

RECEIVED

MAY 13 2024

Water Leak Credit Request



GREEN AREA WATER & SANITARY AUTHORITY



Per Green Area Water & Sanitary Authority 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 Authority 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: Tina Smith/TMS Properties, LLC		Service Address: 4161 Carnes Road roseburg, or 97471
Daytime Phone: 5414301253	Account Number: 11443000	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: 4/11/24 + 4/18/24	<input checked="" type="checkbox"/> Attached Yaegers Inv 33222 \$171.00	<i>Jonathan apparently didn't check to see if water meter stopped. Haven't need 2nd invoice</i>
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Brief Description of Leak Failure and Repair:

Master bath flapper gasket *Both toilets upstairs repaired.*

I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.

Customer Signature *Tina M Smith* Date 5/6/24

SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: <u>5/13/24</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>1/10/24 - 5/10/24</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
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Estimated leak period based on consumption history (attach service history): 1/1/24 - 4/18/24

Estimated normal billing during leak period: 211.90 Leak month billing: 1,089.70

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (211.90)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak billing of the leak billing period divided by 2= 877.80/2 = 438.90

Leak gallons vs. normal usage gallons: 342,000 vs. 34,000 gallons

Calculated water leak credit amount: 100.00

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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Invoice #33222

Billing Address

TMS Properties
267 Harvest Lane
Roseburg OR 97471
tinamariesmith29@hotmail.c..
+1 541 430 1253

Contact: Tina Smith
541-430-1253

Service Address

TMS- 4161 Carnes Rd
4161 Carnes Road
Roseburg OR 97471 United
States
tinamariesmith29@hotmail.c..
+1 541 430 1253

Contact: Tina Smith
+15414301253

Send Payment To

Yaeger's Plumbing, Inc.
1022 NE Stephens St
Roseburg OR 97470
+15416728460
bobbijo@yaegerplumbing.com

Invoice Date	04/05/24
Sent On	04/05/24
Total	\$171.00
Payments	\$0.00
Balance	\$171.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Plumbing Income	04.01.2024- Jonathan/Cole Description: Arrived on site changed flapper gasket on 3" flush tower (Kohler). Tested all good.	\$160.00	*	1.0	\$160.00
Plumbing Materials	3" Kohler flush gasket	\$11.00	*	1.0	\$11.00
				Subtotal	\$171.00
				Tax (CAT Tax)	\$0.00
				Total	\$171.00

Payments

Date	Type	Amount
No payments		

Notes

Be advised paying with a credit card there will be a 3% charge on all transactions.
If paying with Bank debit card there will not be a charge accrued.
Thank you for your business!

Terms

Due upon receipt

PA
4/6 8/24



GREEN AREA WATER & SANITARY AUTHORITY

Water Leak Credit Request



Per Green Area Water & Sanitary Authority 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 Authority 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>Dianthia Anderson</u>		Service Address: <u>2201 LaCanada</u>
Daytime Phone: <u>541-583-0589</u>	Account Number: <u>2752000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>4-16-24</u>	<input checked="" type="checkbox"/> Attached MAY 07 2024	
Brief Description of Leak Failure and Repair: <u>Leak under driveway</u>		BY: _____
I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.		
Customer Signature	<u>Dianthia Anderson</u>	Date <u>5-7-24</u>

SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: <u>5/7/24</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>2/10/24 - 5/10/24</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):	<u>2/1/24 - 4/16/24</u>	
Estimated normal billing during leak period:	<u>114.80</u>	Leak month billing: <u>382.70</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<u>(114.80)</u>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>267.90/2 = 133.95</u>	
Leak gallons vs. normal usage gallons:	<u>102,000 vs. 40,000 gallons</u>	
Calculated water leak credit amount:	<u>100.00</u>	
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied GAWSA 3
		If Leak Credit Granted: Date Applied: _____ Initials: _____

Billing Address
 Anderson, Diantha
 2201 La Canada Drive
 Roseburg OR 97471
 slds@q.com
 +1 541 580 0589
 +1 541 580 0589

Service Address
 Anderson, Diantha
 2201 La Canada Drive
 Roseburg OR 97471
 slds@q.com
 +1 541 580 0589
 +1 541 580 0589

Send Payment To
 Yaeger's Plumbing, Inc.
 1022 NE Stephens St
 Roseburg OR 97470
 +15416728460
 bobbijo@yaegerplumbing.com

Invoice Date 05/03/24
Sent On 05/03/24
Total \$7,500.00
Payments \$4,000.00
Balance \$3,500.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Plumbing Income	Final Billing on Proposal 24-0064 We propose to run new 1" water line from meter to house location. We will saw cut and remove concrete approximately 20ft. Yaeger's will trench water line approximately 30ft in length and 2ft deep We will drill into garage wall and run pipe up wall and across attic then down to crawl space and tie inot existing water feed at building. We will insulate all pipes in attic, down wall and under building. Yaeger's will furnish and install 1/4" stainless steel ball valve at meter location. We will install 1/4" stainless steel pressure regulator in garage. We will backfill and patch concrete. Includes: Pex pipe, fittings, tracer wire, and permit. Total Cost: \$7,500.00 4/5/24 PD \$4,000.00 CK# 9695 Permit# 20241743	\$7,500.00	x	1.0	\$7,500.00

Subtotal \$7,500.00
 Tax \$0.00
Total \$7,500.00
 Total payments \$4,000.00
 Balance remaining \$3,500.00

Payments

Date	Type	Amount
04/08/2024	Check	\$4,000.00
		\$4,000.00

Notes

Be advised paying with a credit card there will be a 3% charge on all transactions.
 If paying with Bank debit card there will not be a charge accrued.
 Thank you for your business!

Terms

Due upon receipt

[← Back to Job \(/9f6a9e/self_service/jobs/32894\)](#)

[Download \(/9f6a9e/self_service/jobs/32894/invoice.pdf?token=ss1zEgJbpkHYCDO-PNvrco4WykAP_nqluj8bLxzucdY\)](#)

Invoice #32894 (/9f6a9e/self_service/jobs/32894)

Yaeger's Plumbing, Inc.

05/03/24

Balance due:

\$3,500.00

[View Details \(/9f6a9e/self_service/jobs/32894\)](#)

Signed Proposal

Anderson, Diantha

Phone: +1 541 580 0589

Email: slds@q.com

Billing Address

2201 La Canada Drive
Roseburg, OR 97471

Service Address

2201 La Canada Drive
Roseburg, OR 97471

Subtotal:	\$7,500.00
Taxes:	\$0.00
Total:	\$7,500.00
Payment(s):	\$4,000.00
Balance:	\$3,500.00

Notes

Be advised paying with a credit card there will be a 3% charge on all transactions. If paying with Bank debit card there will not be a charge accrued. Thank you for your business!

