



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

REGULAR MONTHLY BOARD MEETING
November 10, 2021

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

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

The November 10th Board meeting will be held in person and broadcast by Zoom® Meeting.
In person attendees will be required to always wear a mask when inside the building as required by the Governor's directive.

The link to the meeting will be posted on Roseburg Urban Sanitary Authority's web site, rusa-or.org

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. October 13th, 2021, Board Meeting
4. **General Managers' Report**
 - a. Hooker Road Rehabilitation Project
 - b. Douglas Avenue Project, City of Roseburg
 - c. New Chemical feed building - Sodium Bisulfite System Relocation
 - d. SDAO Insurance Discount Program
 - e. New Employee
 - f. 2021 HIRE Vets Medallion Award
5. **New Developments**
6. **Staff Report**
7. **Jacobs Plant Operations Report**
8. **Accounts Payable**
9. **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 October 13, 2021. The Board Meeting was held in-person and remotely broadcast by Zoom® Meeting.

ROLL CALL

Directors

Present: Board Chair John Dunn, Rob Lieberman, Kelsey Wood and Jerry Griesse
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 September 8, 2021, Regular Monthly Board Meeting Minutes.

Rob Lieberman moved to approve the minutes for September 8, 2021, Roseburg Urban Sanitary Authority Regular Monthly Board Meeting.
John Dunn seconded the motion.
The motion passed unanimously.

Resolution No. 21-04; A Resolution Rescinding Resolution No. 07-01 & Establishing A Comprehensive Fee Schedule

Staff presented Resolution No. 21-04; A Resolution Rescinding Resolution No. 07-01 and Establishing a Comprehensive Fee Schedule and Exhibit "A" Fee Schedule with effective date of January 1, 2022.

Jerry Griesse made a motion to approve Resolution 21-01; A Resolution Rescinding Resolution No. 07-01 and Establishing a Comprehensive Fee Schedule with the effective date of January 1, 2022.
Rob Lieberman seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the to approve Resolution No. 21-04:

John Dunn Yes

Rob Lieberman	Yes
Jerry Griese	Yes
Kelsey Wood	Yes
David Campos	

The motion was passed with a 4/0 vote.

Resolution No. 21-05; A Resolution Establishing an Information Security Policy

Staff presented Resolution No. 21-05; A Resolution Establishing an Information Security Policy with an effective date of October 14, 2021.

Rob Lieberman made a motion to approve Resolution 21-05; A Resolution Establishing an Information Security Policy effective October 14, 2021.

Jerry Griese seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the motion to approve Resolution No. 21-05:

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

The motion was passed with a 4/0 vote.

General Managers Report

Hooker Road Rehabilitation Project

The contractor continued work on the project. The contractor installed approximately 578' of 4" laterals, 474' of 2" pressure sewer, 2 private individual pump stations. The contractor has also been resurfacing the trench sections. Cradar has submitted pay request #4 in the total amount of \$234,693.88 with \$11,734.69 withheld in retainage for a payment #4 in the amount of \$222,959.19. Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #4 as submitted.

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

Jerry Griese moved to approve Pay Estimate #4 in the amount of \$222,959.19.

Rob Lieberman seconded the motion.

The motion passed unanimously.

Douglas Avenue Project

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

New Chemical Feed Building

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

Results of the Roseburg Urban Sanitary Authority Staff Questionnaire

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

This is the first time we have used an anonymous method of measuring the staff work experience. 64.2 percent of the employees are satisfied or very satisfied with the organization's employees experience.

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

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

Longevity Pay and Extended Merit Pay

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

Rob Lieberman made a motion to approve Longevity Pay and Extended Merit Pay as presented. John Dunn seconded the motion.

Vote By Roll Call

Chairman Dunn requested "Roll Call" for the to approve Resolution No. 21-04:

John Dunn	Yes
Rob Lieberman	Yes
Jerry Griesse	No
Kelsey Wood	Yes
David Campos	

The motion was passed with a 3/1 vote.

Jacobs Plant Operations Report

Jade Mecham reported the treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids removal during September. The total Effluent flow was 88.99 million gallons all of which went to the NTS at Outfall 002.

Accounts Payable

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

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

The motion passed unanimously.

Other Business

None.

Respectfully submitted,

A handwritten signature in blue ink that reads "Harmony Williams". The signature is written in a cursive, flowing style.

Harmony Williams
Office Assistant

GENERAL MANAGERS REPORT

Date: 10/08/21

To: Roseburg Urban Sanitary Authority, Board of Directors

From: James V. Baird, General Manager

Re: General Managers Informational Report to the Board

Hooker Road Rehabilitation Project

The contractor continued work on the project. The contractor installed 21 cleanouts, 1 private individual pump stations. The contractor has also been resurfacing the trench sections and landscape restoration.

Cradar has submitted pay request #5 in the total amount of \$87,759.76 with \$4,387.99 withheld in retainage for a payment #5 in the amount of \$83,371.77.

Rob Lee, the Engineer of Record, has reviewed the data comprising the Application for Payment and recommends paying Pay Estimate #5 as submitted.

Staff has reviewed Pay Estimate #5 we concur with the Engineer and would recommend that the Board approve payment of Pay Estimate #5 in the amount of \$83,371.77.

Douglas Avenue Project

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

New Chemical Feed Building

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

SDAO Insurance Discount Program

Staff has completed the required SDIS 2021/2022 best practices to be eligible for a 10% discount on RUSA's insurance policies provided by SDIS. The improvement to our cybersecurity took the most work to meet the standards. David Fromdahl, Information Technology System Administrator, made a number of improvement and changes to upgrade our cybersecurity.

