



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

JUL 30 2021

BY: _____

**Water Leak
Credit Request**



Per Roberts Creek Water District Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Ordinance #2000-3-1 (rental tenants not eligible for credit). For credit consideration, the water customer account holder **must complete Section 1 below:**

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>Jose Luis Cisneros</u>		Service Address: <u>1542 Austin Rd. Roseburg, OR 97471</u>
Daytime Phone: <u>541-315-5723</u>	Service Number: <u>1759000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>7/20/21</u>	<input checked="" type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <u>Replaced cap on galvanized pipe, Replace brass hose bibb</u>		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature <u>Germina Cisneros</u>		Date <u>7-30-21</u>

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>7/30/21</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>7/10/21</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>100.00</u>
Estimated leak period based on consumption history (attach service history):	<u>6/11/21 - 7/20/21</u>	
Estimated normal billing during leak period: <u>42.95</u>	Leak month billing:	<u>342.20</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): <small>(NOTE: if estimating average billing, attach calculation documentation)</small>	<u>(42.95)</u>	
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=	<u>299.25 / 2 = 149.62</u>	
Calculated water leak credit amount: <u>112,300 - 6,600 gallons</u>	<u>100.00</u>	
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____



Yaeger's Plumbing, Inc.

CCB: #197407
1022 NE Stephens St.
Roseburg, OR 97470

Ph: (541) 672-8460

JOB INVOICE

15809

TO Cisneros, Hose
1542 Austin Rd.
Roseburg OR 97471

TERMS:

PHONE <u>541-315-5723</u>	DATE OF ORDER <u>7-20-21</u>
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER
<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
JOB NAME/NUMBER	
JOB LOCATION <u>1542 Austin Rd. Roseburg OR 97471</u>	
JOB PHONE <u>541-315-5723</u>	STARTING DATE

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK		
>	1 Brass Hose Bibb.	8 ⁵⁰	8 ⁵⁰	Replaced cap on galvanized pipe.		
	1 1/2" - 1" stainless nipple	3 ⁵⁰	3 ⁵⁰	Replaced Brass hose bibb.		
	1 1/2" - 3/4" stainless bushing	6 ⁰⁰	6 ⁰⁰			
	1 1/2" galvanized cap	4 ⁰⁰	4 ⁰⁰			
OTHER CHARGES						
				TOTAL OTHER		
		LABOR	HRS.	RATE	AMOUNT	
>	PAID CASH			Jonathan Jackson	1 115	115 ⁰⁰
				Senior discount	-11 ⁵⁰	-11 ⁵⁰
				TOTAL LABOR	103 ⁵⁰	
				TOTAL MATERIALS	22 ⁰⁰	
				TOTAL OTHER		
DATE COMPLETED				TOTAL	125 ⁵⁰	

Work ordered by _____

Signature Hermina Cisneros

I hereby acknowledge the satisfactory completion of the above described work.

Thank You

TAX	
TOTAL	125 ⁵⁰



ROBERTS CREEK WATER DISTRICT

Water Leak Credit Request



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However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Ordinance #2000-3-1 (rental tenants not eligible for credit). For credit consideration, the water customer account holder **must complete Section 1 below**:

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name:	<i>Angela L. Brayden</i>	
Daytime Phone:	Service Number:	Service Address:
<i>541-672-8129</i>	<i>Acct # 000005865000</i> <i>meter 1061054</i>	<i>242 Tipton Rd.</i> <i>Roseburg, Oregon</i> <i>97471</i>
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired:	<input type="checkbox"/> Attached	
<i>5/31/2021</i>		
Brief Description of Leak Failure & Repair:		
<i>Discovered Bubbling water, AT at main pipe, turned off main dug up and put in new piece of pipe</i>		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature	<i>Angela L. Brayden</i>	Date _____

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:	Meter Read Date to use for Water Leak Credit Evaluation:	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
<i>7/12/21</i>	<i>6/10/21</i>	<i>44.17</i>
Estimated leak period based on consumption history (attach service history):	<i>5/1/21 - 5/31/21</i>	
Estimated normal billing during leak period:	<i>131.30</i>	Leak month billing: <i>219.65</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<i>(131.30)</i>	
(NOTE: if estimating average billing, attach calculation documentation)	<i>219.65 - 131.30 = 88.35 / 2 =</i>	
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=	<i>44.17</i>	
Calculated water leak credit amount: -	<i>68,500 - 32,700 gallons</i>	<i>44.17</i>
Reviewer's Initials:	Approver's Initials:	<input type="checkbox"/> Credit Granted
<i>DC</i>		<input type="checkbox"/> Credit Denied
		If Leak Credit Granted:
		Date Applied: _____ Initials: _____

RECEIVED

11/13/2021
GAWSA 3

BY: _____



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

AUG 04 2021

BY: See

**Water Leak
Credit Request**



Per Roberts Creek Water District Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Ordinance #2000-3-1 (rental tenants not eligible for credit). For credit consideration, the water customer account holder **must complete Section 1 below**:

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION

(Please type or print clearly)

Customer Name: Mark Alonzo		Service Address: 306 Char St. Roseburg, OR 97471
Daytime Phone: 5415801660	Service Number:	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <u>end of June</u>	<input checked="" type="checkbox"/> Attached repaired by RC Water Dist.,
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Brief Description of Leak Failure & Repair:
water line broke at the meter in the middle of the night, didnt notice in the morning. neighbor saw it and called you. it was repaired. Bill was around \$50 dollars higher than normal.

