station monitoring 4/1/20 - 3/31/21 - Fairgro	04/08/2020	3,515.40 1,171.80 563.40
			Total for Check Number 49562:	5,250.60
49563	Mursmi 19-2728.00 - 3	Murraysmith, Inc. Engineering Services - Hooker Road Project	04/08/2020	6,518.54
			Total for Check Number 49563:	6,518.54
49564	1CALL 0031057	One Call Concepts, Inc. March Locate tickets	04/08/2020	45.20
			Total for Check Number 49564:	45.20
49565	OR-LIN 470407 476241	Oregon Linen, Inc. Laundry & mat service Laundry service	04/08/2020	54.20 37.08
			Total for Check Number 49565:	91.28
49566	ORE TREE 1826	Oregon Tree Works LLC Tree Removal - NTS	04/08/2020	21,500.00
			Total for Check Number 49566:	21,500.00
49567	PAC AIR 83803	Pacific Air Comfort, Inc. HVAC filter change and service	04/08/2020	175.00
			Total for Check Number 49567:	175.00
49568	PAPEKEN 578130	Pape Kenworth B-6 repair for check engine light/def gauge	04/08/2020	1,167.51
			Total for Check Number 49568:	1,167.51
49569	Premium 23068	Premium Landscape, Inc. Monthly landscape maintenance	04/08/2020	180.25
			Total for Check Number 49569:	180.25
49570	PRINTS 31641	Prints Charming Logo embroidery - Carhartt jackets	04/08/2020	132.00
			Total for Check Number 49570:	132.00
49571	TEKMAN 66757 66757 66757 66757 66757	TEKMANAGEMENT, INC. Backup & Recovery Services Office 365 Premium-Crew O365 Visio Subscription Office 365 Premium-Engineering Server Maint & monitoring	04/08/2020	565.00 87.50 15.00 75.00 1,328.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	66757	Office 365 Premium-Finance		37.50
	66757	Office 365 Premium-811 user		12.50
				<hr/>
Total for Check Number 49571:				2,120.50
49572	TRITECH	TriTech Software Systems	04/08/2020	
	89573-1a	Lucity Constant Connection 5/1/20 - 6/30/20		2,945.56
	89573-1b	Lucity Constant Connection 7/1/20 - 4/30/21		14,727.88
				<hr/>
Total for Check Number 49572:				17,673.44
49573	UBWA	Umpqua Basin Water Association	04/08/2020	
	MAR 2020 411 LM	Water service for 411 Long Meadows		20.00
	MAR 2020 606 LM	Water service for 606 Long Meadows		20.00
	MAR 2020 Back9	Water service for 310 Bourbon-Back Nine		20.00
				<hr/>
Total for Check Number 49573:				60.00
49574	UMPQUARF	Umpqua Quarries, LLC	04/08/2020	
	35787	Rock for NTS roads		235.89
				<hr/>
Total for Check Number 49574:				235.89
49575	UNITED	UNITED RENTALS (NORTH AMERICA)	04/08/2020	
	180095924-001	Excavator for NTS road/ditch work		536.64
				<hr/>
Total for Check Number 49575:				536.64
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Total for 4/8/2020:				223,081.09
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Report Total (38 checks):				223,081.09
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