New Employees

We are happy to report that we have filled two open positions in the Collection Department. Brandon Kitcher and Nicholas Soule have joined the RUSA team in the position of Collections I – Operator in Training.

2021 HIRE Vets Medallion Award

RUSA has been recognized for the second consecutive year by the U.S. Department of Labor as part of the federal HIRE Vets Medallion program. This is the only federal award recognizing exceptional achievement in veteran employment. For the second year in a row RUSA has been awarded the Platinum Medallion Award for demonstrating both patriotism and recognition of the value veterans bring to the workplace.

November 2, 2021

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

Re: Hooker Road Sewer Project
Application for Payment, Pay Estimate #5 (October 2021)

Dear Mr. Kershner,

Leeway Engineering (Leeway) has received and reviewed Pay Estimate #5 for Work performed in October 2021 on the above referenced construction project. As Engineer of Record for the above reference project, and relying on data provided by the inspection conducted by Roseburg Urban Sanitary Authority inspectors, Leeway has reviewed the data comprising this Application for Payment from Cradar Enterprises, Inc. and attests that to the best of our knowledge, information, and belief, the Work has progressed as indicated, and the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to the payment Amount requested.

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

Sincerely,



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

Attachments: Pay Application #5 (November 1, 2021)

cc: Jim Baird, Roseburg Urban Sanitary Authority

Invoice

Cradar Enterprises, Inc.

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

Date	Invoice #
11/1/2021	003174

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

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Pay Application #5 (\$87,759.76 Less 5% Retainage of \$4,387.99 = \$83,371.77)	83,371.77	83,371.77
		Total	\$83,371.77

TO: **RUSA**
1297 NE Grandview Drive
Roseburg, OR 97470

ATTN: **Ryon Kershner, RUSA**
Greg Oniel, RUSA

Pay Estimate #5

Contractor Name	Cradar Enterprises, Inc.
PROJECT:	Hooker Road Sewer Project
DATE:	October 25, 2021
WORK TO	10/1/2021 thru 10/25/2021
ESTIMATE NO.	
VENDOR NO.:	5

CONTRACTOR EARNED ESTIMATE

ITEM	DESCRIPTION	UNITS	QTY	UNIT PRICE	TOTAL CONT.	PREVIOUS QTY	PREVIOUS AMOUNT	PRESENT QTY	PRESENT AMOUNT	TOTAL QTY	TOTAL AMOUNT	BALANCE TO COMPLETE
Hooker Road Sewer Project												
1	Mobilization/Demobilization/OH&P	LS	1	\$ 292,194.00	\$ 292,194.00	0.70	\$ 204,535.80	0.05	\$ 14,609.70	0.75	\$ 219,145.50	\$ 73,048.50
2	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00	0.50	\$ 17,500.00	0.25	\$ 8,750.00	0.75	\$ 26,250.00	\$ 8,750.00
3	Erosion Control	LS	1	\$ 5,000.00	\$ 5,000.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 5,000.00
4	One Piece Main and Lateral Liner, 0-12 Feet	Each	26	\$ 4,750.00	\$ 123,500.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 123,500.00
5	One Piece Main and Lateral Liner, Additional Foot	LF	550	\$ 69.00	\$ 37,950.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 37,950.00
6	CIPP Liner, 6"	LF	299	\$ 37.00	\$ 11,063.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 11,063.00
7	CIPP Liner, 8"	LF	3,487	\$ 32.00	\$ 111,584.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 111,584.00
8	CIPP Liner, 18"	LF	2,354	\$ 90.00	\$ 211,860.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 211,860.00
9	Internal Lateral Reinstatement	Each	26	\$ 225.00	\$ 5,850.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 5,850.00
10	Service Line Video Inspection, Launch Camera	Each	3	\$ 250.00	\$ 750.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 750.00
11	Private Individual Pumping Station	Each	4	\$ 17,500.00	\$ 70,000.00	2.00	\$ 35,000.00	1.00	\$ 17,500.00	3.00	\$ 52,500.00	\$ 17,500.00
11.1	Optional Remote Monitoring System	Each	4	\$ 3,000.00	\$ 12,000.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 12,000.00
12	2" Pressure Sewer	LF	351	\$ 35.00	\$ 12,285.00	474.00	\$ 16,590.00	0.00	\$ -	474.00	\$ 16,590.00	\$ (4,305.00)
13	4" PVC Pipe, 4-10 Depth	LF	1,953	\$ 57.00	\$ 111,321.00	1785.00	\$ 101,745.00	0.00	\$ -	1785.00	\$ 101,745.00	\$ 9,576.00
14	8" PVC Pipe, 4-10 Depth	LF	986	\$ 82.00	\$ 80,852.00	1120.00	\$ 91,840.00	0.00	\$ -	1120.00	\$ 91,840.00	\$ (10,988.00)
15	Pipe Tees, 4"x8" or 6"x8"	Each	15	\$ 500.00	\$ 7,500.00	15.00	\$ 7,500.00	0.00	\$ -	15.00	\$ 7,500.00	\$ -
16	Existing Service Line Reconections to Main or MH	Each	28	\$ 1,500.00	\$ 42,000.00	9.00	\$ 13,500.00	0.00	\$ -	9.00	\$ 13,500.00	\$ 28,500.00
17	Cleanout over Existing Lateral	Each	56	\$ 1,500.00	\$ 84,000.00	33.00	\$ 49,500.00	21.00	\$ 31,500.00	54.00	\$ 81,000.00	\$ 3,000.00
18	48" Manholes	Each	7	\$ 5,200.00	\$ 36,400.00	7.00	\$ 36,400.00	0.00	\$ -	7.00	\$ 36,400.00	\$ -
19	60" Manholes	Each	1	\$ 6,500.00	\$ 6,500.00	1.00	\$ 6,500.00	0.00	\$ -	1.00	\$ 6,500.00	\$ -
20	Filling Abandoned Structures	LS	1	\$ 20,000.00	\$ 20,000.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 20,000.00
21	Sewer Bypassing	LS	1	\$ 135,500.00	\$ 135,500.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 135,500.00
22A	60" Manhole Rehabilitation	Each	18	\$ 6,850.00	\$ 123,300.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 123,300.00
22B	48" Manhole Rehabilitation	Each	11	\$ 4,500.00	\$ 49,500.00	0.00	-	0.00	\$ -	0.00	\$ -	\$ 49,500.00
23	Trench Resurfacing	SY	1,139	\$ 40.00	\$ 45,560.00	694.00	\$ 27,760.00	205.00	\$ 8,200.00	899.00	\$ 35,960.00	\$ 9,600.00
24	3/4" Aggregate Base	Ton	2,453	\$ 21.00	\$ 51,513.00	4258.45	\$ 89,427.45	42.86	\$ 900.06	4301.31	\$ 90,327.51	\$ (38,814.51)
25	Landscape Restoration	LS	1	\$ 10,500.00	\$ 10,500.00	0.20	\$ 2,100.00	0.60	\$ 6,300.00	0.80	\$ 8,400.00	\$ 2,100.00