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MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BUDGET COMMITTEE MEETING
June 6, 2024

The Budget Committee Meeting was called to order at 6:00pm.

BUDGET COMMITTEE MEMBERS PRESENT:

Tracey Parker, Brenda Kingry, Carolyn White, Tom Fullbright, Steve Lusch, Shirley McSperitt, Charlie Borden, and Carole Hogge.

COMMITTEE MEMBERS ABSENT:

Andrew Albee
Maranda Wilsey

GAWSA STAFF PRESENT:

David Campos, General Manager
Alan Paulson, Operations Manager
Shannon Miller, Collection System Supervisor

ALSO PRESENT:

Chris Sherlock, Wastewater Treatment Plant Superintendent (City of Winston)

Committee Members introduced themselves.

Budget Officers are as follows:

- Budget Officer: David Campos, General Manager
- Budget Committee Chair: Brenda Kingry nominated Steve Lusch as the Budget Committee Chair. Tom Fullbright seconded the motion. The motion passed unanimously.
- Budget Committee Secretary: Brenda Kingry nominated Tracey Parker as the Budget Committee Secretary. Carolyn White seconded the motion. The motion passed unanimously.

The Budget Message for the fiscal year 2024-2025 was presented by the Budget Officer, General Manager David Campos. There was discussion regarding the contents of the Budget Message and whether everyone had an opportunity to review the message. The Budget Committee members stated that they had reviewed the message, so the Budget Officer presented provided a highlight of the message to the committee. The highlight included rising costs due to inflation, budgeted capital improvements, as well as updates to water and sewer master plans.

Discussion was held by Committee members on the water and sewer General Funds, Debt Service Funds, Capital Projects Funds, and sewer Collection System Improvement Fund.

Budget Committee Secretary Tracey Parker raised a question on the budgeted amount for the Communication & IT expenditure in the Sanitary General Fund. The proposed budget listed the amount as \$1,600. Parker stated the amount was significantly lower than the budgeted amount for the same

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BUDGET COMMITTEE MEETING
June 6, 2024

expenditure in the Water General Fund and was also very low compared to the prior budget and actual expenditures. David stated that the amount stated should have been \$16,000, not \$1,600. With the change, David restated the budgeted totals for the Sanitary General Fund Administrative Materials and Services, total Administrative Expenditures, total Expenditures and Unappropriated Ending Fund Balance.

At this time, the Budget Committee considered the budget in its entirety, and the public was invited to comment.

No public comment was made.

Tom Fullbright made a motion to approve the 2024-2025 Budget with change in Communication & IT expenditures in the Sanitary General Fund to \$16,000 from \$1,600. Shirley McSperitt seconded the motion. The motion carried unanimously.

Budget Chair Steve Lusch thanked the committee for its participation and commitment. There being no further business to come before the Budget Committee, the meeting was adjourned at 6:46pm.

Board Director

Tracey Parker, Board Chair

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
June 13, 2024

Board Chair Tracey Parker called the regular Board meeting to order at 5:00pm.

BOARD DIRECTORS PRESENT:

Tracey Parker, Chair
Brenda Kingry, Treasurer
Steve Lusch, Secretary
Tom Fullbright

BOARD DIRECTORS ABSENT:

Carolyn White

GAWSA STAFF PRESENT:

David Campos, General Manager
Alan Paulson, Operations Manager
Shannon Miller, Collection System Supervisor

ALSO PRESENT:

None

For the consent agenda, the Board reviewed submitted leak adjustment credit requests. Director Tom Fullbright made a motion to approve the following water leak bill adjustments:

Jay Roth: \$100.00
Yalonda Davis: \$100.00

Director Steve Lusch seconded the motion. The motion passed unanimously.

Director Brenda Kingry made a motion to approve the May board meeting minutes and accounts payable. Director Fullbright seconded the motion. The motion passed unanimously.

David presented the General Manager's Report to the Board. David informed the Board that the Authority's 2023 water quality report has been distributed to customers, either by hard copy with their paper statement or with a link provided to those who receive paperless billing. This year we also provided several copies to RV and mobile home parks within the district to make the report available to indirect customers who are not directly billed by GAWSA.

David presented a 12-month lease renewal for the Authority's pastureland on Harmony Lane. The pastureland is leased to Renee Wamboldt at a rate of \$100 per month, minus any costs incurred by Ms. Wamboldt for repairs/improvements. Director Kingry made a motion to approve the lease renewal. Director Lusch seconded the motion. The motion passed unanimously.

David informed that Board that he is in discussions with Mark Knudson of SDAO Consulting Services, regarding their assistance with drafting an RFP to seek out a new engineer-of-record. David referred to an email from Mr. Knudson, which included a project timeline. Mr. Knudson expects that GAWSA

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
June 13, 2024

will select a new engineer by this November. David reiterated from a previous discussion that the Authority's current engineer, SHN Consulting Engineers, is not meeting our needs which is causing delay on planned projects. A short discussion followed.

David stated that this year's theme for the SDAO Best Practices Checklist is Public Meetings. The Authority receives credit against its property and casualty insurance premiums by meeting requirements in the best practices checklist. One of this year's requirements is for all Board members to take approved training on public meetings.

Shannon Miller delivered the sanitary collections system report. Shannon provided information to the Board for the potential purchase of a used CCTV camera system. Discussion followed. The consensus of the board was that the Authority currently has a working CCTV system along with backup equipment, so we will not proceed with the purchase of an additional used CCTV system.

Operations Manager Alan Paulson delivered the water operations report. Alan provided the Board with an update on the status of the MIOX system repair.

Alan informed the Board of an issue with a pressure sensor at the water treatment plant.

Alan stated that Camtronics is performing some programming work at the water treatment plant to facilitate reporting compliance with the Oregon Health Authority's new regulations.

We have received the new Ditch Witch vac trailer and the crew is pleased with the new equipment. The vac trailer is a major piece of equipment the distribution staff uses regularly in field work.

For the good of the order, David stated that for payment of the new vac trailer he would prefer to issue payment of \$81,857.85 to The Charles Machine Works by wire transfer and is requesting approval from the Board. Director Fullbright made a motion to approve payment by wire. Director Lusch seconded the motion. The motion passed unanimously. Director Kingry made a motion to adjourn the meeting. Director Fullbright seconded the motion. The motion passed unanimously, and Chairperson Parker adjourned the meeting at 6:30pm.