I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.

Customer Signature Mark Alonzo **Date** 8/2/2021

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>8-4-21</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>7-10-21</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>26.13</u>
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Estimated leak period based on consumption history (attach service history): 6/11 - 7/10/21

Estimated normal billing during leak period: 36.30 Leak month billing: 88.55

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (~~35.81~~ 36.30)
(NOTE: if estimating average billing, attach calculation documentation)

Estimated charges in connection with the leak of the leak billing period(s) divided by 2= 52.25

Calculated water leak credit amount: 23,000 gallons - 4,666 (avg) = 26.13

Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied	If Leak Credit Granted: Date Applied: _____ Initials: _____
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**MINUTES OF THE ROBERTS CREEK WATER DISTRICT and GREEN SANITARY DISTRICT
BOARD OF TRUSTEES JOINT MEETING
July 8, 2021**

Trustee Tracey Parker called the meeting to order at 4:45 pm. The following were present at the meeting:

From Roberts Creek Water District: Trustees Tracey Parker, Steve Lusch, Tom Fullbright, and Brenda Kingry; Office Manager David Campos, and Superintendent Alan Paulson. From Green Sanitary District: Trustees Tracey Parker, Brenda Kingry, Steve Lusch, and Tom Fullbright. Green Sanitary District Trustee Ron Curry was absent.

Trustee Steve Lusch made a motion to approve the June 29th Board of Trustees meeting minutes for Roberts Creek Water District. Trustee Brenda Kingry seconded the motion. Approval was unanimous. Trustee Lusch also made a motion to approve the June 29th Trustees meeting minutes for Green Sanitary District. Trustee Kingry seconded the motion. Approval was unanimous.

In Trustee Curry's absence, Trustee Steve Lusch made a motion to appoint Tracey Parker as Board of Trustees Chair for Green Sanitary District. Trustee Tom Fullbright seconded the motion. Approval was unanimous.

Roberts Creek Water District Office Manager David Campos presented a statutory warranty deed between Roberts Creek Water District and Green Area Water & Sanitary Authority. The deed conveys the real property of the District to the Authority. Trustee Brenda Kingry made a motion to approve the warranty deed. Trustee Tom Fullbright seconded the motion. Approval was unanimous.

David then presented a similar statutory warranty deed between Green Sanitary District and Green Area Water & Sanitary Authority, conveying real property to the Authority. Trustee Brenda Kingry made a motion to approve the warranty deed. Trustee Tom Fullbright seconded the motion. Approval was unanimous.

David then presented a utility easement conveyance between Roberts Creek Water District and Green Area Water & Sanitary Authority. Trustee Tom Fullbright made a motion to approve the conveyance. Trustee Steve Lusch seconded the motion. Approval was unanimous.

David then presented a utility easement conveyance between Green Sanitary District and Green Area Water & Sanitary Authority. Trustee Fullbright made a motion to approve the conveyance. Trustee Lusch seconded the motion. Approval was unanimous.

There being no further business, Trustee Chair Tracey Parker adjourned the meeting at 4:50pm.

Trustee
Roberts Creek Water District

Trustee
Roberts Creek Water District

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
July 8, 2021

Board Chair Tracey Parker called the meeting to order at 5:05pm. Present were Board Directors Brenda Kingry, Tom Fullbright, Steve Lusch, and Carolyn White. Also present were GAWSA employees David Campos, Kay Huff, Alan Paulson, and Shannon Miller. Also presented was Chris Sherlock, Superintendent of the Winston-Green Regional Wastewater Treatment Facility.

General Manager David Campos introduced Misty Pickle and Guy Kennerly of Umpqua Insurance to the Board. They provided information regarding the health, worker's compensation, property and liability insurance renewals. Mr. Kennerly stated that Umpqua Insurance has been the agent of record for Roberts Creek Water District for over 30 years. The Board thanked Ms. Pickle and Mr. Kennerly for their time, and for their many years of serving Roberts Creek Water District's insurance needs. Ms. Pickle and Mr. Kennerly exited the meeting.

In the near future, GAWSA will need to select an insurance agent of record.

For the consent agenda, the Board reviewed a leak adjustment request from Georgia Saunders. Director Tom Fullbright made a motion to approve a leak adjustment of \$100. Director Steve Lusch seconded the motion. Approval was unanimous.

Director Fullbright then made a motion to approve the July 1 GAWSA meeting minutes. Director Lusch seconded the motion. Approval was unanimous.

David presented the General Manager's Report. David stated that agreements have been signed with CUSI to merge the backflow data and sewer billing data into the current water utility billing system. A brief discussion on the security of our technology-related systems followed. David then informed the board that our systems are very secure, and David has thoroughly vetted Systech Consulting, who will be managing our IT services going forward.