INTERNAL _____
CREDIT INV.

ROSEBURG URBAN SANITARY AUTHORITY

NEW DEVELOPMENTS AND PROJECTS

DEVELOPMENTS:

- Thyme Subdivision – Sewer Mainline almost complete.
- Kenwood Tabor PUD- Construction has resumed, Sewer Main and Manhole Testing not complete.
- Sunshine Road Apartments – Sewer Work has started
- Ash Spring Apartments – Preconstruction Conference Complete
- Back Nine Extension Pipe and manholes installed. Waiting on Testing
- Additional development at Hana Heritage Plaza

PRELIMINARY DESIGN:

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

PROJECTS:

- Hooker Road Project – Project being suspended until subcontractor can resume work.

ROSEBURG URBAN SANITARY AUTHORITY

OCTOBER 2021 STAFF REPORTS

COLLECTION DEPARTMENT:

- Completed 22 work orders.
- Completed CCTV and cleaning of 10,296 feet or 1.95 miles of mainline.
- Completed end-of-warranty CCTV of 674 feet of mainline.
- Completed cleaning of the WWTF storm sewer.
- Completed 32 manhole inspections.
- Completed 4 service taps.
- Completed monthly trouble spot inspections.
- Completed quarterly vector control.
- Completed 210 underground utility locate requests.
- Cleaned debris from jail manhole 3 times.

ENGINEERING DEPARTMENT:

- Issued 12 permits and completed 15 inspections.
- Hooker Road project still underway, 1 private lift stations installed, Install 21 Cleanouts, Various surface restoration. Waiting on T liner, Manhole Liner Subcontractor, Electrician and Plumbers. Project on Hold until subcontractors can begin work.
- FOG Report:

FINANCE DEPARTMENT:

- Vacancy Credits: 6 were processed for a total of \$1,049.65 in October.
- Credit cards/eChecks: 1139 payments totaling \$60,531.05 or approximately 10.7% of monthly billing was collected in October. 111 payments were received by voice response system, 2 payments received at the counter and 1026 on-line.
- Automatic Payments: 2,146 customer accounts are signed up. Received \$95,001.62 or approximately 16.8% of monthly billing.



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

OPERATIONAL ACTIVITIES

- We met all permit parameters this month.
- The treatment facility averaged 98% CBOD removal and 96% Total Suspended Solids Removal during the month with a requirement of no less than 85% removal for each.
- The facility electrical consumption (based on meter readings) for October 2021, was 248,000 KWHRS with a total Effluent flow of 88.99 million gallons all of which went to the NTS at Outfall 002. The October 2020 electrical consumption was 222,000 with a total Effluent flow of 82.78 million gallons all of which went to the NTS at Outfall 002.
- Umpqua Dairy requested to release dairy whey until they can replace a piece of equipment.
- Quarterly Biosolids samples were sent to a lab for analysis.

PRETREATMENT ACTIVITIES

- The following pretreatment inspections were completed in October:
- Umpqua Dairy: The semi-annual inspection found that their discharge was within the limits measuring with our pH meter. They needed to recalibrate their pH meter in the mix tank and increase the frequency of calibration, this was agreed to with their supervisor.
- FCC Furniture: Their discharge was sampled and analysis is pending for metals and cyanide, their pH was Ok.
- Veterans Administration Complex: We found their grease interceptor too full (75%) using the sludge judge tool and they were notified and agreed to pump. We did do a follow up to show their staff how we measure the tank contents. They had their tank pumped in October.
- Renards Deli: It was found that their discharge was Ok using the push camera. The Human Bean on the same discharge line is still discharging a lot of FOG (no interceptor).
- Carl's Jr: Their discharge in the clean out showed a lot of FOG build up. Contacted the manager, who will contact the maintenance person regarding pumping. Will contact them next month.
- Sizzler: We measured their tank with the sludge judge and found that they did pump their tank.
- Colony Market/Bluebird Pizza: Their discharge at the clean out looked Ok.

NATURAL TREATMENT SYSTEM (NTS)

- Repaired 121 sprinklers at the NTS.
- Flows at the SW5 have increased due to cooler wet weather.

- Chad Furlong brought sheep into the NTS at the end of October.