Board Member

Tracey Parker, Board Chair

Green Area Water & Sanitary Authority
GAWSA Expense Detail
June 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
506-1 · Health Ins Benefits- WA							
Check	06/14/2024	11522	SDIS	July health and supplemental ins premiums	4,752.76		4,752.76
Total 506-1 · Health Ins Benefits- WA					4,752.76	0.00	4,752.76
506-2 · Health Ins Benefits - SA							
Check	06/14/2024	11522	SDIS	July health and supplemental ins premiums	4,752.76		4,752.76
Total 506-2 · Health Ins Benefits - SA					4,752.76	0.00	4,752.76
515-1 · Office Supplies - WA							
Check	06/14/2024	11509	CANON SOLUTIONS AMERICA, INC.	Inv #6008085647/ Office copier maintenance 4/20 - 5/19	26.26		26.26
Total 515-1 · Office Supplies - WA					26.26	0.00	26.26
515-2 · Office Supplies - SA							
Check	06/14/2024	11509	CANON SOLUTIONS AMERICA, INC.	Inv #6008085647/ Office copier maintenance 4/20 - 5/19	26.25		26.25
Total 515-2 · Office Supplies - SA					26.25	0.00	26.25
516-1 · Communication & IT							
Check	06/14/2024	11511	DOUGLAS FAST NET	Water office phone/fax/internet - May	147.18		147.18
Paycheck	06/28/2024	DD1971	Campos, David M	Direct Deposit	50.00		197.18
Total 516-1 · Communication & IT					197.18	0.00	197.18
516-2 · Communication & IT - S							
Check	06/14/2024	11511	DOUGLAS FAST NET	Sewer office phone/fax/internet - May	295.39		295.39
Total 516-2 · Communication & IT - S					295.39	0.00	295.39
517-1 · Utilities- WA							
Check	06/14/2024	11504	AVISTA UTILITIES	Natural gas service water office 4/23 - 5/21	35.66		35.66
Total 517-1 · Utilities- WA					35.66	0.00	35.66
517-2 · Utilities- SA							
Check	06/14/2024	11504	AVISTA UTILITIES	Natural gas service sewer office 4/23 - 5/21	70.64		70.64
Total 517-2 · Utilities- SA					70.64	0.00	70.64
518-1 · R & M Office - WA							
Check	06/14/2024	11512	EXODUS PEST CONTROL	Inv #76812 / water office pest control	28.00		28.00
Check	06/14/2024	11519	OREGON LINEN	Inv #1096785 / Rug service water office	73.40		101.40
Check	06/21/2024		C & S FIRE SAFE SERVICES	Inv #12475450 / Fire extinguishers maintenance/inspection	32.50		133.90
Total 518-1 · R & M Office - WA					133.90	0.00	133.90
518-2 · R & M Office - SA							
Check	06/14/2024	11523	STAPEL PEST SOLUTIONS	Inv #83331 / May pest control - sewer office	45.00		45.00
Check	06/21/2024		C & S FIRE SAFE SERVICES	Inv #12475450 / Fire extinguishers maintenance/inspection	56.50		101.50
Total 518-2 · R & M Office - SA					101.50	0.00	101.50
531-1 · Statement Printing/Mailing - WA							
Check	06/15/2024	ACH	BMS TECHNOLOGIES	Inv #91180 / May billing statements printing and mailing, CCR insert	1,531.06		1,531.06
Total 531-1 · Statement Printing/Mailing - WA					1,531.06	0.00	1,531.06
531-2 · Statement Printing/Mailing - SA							
Check	06/15/2024	ACH	BMS TECHNOLOGIES	Inv #91180 / May billing statements printing and mailing	1,064.45		1,064.45
Total 531-2 · Statement Printing/Mailing - SA					1,064.45	0.00	1,064.45
532-1 · IVR System Costs - WA							
Check	06/14/2024	11506	CONTINENTAL UTILITY SOLUTIONS, INC.	Inv #U36249 / May IVR maint and transaction fees	50.75		50.75
Total 532-1 · IVR System Costs - WA					50.75	0.00	50.75

Green Area Water & Sanitary Authority
GAWSA Expense Detail
June 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
532-2 · IVR System Costs - SA							
Check	06/14/2024	11506	CONTINENTAL UTILITY SOLUTIONS, INC.	Inv #U36249 / May IVR maint and transaction fees	50.75		50.75
Total 532-2 · IVR System Costs - SA					50.75	0.00	50.75
533-1 · Merchant Service Fees - WA							
Check	06/14/2024	11506	CONTINENTAL UTILITY SOLUTIONS, INC.	Inv # U36355 / May merchant service fees	1,244.57		1,244.57
Check	06/14/2024	11506	CONTINENTAL UTILITY SOLUTIONS, INC.	Inv #R35808 / ACH and Echeck transaction fees	13.25		1,257.82
Total 533-1 · Merchant Service Fees - WA					1,257.82	0.00	1,257.82
533-2 · Merchant Service Fees - SA							
Check	06/14/2024	11506	CONTINENTAL UTILITY SOLUTIONS, INC.	Inv # U36355 / May merchant service fees	1,244.57		1,244.57
Check	06/14/2024	11506	CONTINENTAL UTILITY SOLUTIONS, INC.	Inv #R35808 / ACH and Echeck transaction fees	13.25		1,257.82
Total 533-2 · Merchant Service Fees - SA					1,257.82	0.00	1,257.82
606-1 · Health Ins. Benefits - WO							
Check	06/14/2024	11522	SDIS	July health and supplemental ins premiums	13,078.34		13,078.34
Total 606-1 · Health Ins. Benefits - WO					13,078.34	0.00	13,078.34
606-2 · Health Ins. Benefits - SO							
Check	06/14/2024	11522	SDIS	July health and supplemental ins premiums	6,489.70		6,489.70
Total 606-2 · Health Ins. Benefits - SO					6,489.70	0.00	6,489.70
610-1 · Vehicle/Equipment O & M - WO							
Check	06/14/2024	11505	BASSETT-HYLAND ENERGY	Inv #CL25794/ trucks and equipment fuel 5/16 - 5/31	263.42		263.42
Check	06/14/2024	11521	OREGON TOOL & SUPPLY	Inv #861411 / PO 18473 / parts for Vactron	91.70		355.12
Total 610-1 · Vehicle/Equipment O & M - WO					355.12	0.00	355.12
610-2 · Vehicle/Equipment O & M - SO							
Check	06/14/2024	11514	INDUSTRIAL TIRE SERVICE	Inv #130092059 / PO 18481 / tires for 2016 Chevy service truck	884.00		884.00
Check	06/14/2024	11520	OCCUHEALTH	Inv #28080 / ODOT physical AP, JM	220.00		1,104.00
Total 610-2 · Vehicle/Equipment O & M - SO					1,104.00	0.00	1,104.00
611-1 · Dues/Fees/Subscriptions- WO							
Check	06/14/2024	11507	CAMTRONICS INC.	Inv #4072 / PO 18476 / Rockwell Software annual Subscription for PLC	211.25		211.25
Check	06/14/2024	11518	ONE CALL CONCEPTS, INC.	Inv #4050708 / May locate tickets	31.50		242.75
Total 611-1 · Dues/Fees/Subscriptions- WO					242.75	0.00	242.75
611-2 · Dues/Fees/Subscriptions- SO							
Check	06/14/2024	11518	ONE CALL CONCEPTS, INC.	Inv #4050708 / May locate tickets	31.50		31.50
Total 611-2 · Dues/Fees/Subscriptions- SO					31.50	0.00	31.50
612-1 · Communication & IT - Ops							
Check	06/14/2024	11511	DOUGLAS FAST NET	Carnes shop internet - May	86.39		86.39
Check	06/14/2024	11511	DOUGLAS FAST NET	WTP phone/fax/internet/alarm line - May	132.71		219.10
Check	06/14/2024	11526	VERIZON WIRELESS	Inv #9964581405 / tablet line	48.66		267.76
Paycheck	06/28/2024	DD1972	Carlson, Trev W	Direct Deposit	50.00		317.76
Paycheck	06/28/2024	DD1976	Hope, Will T	Direct Deposit	50.00		367.76
Paycheck	06/28/2024	DD1977	Manson, Joshua T.	Direct Deposit	50.00		417.76
Paycheck	06/28/2024	DD1979	Paulson, Alan D.	Direct Deposit	50.00		467.76
Paycheck	06/28/2024	DD1980	Radford, Daniel L.	Direct Deposit	50.00		517.76
Paycheck	06/28/2024	DD1982	Wolford, Jeremy J.	Direct Deposit	50.00		567.76
Total 612-1 · Communication & IT - Ops					567.76	0.00	567.76
612-2 · Communication & IT - SO							
Check	06/14/2024	11526	VERIZON WIRELESS	Inv #9964581405 / second tablet line	23.67		23.67
Paycheck	06/28/2024	DD1973	Chasteen, Matthew S.	Direct Deposit	50.00		73.67
Paycheck	06/28/2024	DD1978	Miller, Shannon L.	Direct Deposit	50.00		123.67
Total 612-2 · Communication & IT - SO					123.67	0.00	123.67