David stated that new GAWSA signage will be going implemented soon. The signage on the administrative offices will be temporary, and when the sewer office is remodeled, a permanent sign will be installed.

David stated that job description will be reviewed and then a Pay Equity Study, along with salary scale recommendations for management positions, will be conducted by HR Answers.

David stated he is recommending a COLA increase of 3% to the current salary scales. Director Brenda Kingry made a motion approve the 3% COLA increase. Director Lusch seconded the motion. The motion was unanimously approved.

David stated that he does not have financials to present, but will he will present next month.

Wastewater Plant Superintendent Chris Sherlock introduced himself. Chris has budgeted for the purchase of a skid steer and is requesting approval for the purchase. Of the total cost of \$76,852, GAWSA would be responsible for \$38,426. Director Fullbright made a motion to approve the purchase of a Bobcat skid steer at a price of \$76,852. Director Kingry seconded the motion. Approval of the motion was unanimous.

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
July 8, 2021

Chris then requested approval of the rehabilitation and rebuilding of the Secondary Clarifier #3 at the wastewater treatment facility, at a total cost of \$142,110. GAWSA's portion of the cost would be \$71,055. Director Carolyn White made a motion to approve the rebuild and rehab of Clarifier #3. Director Kingry seconded the motion. Approval of the motion was unanimous.

Collection Systems Supervisor Shannon Miller presented his sanitary operations report. He provided an update on recent development projects.

Superintendent Alan Paulson presented his water operations report. Alan informed the Board that the transmission in the 2001 service truck has failed and is scheduled to be repaired.

At the water treatment plant, one of the sedimentation basins has been cleaned out, and the second is currently drying.

Some of the service crew will be taking classes for their certifications, and Alan and Shannon have discussed cross training for some of the crew members.

There being no further business before the Board, Board Chair Tracey Parker adjourned the meeting at 6:41pm.

Board Secretary

Board Chair

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE
JULY 2021**

DATE	CK #	SANITARY ACCOUNTS PAYABLE FOR JULY 2021		AMOUNT
07/15/21	13914	Bassett-Hyland Energy Company	G4 - diesel, fuel treatment	170.26
"	13915	Century 21 - The Neil Company	Harmony rental property maintenance	1,769.50
"	13917	ESRI	21-22 ArcGIS maintenance subscription	1,500.00
"	13918	Oregon Linen	Floor mat service - July	37.18
"	13919	Special Districts Insurance Services	Medical & life insurance - July/August	21,237.84
"	13920	Streamline	Monthly website maintenance - July	200.00
07/31/21	13930	Kay Huff	July travel	20.16
"	13931	Oregon Linen	Replace Voided Check #13830	39.39
TOTAL SANITARY ACCOUNTS PAYABLE FOR JULY 2021				24,974.33

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR JULY 2021		AMOUNT
07/01/21	13909	CenturyLink	Security gate phone line 6/11-7/11	93.95
"	13910	Dept of Environmental Quality	2021-2022 NPDES permit fee	11,743.00
"	13911	Dept of Environmental Quality	2021-2022 System Opr Certificate Program	360.00
"	13912	Douglas Fast Net	Phone/internet - July	157.97
"	13913	US Cellular	Cell phone service 6/14-7/13	35.10
TOTAL PLANT ACCOUNTS PAYABLE FOR JULY 2021				12,390.02

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE
AUGUST 12, 2021**

DATE	CK #	SANITARY ACCOUNTS PAYABLE FOR AUGUST 2021		AMOUNT
08/12/21	13980	Avista Utilities	Natural gas service 6/21-7/21	18.07
"	13981	Bassett-Hyland Energy Co	Vehicle fuel - diesel/regular - July	485.83
"	13982	Canon Solutions America	Copier maintenance agmt - July	8.63
"	13983	Chester or June Golik	Refund sc overpmt - 387 Highland Vista	342.00
"	13984	Douglas Fast Net	Phone/internet & IT services - July/August	1,348.92
"	13985	GAWSA	Water service 6/11-7/10	177.50
"	13986	Jay Collins	Refund sc overpmt - 4146 Hanna	266.00
"	13987	NW Local Gov't Legal Advisors	Legal advice for merger	150.00
"	13988	One Call Concepts	50 locates for July	60.00
"	13989	Oregon Linen	Floor mat service - August	37.77
"	13990	Pacific Power	Electricity service - July	3,082.99
"	13991	Special Districts Insurance Services	Medical & life insurance - September	10,618.92
"	13992	Stapels Pest Solutions	Office/G4 - monthly pest control - July	45.00
"	13993	Staples	Office supplies	321.03
"	13994	Streamline	Monthly website maintenance - August	200.00
"	13995	US Postal Service	3 months billing postage	1,800.00
"	13996	Wells Fargo	3416 - Flusher truck nozzles, office supplies	1,025.22
"	13997	Wells Fargo	7067 - Intuit maintenance, office supplies	151.85
TOTAL SANITARY ACCOUNTS PAYABLE FOR AUGUST 2021				20,139.73