LIFT STATIONS

- Total Flow from all Lift Stations for the month – 42 Million Gallons
- Average Daily Flow from all Lift Stations per day - 1.5 Million Gallons

MAINTENANCE ACTIVITIES

- Replaced the level sensor for the NTS pond level.
- Replaced the old Missions unit with an upgraded MyDro unit for the Loma Vista station.
- Replaced the old Missions unit with an upgraded MyDro unit for the North Bank station.
- Replaced the old Missions unit with an upgraded MyDro unit for the Wilbur#1 station.
- Replaced the old Missions unit with an upgraded MyDro unit for the Wilbur#2 station.
- Replaced the refrigerator for the Lab.
- Replaced the digester gas valve for the #1 Boiler.
- Replaced the Minimum pressure check valve for the #1 Plant Air Compressor.
- Replaced all the light bulbs with LED bulbs in the Gas Compressor Room.
- Replaced the check valve body for the discharge on the #2 Primary Sludge Pump.
- Replaced 188 sprinklers at the NTS.

LABORATORY ACTIVITIES

- We are in our normal summer testing which requires: CBOD's 3 times a week, TSS 3 times a week, pH daily, Chlorine Residual Daily average, Ammonia 3 times week, E. Coli 3 times a week, Nitrate once a week, TKN once a week, and Total Phosphorus once a week.
- The Eureka probes are placed in SW1, SW5, and SW6, to continuously monitor pH, Temp., and D.O.
- Also included for the summer is Total Phosphorus (PO₄) for the NTS, which is sampled at SW1, SW5, and SW6 once a week and once a month at MW1.
- Ammonia is tested for at SW5 once a month.
- When discharging from the pond we sample daily for PO₄ at SW5.
- Number of Tests for permit: 122
- Eureka probes were downloaded, calibrated and deployed at SW1, SW6, and SW5, on October 5th.
- On October 27th lab water was sampled and sent out to NRC.

BIOSOLIDS

- Biosolids were hauled out in liquid and dewatered form to the Lookingglass area.
- We have been going through a weekly soils class (zoom) put on by Northwest Biosolids.

UPCOMING EVENTS

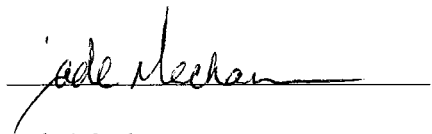
OPERATIONS/NTS:

- We will be shutting the NTS down for the season.

MAINTENANCE:

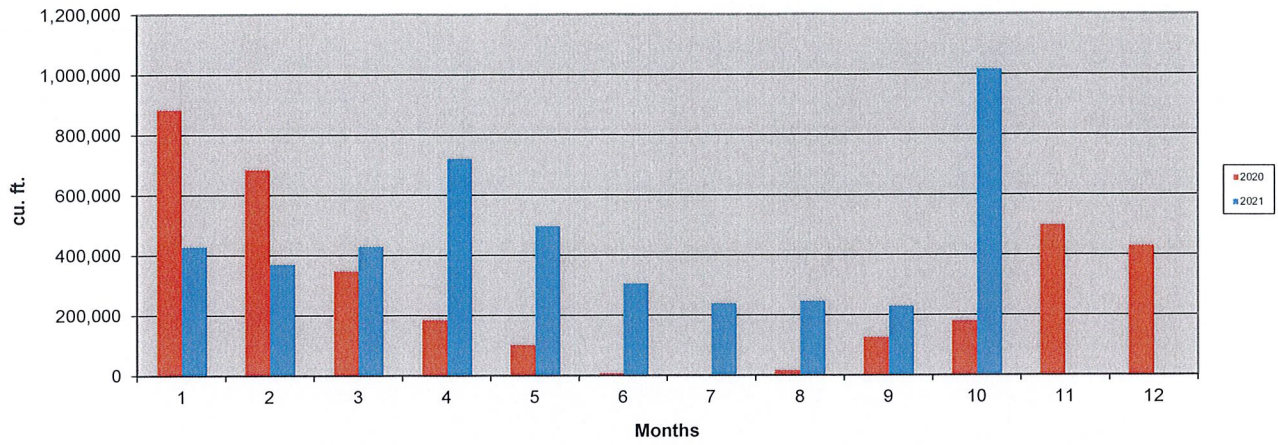
- Evaluate and Plan for Bisulfite Building Penetrations and Loads.
- Replace all the Mission units with upgraded units.
- Construct rigid mounts for the Auger Conveying system.