Green Area Water & Sanitary Authority
GAWSA Expense Detail
June 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
614-1 · Safety Equipment - WO							
Check	06/21/2024		C & S FIRE SAFE SERVICES	Inv #12475450 / Fire extinguishers maintenance/inspection	665.00		665.00
Total 614-1 · Safety Equipment - WO					665.00	0.00	665.00
614-2 · Safety Equipment - SO							
Check	06/21/2024		C & S FIRE SAFE SERVICES	Inv #12475450 / Fire extinguishers maintenance/inspection	245.75		245.75
Total 614-2 · Safety Equipment - SO					245.75	0.00	245.75
620-1 · R & M Water Distribution							
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #63934 / PO 18459 / adapters, couplings for flushing program	27.77		27.77
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #64485 / PO 18474 / couplings	27.28		55.05
Check	06/14/2024	11515	KNIFE RIVER MATERIALS	Inv #726338 / PO 18484 / Driveway repair @ 163 Columbia Loop	464.75		519.80
Check	06/14/2024	11524	STRATTON BROS. INC.	Inv #2024-109 / PO 18475 / asphalt patching - Maywood, Hanna, Del Mar, Rays, Grant Smith	2,640.00		3,159.80
Total 620-1 · R & M Water Distribution					3,159.80	0.00	3,159.80
621-1 · R & M - Dist Shop							
Check	06/14/2024	11527	WINSTON SANITARY SERVICE	Inv #312584/ 200 Gal weekly dumpster - Carnes	95.66		95.66
Total 621-1 · R & M - Dist Shop					95.66	0.00	95.66
622-1 · Tools & Supplies - Distribution							
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #63992 / PO 18460 / trash bags, hand soap	31.97		31.97
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #64153 / PO 18463 / paint roller frame and tray for concrete sealer	9.28		41.25
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #64471 / PO 18471 / shop supplies	37.55		78.80
Check	06/14/2024	11516	LONG'S BUILDING SUPPLY	Inv #387242 / PO 18461 / concrete tools, form boards	35.51		114.31
Check	06/14/2024	11516	LONG'S BUILDING SUPPLY	Inv #387247 / PO 18462 / screed board	3.79		118.10
Total 622-1 · Tools & Supplies - Distribution					118.10	0.00	118.10
624-1 · Utilities - Water Dist WO							
Check	06/14/2024	11504	AVISTA UTILITIES	Natural gas service Highland PS 4/23 - 5/21	21.89		21.89
Check	06/14/2024	11504	AVISTA UTILITIES	Natural gas service Carnes Shop 4/23 - 5/21	42.92		64.81
Total 624-1 · Utilities - Water Dist WO					64.81	0.00	64.81
628-1 · Inventory Adjustment W							
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #63831/ PO 18450 / Couplings for inventory	19.98		19.98
Check	06/14/2024	11513	FERGUSON WATERWORKS #3011	Inv #1264037 / PO 18472 / 20 3/4" inline ball valves	2,124.80		2,144.78
Total 628-1 · Inventory Adjustment W					2,144.78	0.00	2,144.78
633-1 · Equipment Purchases - WO							
Check	06/28/2024	Wire	THE CHARLES MACHINE WORKS, INC.	Inv. #93475002 / PO 18482 / Ditch Witch Vac Trailer HX30-GBL	81,857.85		81,857.85
Total 633-1 · Equipment Purchases - WO					81,857.85	0.00	81,857.85
647-2 · G4 Pumpstation - SO							
Check	06/14/2024	11511	DOUGLAS FAST NET	G4 pumpstation alarm line -May	14.86		14.86
Total 647-2 · G4 Pumpstation - SO					14.86	0.00	14.86
700-1 · WTP R & M							
Check	06/14/2024	11507	CAMTRONICS INC.	Inv #4073 / PO 18477 / Programming for OHA forms update/compliance	4,207.50		4,207.50
Total 700-1 · WTP R & M					4,207.50	0.00	4,207.50
701-1 · WTP Tools & Supplies							
Check	06/14/2024	11503	NAPA AUTO PARTS	Inv #924264 / PO 18467 / Fuse panels and fuse for Vactron	15.57		15.57
Check	06/14/2024	11509	CANON SOLUTIONS AMERICA, INC.	Inv #6008085647/ Water plant copier maintenance 4/20 - 5/19	10.72		26.29
Check	06/14/2024	11525	USA BLUE BOOK	Inv #INV000371077 / PO 18478 / Salt bridge for sensors	579.95		606.24
Total 701-1 · WTP Tools & Supplies					606.24	0.00	606.24

Green Area Water & Sanitary Authority
GAWSA Expense Detail
 June 2024

Type	Date	Num	Name	Memo	Debit	Credit	Balance
704-1 · WTP Chemicals							
Check	06/14/2024	11517	NORTHSTAR CHEMICAL, INC.	Inv #283091 / PO 18485 / Aluminum Chlorohydrate 47,980#	28,068.30		28,068.30
Total 704-1 · WTP Chemicals					28,068.30	0.00	28,068.30
706-1 · WTP MIOX System							
Check	06/14/2024	11510	DOUGLAS CO. FARMERS CO-OP	Inv #64436 / PO 18470 / filters for MIOX	35.97		35.97
Total 706-1 · WTP MIOX System					35.97	0.00	35.97
712-2 · O&M Regional WWTP							
Check	06/14/2024	11508	CITY OF WINSTON	WWTP Personal services - April 2024	23,814.66		23,814.66
Total 712-2 · O&M Regional WWTP					23,814.66	0.00	23,814.66
TOTAL					182,697.07	0.00	182,697.07

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
July 11, 2024

Office Remodel

I met with Tom Rogers recently to address some questions he had. We made a few modifications that will save on remodel costs. We also discussed improvements to the outside of the building.