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR AUGUST 2021		AMOUNT
08/12/21	13998	Amazon Capital Services	Various tools and spare parts	1,194.41
"	13999	Avista Utilities	Natural gas service 6/21-7/21	131.23
"	14000	Beaver Equipment LLC	Varec Biogas	1,308.00
"	14001	Cagle Communications	Annual Paging System - 7/21-6/22	636.00
"	14002	Cascade Columbia Distribution Co	Bulk calcium thiosulfate	14,164.80
"	14003	CenturyLink	Security gate phone line 7/11-8/11	42.26
"	14004	Coopers Pest Control	Monthly pest control - July	115.00
"	14005	D Scott McKinney	Reimburse personal protective equipment	299.97
"	14006	DC Farmers Co-op	Equipment maintenance/repair parts	763.34
"	14007	Dirksen & Sons	Bulk diesel	923.73
"	14008	Douglas Fast Net	Phone/internet - August	151.06
"	14009	Fastenal Company	Various tools and spare parts	248.26
"	14010	GAWSA	Water service 6/10-7/10	189.00
"	14011	Grainger	Air cylinder	217.85
"	14012	Hexagon Technologies	Bulk Hexafloc cationic emulsion polymer	5,228.00
"	14013	ICONIX Waterworks Inc	Ball valves, PVC pipe	668.68
"	14014	Les Schwab Tires	Kubota tires	1,506.54
"	14015	Lowe's	Various tools and spare parts	727.38
"	14016	North River Electric Inc	Electric service call - mixer	800.00
"	14017	Shirtcliff Oil Company	Vehicle fuel - July	51.70
"	14018	Staples	Office supplies	548.30
"	14019	US Celluar	Monthly cell phone service 7/14-8/13	35.16
"	14020	USABlueBook	Lab materials	340.77
TOTAL PLANT ACCOUNTS PAYABLE FOR AUGUST 2021				30,291.44

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
AUGUST 12, 2021

Select Insurance Agent of Record

The Board will need to select an insurance agent of Record:

- Umpqua Insurance
- WHA Insurance

Missing Customer Payment Check Batch

The water and sewer offices have been receiving check payments for each other for some time. The payments are transported, in an envelope, between offices daily, usually by a water utility crew employee. In early July, there was a batch of water payment checks received at the sewer office that never made it to the water office. There were approximately a dozen customer payments in the batch that have not been found. Upon learning their payments were not posted, the customers affected contacted the water office. We have offered to reimburse customers for stop-payment fees charged by their financial institution, in the form of an account credit.

We have reassured affected customers that this will not happen again, and we have taken necessary measures to ensure checks batches are not lost again. Most customers have been understanding of the issue. We have received feedback from one customer who expressed significant anger to the point he was almost harassing office staff. I subsequently received a letter from said customer, which I have attached. I plan to respond to the customer, however I wanted to inform the Board of the recent event first.

Billing Conversion

We are in the process of importing the backflow data into UMS. Device info has been imported and we soon testing results for the current year will be imported. The monthly testing notices have also been set up. We may have to pay a small out-of-scope fee to set the notices up to be addressed to the property owner rather than the tenant for rental properties.

The sewer rate codes have been set up in UMS. Next, we will work on importing account history for the past year.

I have submitted the General Manager and Operations Manager job descriptions to HR Answers for salary recommendations. Once review/preparation of the rest of the job descriptions is complete, we will have the Pay Equity Study conducted.

IT Services

Systech Consulting has begun installing its monitoring programs on our workstations and servers (all locations). Brett, the technician with Systech, met with Terry Nelson this week to go over the Plant's SCADA and network set up. Systech will do some work to hopefully improve network reliability at the plant, but they will not be accessing the SCADA system.

IT Services, Cont'd

For Systech to complete it's set up for IT management, we need to terminate our services with DFN. The sewer office received notification from DFN that it considers the District in breach of contract, and is charging early termination fees and service fees for the remaining 22 months of a 36 month contract. I anticipate receiving similar notification for the RCWD contract. I have submitted a letter to DFN detailing DFN's shortcomings of their managed IT services. I am hopeful that DFN will remove the early termination fees.

Financial Reporting Merge

It is quite a daunting task to set up a new financial reporting system. This requires all new account coding for water and sewer funds. I have also been running into issues with payroll direct deposits. I hope to work through these issues and complete the financial merge to get up to speed.

Credit Card Changes

My business credit card was recently compromised so I closed the card accounts. I met with Chase to discuss other card options, and I would like to eventually set up a purchasing card system. In the meantime, I will need to open a new card account as we have several computer applications that are set up for recurring payment via credit card.

Personnel and Staffing

The offices have been somewhat shorthanded, as the water office has one employee on medical leave. Sharon Cason, who is recently retired, is filling in 2 to 3 days a week.

I have one other personnel matter to be discussed in Executive Session.

Lease Agreements

I have attached agreements for the Holgate and Harmony Pastureland leases. The Holgate agreement is for a 6-month lease renewal and the Harmony Ln agreement is for 12 months. Staff recommends the Board approve the two lease agreements.