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

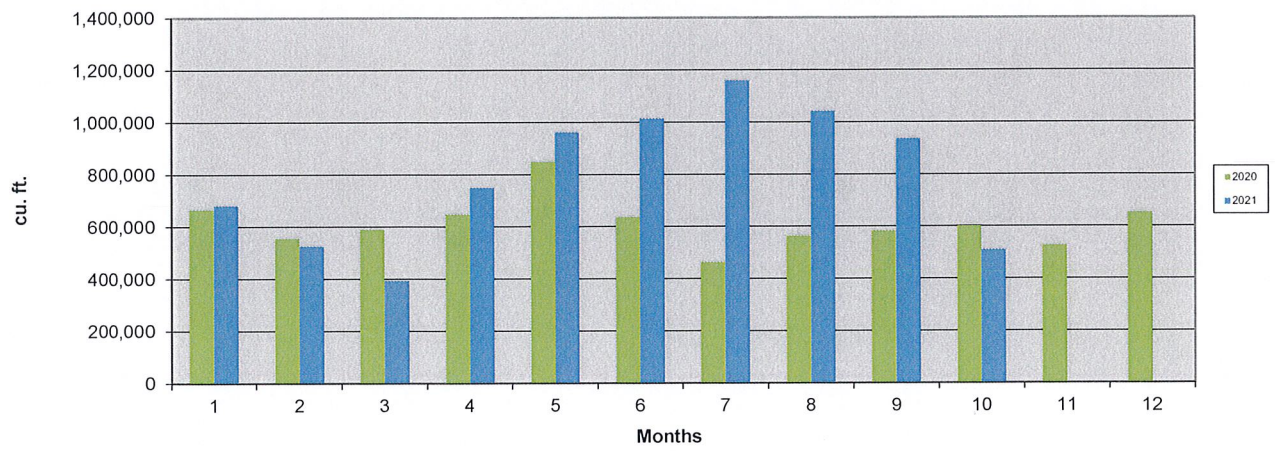


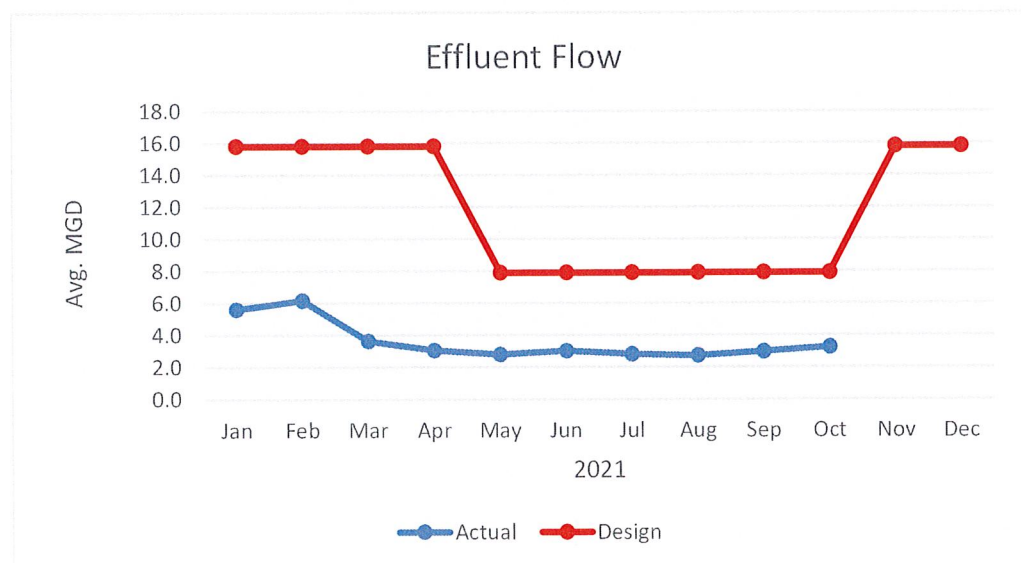
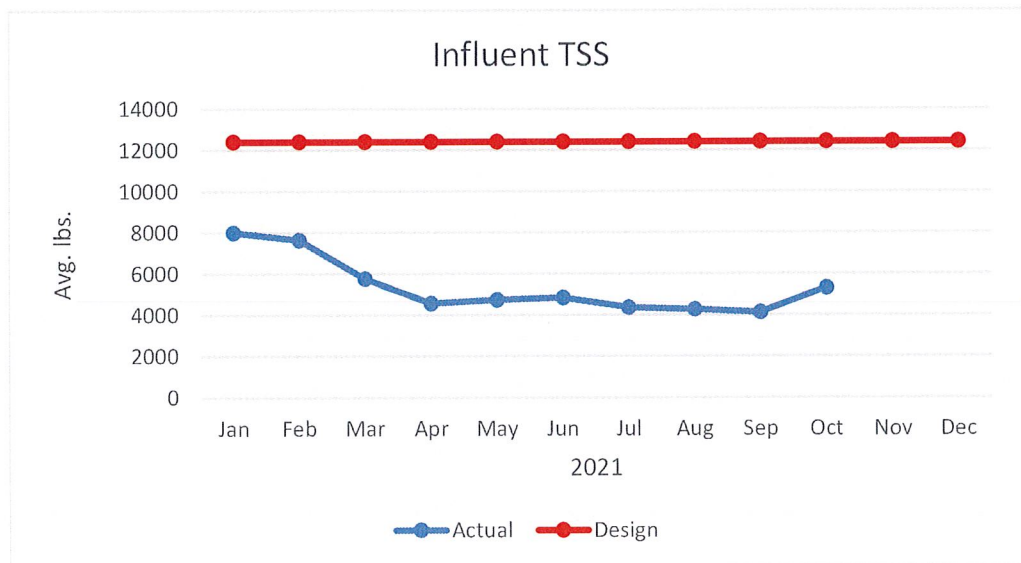
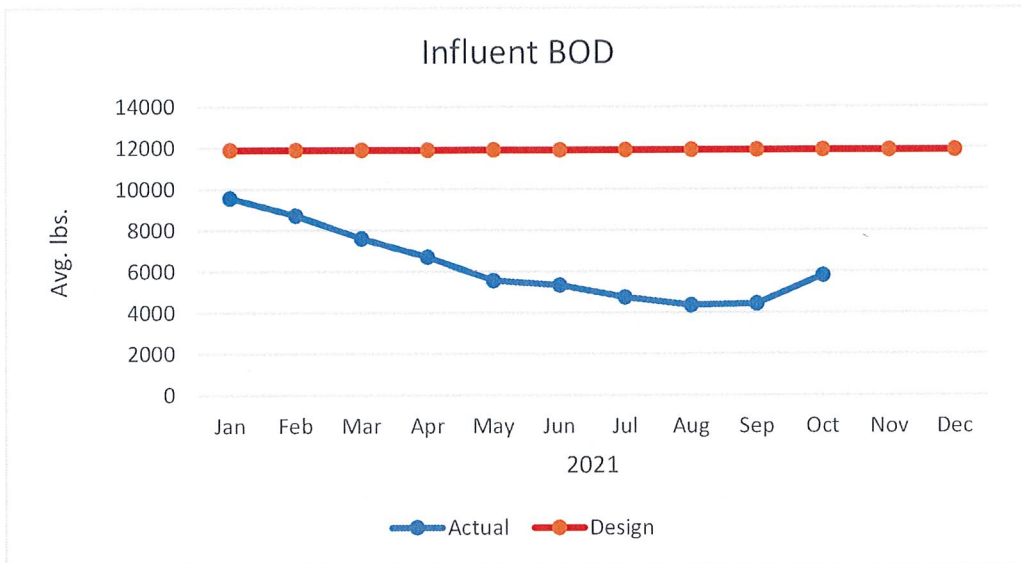
Jade Mecham
Project Manager
Jacobs