Office Staff

While the consolidation of the water/sewer billing provided for a significant amount of automation with the sewer commercial account billings, which are based on average water consumption, there are still several commercial accounts that need to be reviewed for possible manual calculation of sewer billing. This process is done annually at the beginning of the fiscal year, and was done primarily by Cathy, who is no longer with GAWSA. Office staff has been reviewing the process and any necessary accounts.

Tasha Gill has been with GAWSA for 6 months now and is doing a fantastic job.

SDAO Consulting Services

I have signed the consulting services agreement, with a not-to-exceed amount of \$6,000, and will meet (virtually) with the consultants within the next week to discuss next steps and any additional questions.

Declaration of Surplus Equipment

We will present a resolution at the meeting to declare surplus equipment, which will include at least one service truck, the old vac trailer, and the 1986 GMC pumper truck.

Special Districts Association of Oregon Consulting Services Agreement

This Agreement (“Agreement”) is made effective as of _____, 2024, by and between the Special Districts Association of Oregon (SDAO), 727 Center Street NE, Salem, Oregon 97301, and Green Area Water & Sanitary Authority (GAWSA), 4336 Old Highway 99 S, Roseburg, OR 97471 (hereinafter “the Parties”). In this Agreement, the party who is contracting to receive services will be referred to as “GAWSA” and the party who will be providing the Services will be referred to as “SDAO” or “Consultant.”

1. **DESCRIPTION OF SERVICES.** Beginning on or about July 15, 2024, SDAO will provide to GAWSA the following services (collectively, the “Services”) as part of SDAO’s Consulting Services Program:

Consultant Procurement Support Services for Updates to Water and Sanitary Systems Master Plans and Engineer of Record Services, including support to the GAWSA Board of Directors and staff as needed. A detailed Proposal for Consulting Services, including a Scope of Work, is attached.

2. **PAYMENT FOR SERVICES.** In exchange for Services, GAWSA will pay compensation to SDAO in an amount not to exceed \$6,000.00. This will be payable monthly as described in the attached Proposal.
3. **TERM.** The specific terms of the Agreement will be outlined in the attached Proposal. If necessary, the parties can alter, by mutual agreement, the term of the Agreement.
4. **CONFIDENTIALITY.** SDAO, and its employees, agents, or representatives will not at any time or in any manner, either directly or indirectly, use for personal benefit of SDAO, or divulge, disclose, or communicate in any manner, any information that is proprietary to GAWSA. SDAO and its employees, agents and representatives will protect such information and treat it as strictly confidential. This provision will continue to be effective after the termination of this agreement.

Upon termination of this Agreement, SDAO will return to GAWSA all records, notes, documentation, and other items that were used, created, or controlled by SDAO during the term of this Agreement.

5. **LIMITATION OF LIABILITY.** Except for Consultant’s confidentiality, the Consultant’s total liability to GAWSA shall not exceed the total payment for services value regardless of whether any action or claim is based upon contract, tort (including negligence) or strict liability.
6. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties, and there are no other promises or conditions in any other agreement whether oral or written concerning the subject matter of this Agreement. This Agreement superseded any prior written or oral agreements between the parties.

7. **SEVERABILITY.** If any provision of this Agreement is held to be invalid or unenforceable for any reason, the remaining provisions will continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision will be deemed to be written, construed, and enforced as so limited.
8. **TERMINATION.** Either party may, during the term of the Agreement, cancel the requested services with 30 days written notice. The parties will make a good faith effort to determine prorated costs and a final invoice or payment shall be made within 30 days of the termination of the Agreement.
9. **AMENDMENT.** This Agreement may be modified or amended in writing, if the writing is signed by the party obligated under the amendment.
10. **GOVERNING LAW.** This Agreement shall be construed in accordance with the laws of the State of Oregon.
11. **NOTICE.** Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by email to David Campos, General Manager, via certified mail, return receipt requested, to the address set forth in the opening paragraph or to such other address as one party may have furnished to the other in writing.
12. **SIGNATORIES.** This Agreement shall be signed on behalf of the Board of Directors of the Green Area Water & Sanitary Authority by David Campos, General Manager, and on behalf of SDAO by Frank Stratton, Executive Director and effective as of the date first written above.

Green Area Water & Sanitary Authority

By: _____ Date: _____
David Campos
General Manager

Special Districts Association of Oregon

By: _____ Date: _____
Frank Stratton
Executive Director

Proposal for Consulting Services

Project Title: Consultant Procurement Support Services for Updates to Water & Sanitary System Master Plans and Engineer of Record Services

Date: July 1, 2024

Agency: Green Area Water & Sanitary Authority
4336 Old Highway 99 S, Roseburg, OR 97471
David Campos, General Manager

SDAO Representative: Mark Knudson, Senior Consultant
mknudson@sdao.com

Project Summary:

The Green Area Water & Sanitary Authority (GAWSA) requires engineering consultant services to update GAWSA's existing master plans for water and sanitary systems and to provide engineer of record services.

At the request of GAWSA, the Special District Association of Oregon (SDAO) Consulting Services Program has prepared the following proposal for Consultant Procurement Support Services to aid GAWSA in procuring a qualified consultant for the requested services.

Contract Term: Work is anticipated to be complete by December 31, 2024.

Project Description, Scope of Work, Schedule & Deliverables:

The scope and schedule for the support services to be provided by SDAO may change over time depending on the level of interest by prospective consultants, inquiries by prospective consultants, meetings to be attended, and complexity of the scope of work for the project. Given these uncertainties, SDAO will provide services to GAWSA on a time and materials basis as outlined below. The anticipated scope of work, schedule, and fee for these services may be modified by written agreement approved by GAWSA and SDAO.

Mark Knudson, SDAO Senior Consultant, will serve as the project manager for this engagement. Shanta Carter, SDAO Consulting Services Program Manager, and Greg James, SDAO Senior Consultant, will provide additional support as needed.