Financial Statement Audits

I have received proposed contracts for the annual fiscal audits of RCWD and GSD from Neuner Davidson & Co. These will be the final audits for the individual districts. Staff recommends the Board approve the following audit contracts:

RCWD: Not-to-exceed \$9,900

GSD: Not-to-exceed \$12,700

Transfer of Contracts

The remaining contracts of the Districts will be transferred by next month's board meeting. With that being the last remaining item for the Trustees to carry out, we will plan to hold the final Trustees' meeting before next month's regular board meeting.

Aug 2, 2021

RECEIVED

AUG 04 2021

David Campos
General Manager

BY: _____

Sir

My name is Kerry Hutcheson and I am and have been a customer of Roberts Creek Water since December of 1991. I have paid my bill on a regular basis. When we moved in and wanted the water started you had a Redheaded 4 letter working in the office. She was known all over the town and she held us hostage with the lock on the meter. With a moving van and 9 people needing to flush we did not get off to a good start.

Since then I have served as a board member and I know a lot of the employee's and the relationship has been good. That is till receiving my bill under the new Authority which I was not and still am not in favor of. That is in some ways another issue.

What is the issue are your employee's in the water office. It started with a form letter from GAWSA what a mouth full of crap. I was being billed for \$99.45 with \$45.80 Past due. I pay my bills with in 3-5 days of receipt on a normal basis. Since going to town I can make a single turn and drop the payment for the sewer and the water in a drop off without having to pull into a poorly designed parking lot then have to walk up stairs to drop the payment in a mail drop. Something you could work on. Along with putting up a sign that can be seen when on the hwy in front just as a convenience to the CUSTOMER. I checked my files and the bill had been paid with Check #1404. It was a check made out to the Roberts Creek water district. I went to the Sewer Office and she assured me that it had been forwarded from their office to the Water district. She thought it was in a manilia envelop that had been misplaced or lost. She apologized for the inconvenience. That is good but does not solve the issue.

Your Water Dist Staff are not so nice. They refuse to accept that a mistake was made or to explain or even commiserate with the customer. They want me to drive to the bank check to make sure that the check has not been cashed (WTH). Then write a check for the full amount and then call them so they can make an adjustment for the check cancellation fee. Well sir that kind of attitude sucks canal water from the first sip to the last. Your organization screwed up and your employee's need to own it and so do you. You also need to understand my gas and my oil and the use of my car cost money and so does my time.

Enclosed you will find a check for the past due amount minus the Stop payment fee of \$28.00. You will find a receipt for the amount of the stop check order. If this ever happens in the future we will end up in court and I will ask for the gas and oil. I will ask for reimbursement for my time. And I will make sure the whole water district knows how incompetent the operation is being run.

It would seem to me after having the damn merger run down our throats. You would at least make an effort to manage it in a professional manner. I would expect the same of the office staff. Upset customers because of a error with in the organization should not be a reason to take out their frustrations on the very people that pay their wages. We also have to pay yours and you sir need to fix the issue.

Kerry Hutcheson
212 Beech St
Roseburg OR 97471-4605

HOLGATE PASTURELAND LEASE AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2021, by and between Green Area Water and Sanitary Authority, hereinafter referred to as "Authority" and Cody Sandberg, hereinafter referred to as "Lessee".

The Lessee and Authority, for the consideration hereinafter described agree as follows:

- 1. **TERMS.** The Authority shall lease the pastureland located at 4836 Holgate to the Lessee, for the sole purpose of pasturing livestock for a period of July 1 through December 31, 2021 unless terminated by the provisions of Paragraph 6.
- 2. **CONDITIONS.** The Authority shall deliver the premises herein leased in good condition and the Lessee shall not permit any alterations or deterioration of the property. At the conclusion of the term provided in this lease, the Lessee shall return said premises to the Authority in good condition, reasonable wear thereof expected. Failure to do so will result in possible litigation.
- 3. **INSURANCE.** During the duration of this Agreement, the Lessee shall obtain and maintain continuously in effect farm insurance with the Authority named as additional insured.
- 4. **INDEMNIFICATION.** In consideration of this Agreement, the Authority agrees to defend, hold harmless and indemnify the Lessee from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the Authority while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300, for activities arising out of the use of leased property.

In consideration of this Agreement, the Lessee agrees to defend, hold harmless and indemnify the Authority, its officers, employees, board members, and agents from any and all liability, damages, costs, expenses, and attorney fees arising out of the Lessee's negligence while engaged in the activities arising out of the use of leased property.

5. **LEASE RATE.** The lease rate is \$1,200 per semi-annual term. The Lessee shall perform maintenance of the premises which will offset the lease rate with the cost of time and materials. In the event that the cost of the maintenance projects performed is less than the annual lease rate, payment is to be made to Green Area Water and Sanitary Authority at 3879 Old Highway 99 South, Roseburg, OR 97471.

6. **TERMINATION OF AGREEMENT.** Either party may terminate this Agreement by giving thirty (30) days notice to the other in writing. After receipt of the termination of this Agreement, Lessee has thirty (30) days to vacate the premises. Any termination under this section will be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

GREEN AREA WATER & SANITARY AUTHORITY LESSEE

Tracey Parker
Board Chair

Date: _____

Date: _____

ATTEST:

HARMONY PASTURELAND LEASE AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2021, by and between Green Area Water and Sanitary Authority, hereinafter referred to as "Authority" and Renee Wambolt, hereinafter referred to as "Lessee".