BOILER GAS USAGE



FLARE GAS USAGE





12 MONTH MOVING AVERAGES

Month/Year	Plnt Inf Q Average MGD	Plnt Inf Average lbs/day CBOD/BOD	Plnt Inf Average lbs/day TSS
Nov-20	3.45	9679	7176
Dec-20	4.46	9120	7241
Jan-21	5.61	9562	7996
Feb-21	6.18	8714	7626
Mar-21	3.91	7609	5760
Apr-21	3.07	6708	4550
May-21	2.79	5551	4735
Jun-21	3.01	5334	4837
Jul-21	2.81	4741	4362
Aug-21	2.72	4356	4254
Sep-21	2.97	4451	4126
Oct-21	3.24	5795	5301

SUM	44.22	81620	67964
AVE	3.69	6802	5664
MAX	6.18	9679	7996
MIN	2.72	4356	4126

CASH DISBURSEMENT RECAP BOARD MEETING NOVEMBER 10, 2021

Cash Disbursements Since the Last Board Meeting

All Funds:

Total of Prepaid Checks & ACH Transactions	68,881.17
Total of Regular Checks & ACH Transactions	<u>387,859.71</u>

Total Expenditures (not including Payroll)	<u>456,740.88</u>
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Payroll:

Net Payroll - October 29, 2021	62,450.32
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All Checks & ACH Transactions since the Board Meeting of October 13, 2021	<u>519,191.20</u>
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Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 11/4/2021 3:31 PM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX Oct 21 PR	ASIFlex PR Batch 00001.10.2021 Flexible Spending Acc	10/29/2021 PR Batch 00001.10.2021 Flex	1,316.16
Total for this ACH Check for Vendor ASIFLEX:				1,316.16
ACH	DNB Oct 21 PR	Internal Revenue Service PR Batch 00001.10.2021 Federal Income Tax	10/29/2021 PR Batch 00001.10.2021 Fed	7,625.42
	Oct 21 PR	PR Batch 00001.10.2021 FICA - Employee	PR Batch 00001.10.2021 FIC.	5,779.79
	Oct 21 PR	PR Batch 00001.10.2021 FICA - Employer	PR Batch 00001.10.2021 FIC.	5,779.79
	Oct 21 PR	PR Batch 00001.10.2021 Medicare - Employee	PR Batch 00001.10.2021 Med	1,351.71
	Oct 21 PR	PR Batch 00001.10.2021 Medicare - Employer	PR Batch 00001.10.2021 Med	1,351.71
Total for this ACH Check for Vendor DNB:				21,888.42
ACH	OR-Rev Oct 21 PR	Oregon Dept. of Revenue PR Batch 00001.10.2021 Oregon W/Held	10/29/2021 PR Batch 00001.10.2021 Ore	5,501.11
Total for this ACH Check for Vendor OR-Rev:				5,501.11
ACH	CENTURY OCT 2021 Fx/Alm OCT 2021 NTS G	CenturyLink Analog phone service for Fax and Alarm Analog phone service for NTS Gate	10/29/2021	135.71 59.22
Total for this ACH Check for Vendor CENTURY:				194.93
50549	CIS INS Oct 21 PR	CIS Trust PR Batch 00001.10.2021 Accident Insurance	10/29/2021 PR Batch 00001.10.2021 Acc	76.04
	Oct 21 PR	PR Batch 00001.10.2021 CCIS Insurance AD&I	PR Batch 00001.10.2021 CCI	22.63
	Oct 21 PR	PR Batch 00001.10.2021 Trauma - Bronze	PR Batch 00001.10.2021 Trau	20.00
	Oct 21 PR	PR Batch 00001.10.2021 Critical Illness Insuran	PR Batch 00001.10.2021 Criti	95.60
	Oct 21 PR	PR Batch 00001.10.2021 Dental & Vision	PR Batch 00001.10.2021 Den	2,632.41
	Oct 21 PR	PR Batch 00001.10.2021 Voluntary Dependent I	PR Batch 00001.10.2021 Volt	29.26
	Oct 21 PR	PR Batch 00001.10.2021 Trauma - Gold	PR Batch 00001.10.2021 Trau	20.00
	Oct 21 PR	PR Batch 00001.10.2021 Hospital Indemnity	PR Batch 00001.10.2021 Hos	112.10
	Oct 21 PR	PR Batch 00001.10.2021 Short-Term Disability	PR Batch 00001.10.2021 Shoi	142.91
	Oct 21 PR	PR Batch 00001.10.2021 Identity Protection	PR Batch 00001.10.2021 Iden	55.80
	Oct 21 PR	PR Batch 00001.10.2021 Voluntary Life Insuran	PR Batch 00001.10.2021 Volt	397.24
	Oct 21 PR	PR Batch 00001.10.2021 Life Insurance - er	PR Batch 00001.10.2021 Life	120.56
	Oct 21 PR	PR Batch 00001.10.2021 Life Insurance - Spous	PR Batch 00001.10.2021 Life	173.51
	Oct 21 PR	PR Batch 00001.10.2021 CCIS Insurance Long-	PR Batch 00001.10.2021 CCI	245.09
	Oct 21 PR	PR Batch 00001.10.2021 Medical Ins w/RX	PR Batch 00001.10.2021 Med	27,399.75
Total for Check Number 50549:				31,542.90
50550	PEBSCO Oct 21 PR	Nationwide Retirement Solutions PR Batch 00001.10.2021 Nationwide-Deferred C	10/29/2021 PR Batch 00001.10.2021 Nati	4,850.00
Total for Check Number 50550:				4,850.00
50551	SIERRASP 21794341 101621	Sierra Springs Bottled water delivery	10/29/2021	37.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50551:				37.99
50553	USPS Oct 2021	US Postal Service Postage for mailing utility bills	10/29/2021	2,918.52
Total for Check Number 50553:				2,918.52
50554	VERIZON 9890628186	Verizon Wireless Monthly wireless telephone services	10/29/2021	631.14
Total for Check Number 50554:				631.14
Total for 10/29/2021:				68,881.17
Report Total (9 checks):				68,881.17