It is anticipated that David Campos, GAWSA General Manager, will serve as GAWSA's Project Manager for this engagement.

SDAO proposes to provide the following services:

Task 1: Project Management

- 1.1 Description: SDAO will provide ongoing project management throughout the duration of the assignment, including routine coordination with the GAWSA Project Manager and staff as requested.
- 1.2 Deliverables: SDAO will provide a monthly progress report, as an email to the GAWSA Project Manager, summarizing progress during the previous month and planned activities for the following month. If requested by GAWSA, SDAO will conduct a conference call or virtual meeting with the GAWSA Project Manager to review monthly progress reports.
- 1.3 Schedule: Work on this task will continue for the duration of the assignment.
- 1.4 Fee: The fee for services provided under this task is included in Task 2 as outlined below.

Task 2: Consultant Procurement Support for Master Plans and Engineer of Record

- 2.1 Description: SDAO will provide consultant procurement support services to assist GAWSA in retaining the services of a qualified engineering consultant to prepare water and sanitary system master plans and to provide engineer of record services to GAWSA. SDAO's services are anticipated to include:
 - Establish and maintain an updated schedule for this procurement, including the proposal due date and target contract date.
 - Prepare a draft request for proposals (RFP) in collaboration with the GAWSA Project Manager and staff for the requested services. The draft RFP will be submitted to GAWSA for review and comment by GAWSA's Project Manager, staff, and GAWSA legal counsel.
 - Attend one virtual meeting (Meeting #1) with GAWSA's Project Manager, staff, and GAWSA legal counsel (if needed) to review GAWSA's questions, comments, and requested edits to the draft RFP.
 - Prepare a final version of the RFP, reflecting GAWSA's comments; submit final RFP to GAWSA.
 - Virtually attend one GAWSA Board meeting (Meeting #2) to summarize the qualification-based selection (QBS) process, review the RFP, and answer Board questions.

Consultant Procurement Support Services

July 1, 2024 - Page 3 of 6

- Post the final RFP on the SDAO website and coordinate with GAWSA staff as needed to post the final RFP on the GAWSA website. Project-related reference documents will be posted on the GAWSA website.
- Place advertisements of the public notice in two trade journals (e.g., DJC and Business Tribune) and one local publication (The News-Review of Douglas County) for up to one week. Advertising costs will be paid by SDAO as a reimbursable expense.
- Email the public notice and link to the RFP to prospective consultants who have provided similar services to GAWSA and other agencies.
- SDAO will maintain a list of consultants who have been contacted and who expressed interest as a prospective proposer.
- SDAO will serve as the primary contact for questions from prospective proposers. SDAO will coordinate with the GAWSA Project Manager to prepare responses to questions received from prospective proposers during the proposal period.
- Attend one in-person pre-proposal meeting (Meeting #3) with prospective proposers. During the pre-proposal meeting, SDAO will coordinate and facilitate the meeting, make a summary presentation providing an overview of the project and procurement requirements, and will coordinate with the GAWSA Project Manager and staff, as needed, to respond to questions from prospective proposers.
- Prepare one addendum to the RFP, as needed, including revisions to the published RFP and a summary of questions received and answers provided during the proposal period.
- SDAO's Project Manager will review proposals to verify compliance with the RFP; SDAO will not be a voting member of the GAWSA Consultant Evaluation Committee but will be available to provide the committee with SDAO's observations and comments regarding the proposals.
- Prepare a proposal evaluation worksheet and instructions to be distributed to the GAWSA Consultant Evaluation Committee.
- Attend one in-person meeting (Meeting #4) of the GAWSA Consultant Evaluation Committee to compile proposal evaluation scores and recommendations.
- Attend one in-person meeting (Meeting #5) for interviews with up to three of the highest-rated proposers identified by the GAWSA Consultant Evaluation Committee. SDAO will support the GAWSA Consultant Evaluation Committee as needed including coordination of interview scheduling, facilitation of interviews, compiling evaluation scores, and summarizing recommendations.
- Support the GAWSA Project Manager, as needed, to prepare a notice of intent to award, distribute the notice of intent to award to proposers.
- Support the GAWSA Project Manager, as needed, to facilitate contracting between GAWSA and the selected consultant using a professional services agreement provided by GAWSA; review the final scope, schedule, and budget for consulting services and provide review comments to GAWSA Project Manager.
- Provide additional support to GAWSA Project Manager, including suggestions, observations, and meeting attendance, as requested.

2.2 Deliverables from SDAO include:

- Monthly progress reports for the duration of this assignment.
- Draft and final versions of the RFP.
- Posting of the final RFP on the SDAO website.
- Public notice of the RFP and placement of advertisements in two trade publications and one local publication.
- A list of prospective proposers who express interest in the project and their contact information.
- A summary of questions received and answers provided during the proposal period.
- One addendum to the RFP, as needed, including posting of the addendum on the SDAO website.
- A proposal evaluation form and evaluation instructions.
- A summary of proposal evaluation scores, interview scores, and recommendations by members of the GAWSA Consultant Evaluation Committee.
- A draft and final Notice of Intent to Award.

2.3 Schedule: Anticipated duration of key activities include:

- Draft RFP: Three weeks following notice to proceed (NTP) to SDAO.
- GAWSA Review of Draft RFP, including review and comments by GAWSA Project Manager, staff, and legal counsel: Three weeks following submission of draft RFP.
- Finalize and Issue RFP: Two weeks following SDAO receipt of GAWSA comments on draft RFP.
- Proposal Response Period: Five weeks following issuance of RFP.
- Consultant evaluation and selection, including interviews: Four weeks.
- Consultant contract negotiation: Three weeks following consultant selection.
- Consultant contract awarded: 20 weeks following NTP to SDAO.

This schedule is subject to change based on numerous factors beyond the control of SDAO. This schedule may be modified by written agreement approved by GAWSA and SDAO.

2.4 Fee: The fee for services provided by SDAO under this task is not to exceed \$6,000.00 including expenses and services provided in Task 1, Project Management, as described above. This fee may be modified by written agreement approved by GAWSA and SDAO.

2.5 Assumptions and Limitations:

- In general, the procurement will follow a qualification-based selection process pursuant to ORS 279C.100 to 279C.125 for procurement of licensed professional engineering services.
 - The RFP will include GAWSA's professional services agreement for contracting with the selected consultant.