The Lessee and Authority, for the consideration hereinafter described agree as follows:

1. TERMS.

The Authority shall lease the pastureland, stables and outbuildings located at 828 Harmony to the Lessee, for the sole purpose of pasturing livestock for a period of July 1 through June 30 of the following year until terminated by the provisions of Paragraph 6.

2. CONDITIONS.

- A. The Authority shall deliver the premises herein leased in good condition and the Lessee shall not permit any alterations or deterioration of the property.
- B. Fences, gates, etc. to contain animals on said premises shall be the responsibility of the Lessee. Material cost for any repairs or additions shall be compensated to the Lessee at the discretion of the Lessor.
- C. At the conclusion of the term provided in this lease, the Lessee shall return said premises to the Authority in good condition, reasonable wear thereof expected. Failure to do so will result in possible litigation.

3. INSURANCE. During the duration of this Agreement, the Lessee shall obtain and maintain continuously in effect farm insurance with the Authority named as additional insured.

4. INDEMNIFICATION. In consideration of this Agreement, the Authority agrees to defend, hold harmless and indemnify the Lessee from any and all liability, damages, costs, expenses, and attorney fees arising out of the negligent act or omission of any officer, employee, board member, or agent of the Authority while acting within the scope of their duties and authority as provided under the Oregon Tort Claims Act, ORS 30.260 to 30.300, for activities arising out of the use of leased property.

In consideration of this Agreement, the Lessee agrees to defend, hold harmless and indemnify the Authority, its officers, employees, board members, and agents from any and all liability, damages, costs, expenses, and attorney fees arising out of the Lessee's negligence while engaged in the activities arising out of the use of leased property.

5. LEASE RATE. The lease rate is \$100.00 per month during the term of this agreement. Payment is to be made to Green Area Water and Sanitary Authority at 3879 Old Highway 99 South, Roseburg, OR 97471.

6. TERMINATION OF AGREEMENT. Either party may terminate this Agreement by giving thirty (30) days notice to the other in writing. After receipt of the termination of this Agreement, Lessee has thirty (30) days to vacate the premises. Any termination under this section will be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

GREEN AREA WATER & SANITARY AUTHORITY LESSEE

Tracey Parker
Board Chair

Date: _____

Date: _____

ATTEST:

SANITARY OPERATIONS REPORT

August 12, 2021

Construction Projects

- Douglas County Carnes Road 2020/2021 Update.
 - Laterals damaged during CenturyLink/Lumen Fiber installation in the late 90s.
 - Lumen via Sedgwick claim paid in full.
 - Knife River raising and repairing manholes, patches should be complete this week.
- 265 Grant Smith commercial park development.
 - Pinnacle Engineering, MARS Construction, and the developer met with me for Pre-Con.
 - DEQ conditions have been met, sewer system construction starts Wednesday.
- Green Siding MH, 4209 Carnes,
 - New Manhole with multiple laterals in easement for new shop and to fix subdivision issue, nothing new to report.
- 732 Little Valley sewer service extension.
 - Rosemary is getting Stratton Brothers to do the job. Testing E-one pumpstation, SB has been informed of the pumpstation and has looked it over and is willing to use it.
- Shawn Bateson, Old Summerwood Phase 5
 - Nothing new to report.
- ODOT Hwy 99/42 turn lanes project predesign survey project underway.

Collection System

- Curb crossing project underway, updating GIS. Located lost MH.
- Investigating problem list, TV/flushing for AutoCAD old as-built station confirmations/updating.
- Started Flushing Project for the year. Basin A and B underway.
- 3 manhole entries for repairs.
- VAC-CON hose reel hydraulic pump shaft broke, part ordered, repairing in house.

G4 and Pump Stations

- Pump Stations ran well, with typical operation and maintenance.
- Servicing Briarwood Pump #2 flush valve, repair complete, working properly.

Treatment Plant, Farm, and Ranch

- 144 M St. Tyree Oil Project, Summer 2021, ground water disposal project.
 - Project complete, meter removed, Final Invoice sent out.
 - Final lab test complete, results turned in to Chris Sherlock.

Meetings and Conferences

- Matt and I attended the DCUCC Meeting.
- Matt and I attended the GAWSA Safety meeting.

Lateral Inspections

- 5 Inspections.
 - 2179 Freeman, New Installation.
 - 124 Stewart Ct, New Installation.
 - 3532 Carnes Rd, TV and GIS inspection.
 - Rosco St, Pete Pappas property stub-out TV and GIS inspection.
 - 2210 Castle lateral condition for new house.

One Call Locates

- 50 Locates.

Submitted by,

Shannon L. Miller

Green Area Water & Sanitary Authority

Superintendents Report

August 2021

Our Membranes should make it through customs September 16th. We will coordinate with the Dupont representative for installation, once we have them onsite.

Once again we still no word of a delivery date for our water treatment trailer that we were awarded through the SPIRE grant, but we will be training with it as soon as it arrives.

The crew has been busy with line repairs and facility maintenance. We had a large main break at the intersection of Coronado Drive and Green Avenue. We still have some clean-up and road repair to perform at that location.