Accounts Payable

Checks by Date - Detail by Check Date

User: christine
Printed: 11/5/2021 10:12 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	ASIFLEX A00032581A0A954	ASIFlex FSA Fees-October	11/10/2021	45.00
Total for this ACH Check for Vendor ASIFLEX:				45.00
ACH	STAPLES 2945043011	Staples Credit Plan 10 Key Calculator	11/10/2021	71.99
Total for this ACH Check for Vendor STAPLES:				71.99
50555	WP Oct 2021	Avista Utilities Natural Gas Usage-Admin	11/10/2021	60.75
Total for Check Number 50555:				60.75
50556	BANNERMC	BANNER BANK	11/10/2021	
	AA 100621	Pitney Bowes-Postage Machine Lease		94.50
	AB 100621	NASSCO-PACP Cert-Andy		925.00
	AB 101121	Amazon-Flashlights		19.98
	AB 102621	UCC-OR Op Conf-Andy B		750.00
	DF 101321	Network Solutions-Doman Reg. protection		85.96
	DF 101621	Zoom-Software for Board mtgs		93.99
	GO 102621	Coastal-Muck Boots-Greg		103.99
	JB 101321	Medic First Aid-CPR Cards for Jacobs Employee		131.29
	JB 101921	Mountain Mikes-UBOS Lunch-8 staff		118.50
	JB 102821	Harbor Freight-Gloves		52.97
	JB 102921	UCC-OR Operators Conf-John B		375.00
	JVB 101221a	Mountain Mikes-Team Bldg w/Collection Crew		46.00
	JVB 101221b	Mountain Mikes-Team Bldg w/Collection Crew		18.40
	JVB 102521	UCC-OR Operators Conf-Jim B		400.00
	KB 100821	BB Diner-Kyle & Rick trip to pick up CCTV		42.45
	KB 102621	UCC-Registration for OR Op Conference-Kyle I		400.00
	RC 101921	Nassco-PACP LACP MACP Recert-Rick		375.00
	RC 102621	UCC-Oregon Operators Conf-Rick		375.00
	RK 102821	UCC-Registration for OR Op Conference-Ryon		375.00
	SL 100721	FMCSA-CDL Queries		12.50
	SL 101521	Workwear & More-Credit on previous order		-112.45
	SL 102621	UCC-OR Operators Conf-Steve		375.00
	SL 102621b	UCC-OR Operators Conf-Brandon		375.00
Total for Check Number 50556:				5,433.08
50557	BHEC	Bassett-Hyland Energy Company	11/10/2021	
	CL01798	Gas Usage 10/01/21-10/15/21		1,181.32
	CL02163	Gas Usage 10/16/21-10/31/21		921.60
Total for Check Number 50557:				2,102.92
50558	BIOMED 87114	bio-MED Testing Services Inc Pre-employment Testing-MVR	11/10/2021	18.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 50558:				18.00
50559	REFUND UB 77003213	Judith Boenig Refund overpayment on sold house	11/10/2021	60.00
Total for Check Number 50559:				60.00
50560	CORRECT 45183	Correct Equipment, Inc. Mission RTU upgrade retrofit equipment	11/10/2021	14,219.00
Total for Check Number 50560:				14,219.00
50561	CRADAR 003174 003174 retain	Cradar Enterprises, Inc Hooker Road Sewer Proj-Pay Req #5 Hooker Road Sewer Proj-Pay Req #5 Retainage	11/10/2021	87,759.76 -4,387.99
Total for Check Number 50561:				83,371.77
50562	DRAUTO 991547 991617	D & R Auto & Truck Supply Corp Fitting to repair B6 Lamp bulb	11/10/2021	10.58 6.49
Total for Check Number 50562:				17.07
50563	EDURED1 16007157	DBUG INC EDU REduction from 3 to 1-2962 NE Yount Ave	11/10/2021	10.00
Total for Check Number 50563:				10.00
50564	DCTax R18529 21-22 R18545 21-22 R18553 21-22 R18593 21-22 R19041 21-22	Douglas County Tax Collector Property Taxes for 0 Long Meadows, R18529 Property Taxes for 606 Long Meadows, R18545 Property Taxes for 411 Long Meadows, R18553 Property Taxes for 0 Long Meadows, R18593 Property Taxes for 0 Long Meadows, R19041	11/10/2021	177.37 138.69 136.12 18.19 32.60
Total for Check Number 50564:				502.97
50565	DFN Nov 2021 Admin Nov 2021 High Nov 2021 Host Nov 2021 Keady Nov 2021 NBank Nov 2021 NTS Nov 2021 Ph/Ca Nov 2021 Wilb1 Nov 2021 Wilb2 Nov 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	11/10/2021 Service: 14806 Service: 105797 Service: 106289 Service: 105793 Service: 145049 Service: 141784 Service: 105796 Service: 105794 Service: 105795	213.49 74.91 10.28 74.91 71.91 71.79 98.01 74.91 71.91 71.91
Total for Check Number 50565:				834.03
50566	GENEQ 78198	General Equipment Company Drain Valve Set	11/10/2021	383.51
Total for Check Number 50566:				383.51
50567	GRAPHDIM 3538	Graphic Dimensions, Inc. Cut November UB Bills	11/10/2021	37.50
Total for Check Number 50567:				37.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