Consultant Procurement Support Services

July 1, 2024 - Page 5 of 6

- Evaluation of proposals and interviews will be conducted by the GAWSA Consultant Evaluation Committee, with Committee membership established by the GAWSA General Manager.
- Services and support provided by GAWSA are assumed to include:
 - Legal services, as needed, throughout the procurement process.
 - Coordinate GAWSA's review of the draft RFP, including coordination of reviews by Board Members, staff, and legal counsel, as needed.
 - Approve the final RFP and issuance of the RFP.
 - Post the final RFP, reference documents, and RFP addenda on the GAWSA website.
 - Identify and approve members of the GAWSA Consultant Evaluation Committee.
 - Coordinate with SDAO during the proposal period, including observance of limitations on communications with prospective proposers by Board, staff, and Consultant Evaluation Committee members.
 - Provide a suitable meeting room(s) for the pre-proposal meeting, meetings of the Consultant Evaluation Committee, and interviews.
 - Coordinate receipt of proposals at GAWSA's office, including date and time stamping of each proposal when received.
 - Distribute hard copies of each proposal to members of the GAWSA Consultant Evaluation Committee.
 - Send a digital version of each proposal to the SDAO Project Manager (via email or file transfer).
 - Review consultant pricing proposal(s) and identify a recommended consultant.
 - Negotiate and approve a professional services agreement with the recommended consultant.
 - Issue a Notice of Award and Notice to Proceed following award of the contract.
- SDAO Senior Consultant will attend the following meetings:
 - Meeting #1 - virtual meeting with the GAWSA project manager, staff, and attorney to review GAWSA comments on the draft RFP.
 - Meeting #2 – virtual meeting with the GAWSA Board of Directors to summarize the qualifications-based selection process and review the RFP before issuance of the RFP.
 - Meeting #3 – in-person pre-proposal meeting with prospective consultants.
 - Meeting #4 – in-person meeting with the GAWSA Consultant Evaluation Committee to facilitate scoring of proposals and identification of the highest-ranked consultants.
 - Meeting #5 – in-person meeting with the GAWSA Consultant Evaluation Committee to conduct interviews with up to three of the highest-ranked consultants.

Consultant Procurement Support Services

July 1, 2024 - Page 6 of 6

Fee for Services, Billing & Billing Rates:

The fee for services provided under this proposal is not to exceed \$6,000.00 including expenses, without prior written approval.

SDAO will invoice GAWSA monthly based on time spent and expenses incurred in the previous calendar month.

Labor for SDAO's Senior Consultants will be billed at \$66.00 per hour. Expenses will be billed at actual cost.

Green Area Water & Sanitary Authority
Customer Payment History - Summary

Sort Order : Payment Source
 From: 6/1/2024 Through: 6/30/2024

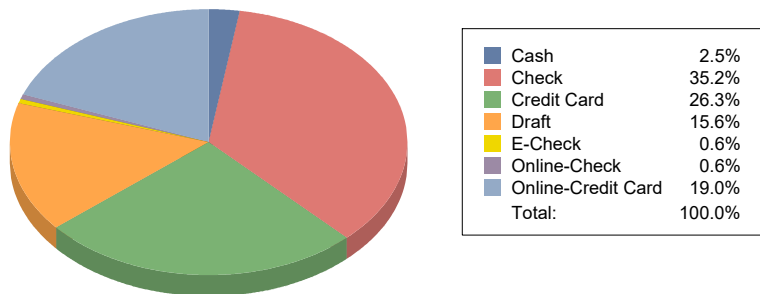
Payment Method	Quantity	Payment Amount
Cash	78	\$7,360.44
Check	1,083	\$110,600.85
Credit Card	809	\$67,584.47
Draft	481	\$45,480.30
E-Check	20	\$1,832.85
Online-Check	20	\$1,580.30
Online-Credit Card	586	\$49,604.44

Summary totals do not include reversed/transferred payments.

Service	Trans. Amount
Miscellaneous	\$(9,870.47)
Second Level Charge	\$(880.00)
Service Charge	\$(79,324.81)
Sewer	\$(122,369.66)
Water	\$(71,598.71)
Totals	\$(284,043.65)

Payment Method	Quantity	Payment Amount
Payment Source		
Amount		
Autopay		
Credit Card		\$(41,375.14)
Draft		\$(45,480.30)
		\$(86,855.44)
Customer Portal		
Online-Check		\$(1,580.30)
Online-Credit Card		\$(49,535.59)
		\$(51,115.89)
IVR		
Credit Card		\$(2,538.53)
E-Check		\$(216.95)
		\$(2,755.48)
Lockbox		
Check		\$(99,647.21)
		\$(99,647.21)
Manual		
Cash		\$(7,360.44)
Check		\$(10,953.64)
Credit Card		\$(23,670.80)
E-Check		\$(1,615.90)
Online-Credit Card		\$(68.85)
		\$(43,669.63)
Totals		\$(284,043.65)

Payment Breakdown



Green Area Water & Sanitary Authority Transaction List - Summary

Sort order: Customer No.

From: 6/1/2024 Through: 6/30/2024

Limited to :

Transaction Types: Collection Write-Off, Interest, Misc Chrg., Penalty, Shutoff, Write-Off

Deposits Transaction Types:

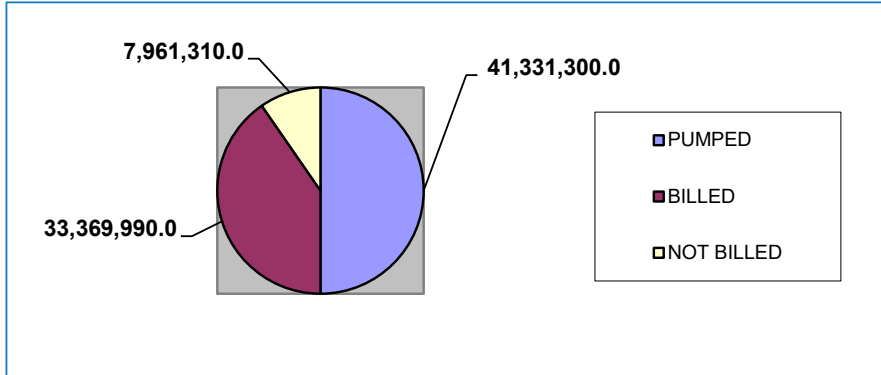
Transaction Type	Applies To	Transaction Amount
Collection Write-Off	Water Charge	(\$14.25)
	Service Charge Charge	(\$59.41)
	Sewer Charge	(\$25.33)
		(\$98.99)
Delinquency	Water Interest	\$40.00
	Water Penalty	\$2,445.00
	Water Shutoff	\$25.00
	Miscellaneous Interest	\$20.00
	Service Charge Interest	\$380.00
	Service Charge Penalty	\$60.00
	Service Charge Shutoff	\$25.00
	Sewer Interest	\$20.00
	Sewer Penalty	\$155.00
	Sewer Shutoff	\$25.00
		\$3,195.00
Misc Chrg.	Water (BWD3)	\$100.00
	Miscellaneous (BF)	\$1,275.00
	Miscellaneous (SOL)	\$25.00
	Service Charge (AF)	\$300.00
	Service Charge (BF)	\$75.00
		\$1,775.00
Grand Total:		\$4,871.01