With this warm weather, we believe we will have no problem with our second sedimentation pond drying out at the treatment plant. We believe we will have it clean by the first of September.

We are currently working at combining our safety procedures and programs to include both water and wastewater facilities. This includes our Lockout Tagout, Confined Space and Fall Protection programs.

Our water Rights have been shut off due to the river level. We are currently receiving water from Ben Irving Reservoir. So far we have used 31,727,908 gallons since July 26th.

If you have any questions, please feel free to give me a call at 541-670-1215

Thanks Alan

Winston- Green WWTF Monthly Numbers

July 2021

General

1.) Plant Influent Flow (MG)	<u>2021</u>		<u>2020</u>	
<i>Winston</i>	16.17	47%	16.36	48%
<i>Green</i>	18.21	53%	17.86	52%
<i>Rainfall</i>	0.00		0.05	
<i>Chlorine (Gallons)</i>	11,572		20,948	
2.) Leachate Total : 33,000 Gallons				

Bio-Solids

- 1.) Drying beds
200,705 Gallons
- 2.) Land Application
85,500 Gallons

Weekly Report

Week of July 2, 2021

For Winston-Green Wastewater

- Made a dirt road to access the lower field for bio-solids hauling
- Finished repairs on Primary Clarifier # 2 Scum Pit Valve Assembly
- Primary Clarifier 1 Offline, Primary Clarifier 2 Online
- Repairs began to Primary Clarifier 1: Scum Pit valve, scum arm and scum trough
- The excessive heat plagued the plants chlorine building
 - Plant had problems with breakers tripping
 - The PLC in Chlorine System B continually faulted. An additional AC unit was brought in and installed. Staff is looking into installing a Ductless Unit
- Repaired exhaust fans on digester building
- Worked on Stormwater Pollution Control Plan: This plan is required for the new stormwater permit
- Received 5500 gallons of de-chlorination chemical
- Repaired effluent filter Backwash Pump # 1

Weekly Report

Week of July 9, 2021

For Winston-Green Wastewater

- Emptied another 35,000 gallons of bio-solids from storage tank
- Finished repairs to Primary Clarifier #1 scum pit valve
- Ordered spare pipe parts: Due to Covid, PVC schedule 80 parts have become difficult to get. Staff is ordering as many spares as possible to have on the shelf
- Worked on Stormwater Pollution Control Plan
- Ordered a tote of Polymer for digester thickening
- Bobcat Maintenance
- Plant Preventative Maintenance
- Rag Bin repairs: This bin is reaching the end of its service life. Staff is looking into replacement options

Weekly Report

Week of July 16, 2021

For Winston-Green Wastewater

- Emptied another 120,000 gallons of bio-solids from storage tank to our drying beds
- Discovered very large rat nest in the chloring building roof
 - Staff is working on repairing the damage, along with getting rid of the rats
- Repaired Plasma Cutter
- Onsite meeting with the rep for the clarifier rebuild
 - They might be able to possibly start sooner due to scheduling changes
- Bobcat seat broke
 - Cab had to be lifter and seat taken out in order to replace 4 bolts
- Installed new pressure switch of digester gas flare and set proper pressure on switch. The Flare now automatically started and stops as needed which should save several hundred dollars per month in natural gas costs
- Ordered new Bobcat, estimated time is still October before it arrives
- New tires ordered for golf cart
- Fluid changed in rear axle on golf cart

Weekly Report

Week of July 23, 2021

For Winston-Green Wastewater

- Conference Call with Rebuilt It Services
 - They had 2 projects get pushed back, so our project moved to the front of the list
- Clarifier # 3 Project
 - North River Electric is Onsite disconnecting electrical wires and removing conduit
 - Water line disconnected from catwalk and an isolation valve added
 - Pressure washed weir
 - Lock out/ Tag out of all electrical and valves
 - Grating on catwalk removed
- New tires installed on Bobcat
- Oil Changes performed on
 - Chevy Pickup
 - Kubota Side by Side
 - Polaris Side by Side

Weekly Report

Week of July 30th, 2021

For Winston-Green Wastewater

- Re-Build it services scheduled to be onsite 8-4-21 with crane.
- Rebuilt seal water line for influent pumps
- Picked up drying beds
- Adjusted wasting rates
- Plant Preventative maintenance
- Broken sprinkler heads fixed
- Discovered sand in our plant water line
 - Unknown at this time where it is coming from