50568	Jacobs 351289-049 351289-NT09	Jacobs Engineering Group Inc Professional services per agreement Engineering Services-September	11/10/2021	129,684.00 867.48
Total for Check Number 50568:				130,551.48
50569	COASTAL E10084 E10261 E16041	John Deere Financial f.s.b. Work pants-BK Rat Bait Work Pants-Devin	11/10/2021	82.37 54.99 134.35
Total for Check Number 50569:				271.71
50570	Lithia 380219 380712 380857	Lithia Motors Support Services Oil Change-'19 Ford F150 Oil Change & Inspection-CCTV Van Oil Change-'19 Service Truck	11/10/2021	41.95 157.88 56.63
Total for Check Number 50570:				256.46
50571	LOWES 902262 923109 937639	Lowes Materials for Hard Hat rack Dishwater kit Dishwater for Admin	11/10/2021	32.62 30.39 537.70
Total for Check Number 50571:				600.71
50572	MSTRCR 2994I-J	MasterCare Cleaning Co Inc Janitorial Services-Oct	11/10/2021	390.00
Total for Check Number 50572:				390.00
50573	Mursmi 19-2728.00-14	Murraysmith, Inc. Engineering Services - Hooker Road Project	11/10/2021	771.01
Total for Check Number 50573:				771.01
50574	NEXNET 15249	Nexcom, LLC Digital telephone services for Admin	11/10/2021	332.80
Total for Check Number 50574:				332.80
50575	LGL 13029	Northwest Local Government Legal Advise Legal Services-October	11/10/2021	100.00
Total for Check Number 50575:				100.00
50576	DEQ Bartlett 22-23 Blondell 22-23 Blondell Gr II Lusch 22-23	OR Dept of Environmental Quality Kyle Bartlett Renewal Collection IV-14021, Tre; Andrew Blondell Renewal Collection I-13701 Andrew Blondell App for Grade II Collection Stephen Lusch Renewal Collection IV-10707, Ti	11/10/2021	160.00 160.00 270.00 160.00
Total for Check Number 50576:				750.00
50577	OR-LIN 710199 715777	Oregon Linen, Inc. Laundry and mat services Laundry services	11/10/2021	56.91 38.93
Total for Check Number 50577:				95.84
50578	PNWF CO	Pacific Northwest Fence Co	11/10/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	7184	Repair gate at Admin		314.25
Total for Check Number 50578:				314.25
50579	PPL	Pacific Power	11/10/2021	
	Oct 21 411PS	Contract/Power Usage-NTS PS		11,036.54
	Oct 21 411S	Usage-411 LM-Storage Bldg		27.54
	Oct 21 425LM	Power Usage-425 Long Meadow		10.53
	Oct 21 Admin	Power Usage-Admin Bldg		446.27
	Oct 21 BourC	Contract Min-310 Bourbon St		66.89
	Oct 21 BourU	Power Usage-310 Bourbon St		70.46
	Oct 21 Gate	Power Usage-140 LM-NTS Gate		20.18
	Oct 21 High	Power Usage-Highland PS		816.57
	Oct 21 Keady	Contract Min&Usage-Keady Ct PS		52.83
	Oct 21 LV	Power Usage-Loma Vista PS		78.10
	Oct 21 NBank	Power Usage-North Bank PS		103.31
	Oct 21 Wilb1	Power Usage-Wilbur 1 PS		134.59
	Oct 21 Wilb2	Power Usage-Wilbur 2 PS		130.83
	Oct 21 WWTP1	Power Usage-WWTP 1		20,640.06
	Oct 21 WWTP2	Power Usage-WWTP 2		28.25
	Oct 21SBank	Power Usage-South Bank PS		1,413.38
Total for Check Number 50579:				35,076.33
50580	POST	Postmaster	11/10/2021	
	Bulk Mail 2022	Bulk Mail Permit #52		265.00
Total for Check Number 50580:				265.00
50581	Premium	Premium Landscape, Inc.	11/10/2021	
	24365	Landscaping Services-Oct		180.25
Total for Check Number 50581:				180.25
50582	QUILL	Quill Corporation	11/10/2021	
	20325191	Office & Kitch supplies		186.88
Total for Check Number 50582:				186.88
50583	TRUE NOR	True North Equipment, Inc.	11/10/2021	
	01 E00144	Lateral Launch System		99,070.00
Total for Check Number 50583:				99,070.00
50584	UMPQUARF	Umpqua Quarries, LLC	11/10/2021	
	48988	Crushed rock for WWTP Fence Project		1,253.40
	49038	Crushed rock for WWTP Fence Project		1,239.81
	49078	Crushed rock for WWTP Fence Project		3,017.57
	49129	Crushed rock for WWTP Fence Project		2,799.52
	49169	Crushed rock for WWTP Fence Project		1,182.22
Total for Check Number 50584:				9,492.52
50585	UNITED	UNITED RENTALS (NORTH AMERICA)	11/10/2021	
	199207356-001	Roller for Fence Project at WWTP		1,986.88
Total for Check Number 50585:				1,986.88
Total for 11/10/2021:				387,859.71

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Report Total (33 checks):				387,859.71