WINSTON-GREEN WWTF

July 2021

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

POPULATION: 10000 TYPE: RBC / ACTIVATED SLUDGE

FILE # 98400

D A T E	TOTAL FLOW MGD	INF PH	INF CBOD mg/l	INF SS mg/l	NH3 N EFF	TKN EFF	NO2 EFF	NO3 EFF	TOTAL P EFF	EFF PH	EFF TEMP MAX	EFF CBOD mg/l	% REM CBOD	LBS CBOD DIS	EFF SS mg/l	% REM SS	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	ECOLI COL	BIOSOLIDS		
																					LAND gallons	DRYING BEDS gallons	RAIN FALL inches
1	1.163	7.3								6.9	23.6							0.05	340		9,000	12,210	
2	1.155	7.4								7.0	23.7							0.01	340		9,000		
3	1.156	7.2								7.0	23.8							0.03	398		4,500		
4	1.079	7.3								7.1	24.1							0.04	352	16.0	9,000		
5	1.166	7.2								7.1	24.1							0.04	390	6.3			
6	1.167	7.4								7.2	24.2							0.04	346		13,500	11,100	
7	1.108	7.2	307	459	28.00	2.43	0.01	13.3	1.4	7.0	24.1	4.8	98%	44	1.2	100%	11	0.03	346				
8	1.141	7.2								6.6	24.0							0.04	354			34,475	
9	1.110	7.2	396	623						6.8	24.2	4.2	99%	39	2.0	100%	19	0.05	340				
10	1.084	7.3								6.7	24.4							0.04	674			10,150	
11	1.117	7.4								7.0	24.4							0.05	746	7.5			
12	1.136	7.3	271	329	30.30					6.9	24.6	3.8	99%	36	1.8	99%	17	0.08	344	2.0		14,350	
13	1.132	7.2								6.9	24.6							0.07	382				
14	1.080	7.2	224	281	26.40	2.79	0.10	15.5	3.4	7.1	24.5	4.8	98%	43	2.2	99%	20	0.05	342			12,950	
15	1.072	7.2								7.0	24.4							0.06	364		4,500	48,100	
16	1.049	7.3	237	286						6.9	24.2	4.9	98%	43	2.6	99%	23	0.04	318		9,000		
17	1.094	7.2								7.0	24.3							0.04	372		4,500		
18	1.137	7.3								7.1	24.4							0.03	388	95.9	13,500		
19	1.103	7.2	224	230	26.50					7.0	24.7	4.7	98%	43	2.4	99%	22	0.05	338				
20	1.051	7.3								7.1	24.6							0.04	374	<1			
21	1.094	7.2	209	251	26.50	2.60	0.11	18.1	3.0	7.2	24.1	5.3	97%	48	1.4	99%	13	0.04	366				
22	1.120	7.2								7.1	24.2							0.06	364				
23	1.092	7.3	188	235						7.1	24.3	5.4	97%	49	1.8	99%	16	0.05	314		4,500	11,100	
24	1.093	7.3								7.1	24.5							0.03	326				
25	1.146	7.2								7.2	24.5							0.02	326				
26	1.123	7.2	250	269	28.50					7.3	25.1	7.5	97%	70	3.2	99%	30	0.05	322	3.1		32,270	
27	1.084	7.3								7.3	24.9							0.03	376	<1		14,000	
28	1.107	7.3	236	236	24.90	5.85	0.14	16.5	1.3	7.1	25.5	6.6	97%	61	1.6	99%	15	0.04	326				
29	1.101	7.2								6.9	25.3							0.06	352				
30	1.049	7.3	175	179	22.90					6.9	25.4	5.0	97%	44	1.6	99%	14	0.05	334		4,500		
31	1.066	7.3								7.0	25.5							0.04	318				

TOT	34.38													521			199		11,572		85,500	200,705	0.00
MAX	1.167	7.4	396	623	30.30	5.85	0.14	18.1	3.4	7.3	25.5	7.5	99%	70	3.2	100%	30	0.08	746	95.9	13,500	48,100	0.00
MIN	1.049	7.2	175	179	22.90	2.43	0.01	13.3	1.3	6.6	23.6	3.8	97%	36	1.2	99%	11	0.01	314	2.0	4,500	10,150	0.00
AVG	1.109	7.3	247	307	26.75	3.42	0.09	15.9	2.3	7.0	24.5	5.2	98%	47	2.0	99%	18	0.04	373		7,773	20,071	
LBS AVG																			24.906				

EXCESS THERMAL LOAD WEEKLY AVG. Mkcals/day	EFF TEMP © WEEKLY AVG.
4	26.2
11	26.7
18	26.6
25	29.8

I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.
 Christopher W. Sherlock
 SUPERINTENDENT T IV

GAWSA 24

FLOW ALLOCATION CHART

MONTH	WINSTON MG	GREEN MG	LANDERS LN. MG	TOTAL MG	RAINFALL
Jan.21	45.59	33.58	0.965	80.13	5.14
Feb.21	46.19	31.35	0.870	78.40	4.00
Mar.21	29.72	24.94	0.546	55.21	1.85
Apr.21	18.12	18.59	0.316	37.02	0.68
May.21	16.51	18.23	0.300	35.04	0.62
June.21	18.21	18.27	0.293	36.77	1.20
July.21	16.17	18.21	0.329	34.70	0.00
Aug.20	15.58	16.99	0.307	32.87	0.02
Sept.20	15.96	17.34	0.409	33.70	1.38
Oct.20	14.89	17.93	0.456	33.27	1.03
Nov. 20	19.35	21.09	0.549	40.99	4.76
Dec.20	26.52	27.37	0.672	54.56	5.04
TOTAL	282.79	263.88	6.011	552.68	25.72
GREEN + LANDERS		269.89			
APPORTIONMENT	51.17%	48.83%			
			100%		