Gallons Consumed vs. Billed

JUNE 2024

GALLONS PUMPED	GALLONS BILLED
41,331,300	33,369,990

PUMPED BUT NOT BILLED	WATER LOSS PERCENTAGE
7,961,310	19.26%



30 DAYS IN BILLING CYCLE: 5/11/2024-6/10/2024

Repairs, leaks, etc. rendering unverifiable consumption

5/13/24	3109 Roberts Creek Rd.	Installed New Service	
5/23/24	3918 Bourne	Replaced Service	
5/30/24	4924 Melody Ln.	Repair Service Line	
5/30/24	4943 Melody Ln.	Replace Service Line	
5/31/24	711 Harmony	Repair 2" Main	
6/3/24	4224 Stella	Replace Service Line	
	273 Georgina	Leak on our side	Found during re-reads
	125 Lakewood	Leak on our side	Found during re-reads

2021-2022	DIFFERENCE GALLONS	WATER LOSS %	2022-2023	DIFFERENCE GALLONS	WATER LOSS %	2023-2024	DIFFERENCE GALLONS	WATER LOSS %
JULY	14,424,768	24.01%	JULY	7,208,464	16.69%	JULY	4,149,640	7.72%
AUGUST	891,740	1.75%	AUGUST	6,288,944	12.76%	AUGUST	3,632,880	6.61%
SEPTEMBER	9,399,209	16.62%	SEPTEMBER	6,173,568	9.86%	SEPTEMBER	3,715,642	8.03%
OCTOBER	6,648,943	19.98%	OCTOBER	1,558,200	5.23%	OCTOBER	6,314,266	19.22%
NOVEMBER	5,345,660	19.63%	NOVEMBER	3,277,798	11.61%	NOVEMBER	3,754,791	14.00%
DECEMBER	5,288,999	21.24%	DECEMBER	4,326,723	16.82%	DECEMBER	3,705,892	16.51%
JANUARY	4,577,755	19.15%	JANUARY	6,252,823	24.38%	JANUARY	5,977,210	21.07%
FEBRUARY	6,488,224	25.31%	FEBRUARY	6,565,010	25.03%	FEBRUARY	2,925,286	13.95%
MARCH	5,547,050	25.09%	MARCH	4,405,826	17.32%	MARCH	1,771,076	7.89%
APRIL	7,211,784	25.10%	APRIL	8,807,537	31.45%	APRIL	5,873,172	22.55%
MAY	5,995,498	23.84%	MAY	6,022,580	21.28%	MAY	4,852,563	16.39%
JUNE	6,966,924	21.19%	JUNE	7,523,735	14.59%	JUNE	7,961,310	19.26%
AVERAGE LOSS:	6,565,546	20.24%	AVERAGE LOSS:	5,700,934	17.25%	AVERAGE LOSS:	4,552,811	14.43%

SANITARY OPERATIONS REPORT

July 11, 2024

Construction Projects

- 275 Grant Smith extension for commercial properties.
 - Nothing new to report.
- 550 East Happy Valley main extension, EGR engineering.
 - Plans complete, out for DEQ design review.

Collection System

- Inflow and Infiltration report delivered to DEQ for the year.
 - 8.97 miles of pipe TV inspected this year for a total of 67% of the system completed.
- Manhole inspections project 'F' Basin, complete.
- TV annual project.
 - 'F' Basin, flushing and CCTV, underway.
- Updating GIS and AutoCAD with lateral location changes 'E' Basin, complete.
- Inventory complete for the year.

G4 and Pump Stations

- GAWSA Pump Stations ran well, with typical operation and maintenance.
 - Working with contractors to bid placement of new pump at G4.
 - Manifold parts ordered, delay in delivery.
 - Late July to start project.
 - Moving parts downstairs, crane broke down, parts ordered.
- Automatic Transfer Switch for the Generator at G4 is intermittently having problems.
 - Requesting prices for electronics(relays, boards) to be replaced, nothing new to report.

Lateral Inspections & GIS

- 7 Inspections.
 - 2156 Castle, I&I repair, TV & GIS update.
 - 250 Grayson, Final Inspection, New Service.
 - 144 Bunting Ct., TV & GIS update.
 - 1520 Austin East, TV & GIS update.
 - 679 East Happy Valley,
 - 273 Georginna, TV & GIS update.
 - 2054 Burdette, I&I repair, TV & GIS update.

If you have any questions, feel free to contact me at 541-817-5100

Submitted by, Shannon L. Miller

Green Area Water & Sanitary Authority

Superintendents Report

July 2024

We have budgeted to fully populate our cells with membranes. We are verifying that our price quotes are still valid and would like to order the membranes as soon as possible. It takes quite some time from the time they're ordered until delivery, so we'd like to get the process started.

Camp Creek Electric completed installing the new power cables to our raw water pumps.

Voss Construction is scheduled to install the larger door in our Carnes Rd. facility, July 23rd.

We are currently performing bi-weekly Cyanotixin monitoring. These samples are taken at the water treatment plant and sent to a lab for testing. This is a requirement through the Oregon Health Authority, and the samples are collected through the end of October.

We are scheduled to take our "Disinfection By Product" sampling this month. These samples are taken in the distribution system at locations chosen by the Oregon Health Authority.

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

WINSTON-GREEN REGIONAL WASTEWATER TREATMENT FACILITY
Weekly Reports - June

June 21st

- Hauling Biosolids to Baily Field # 5
 - Staff is trying a different approach; we are gravity flowing out of the tank instead of pressurizing it. This was done to address concerns of some of the neighbors in the area
- Filled drying beds
- Clean Wet Well
- Facility Grounds Maintenance
- Fixed leak on Backwash Pump # 2
- Received Salt Delivery
- Repaired GFCI outlet at secondary clarifier # 2
- Cleaned Chlorine Contact Chambers
- Transferred sludge from Secondary # 2 to Secondary # 1
- Chlorine Leak on storage Tank # 1
 - This tank is offline until repaired

June 28th

- Repaired leak on chlorine tank # 1
- Chlorine tank # 3 developed leak, this is in the process of being repaired
 - With the number of repairs needing done lately on these tanks, staff is going to look at other replacement options
- Finished hauling biosolids to Baily Field # 5
- Picked up and Filled Drying beds
- Blackberry bush abatement
- Clean Wet Well
- Repaired Kubota
- Prepped baily field # 1 for biosolids hauling

Winston- Green WWTF Staff Report

June 2024

General

1.) Plant Influent Flow (MG)	<u>2024</u>		<u>2023</u>	
<i>Winston</i>	15.59	48%	16.62	48%
<i>Green</i>	17.17	52%	17.83	52%
<i>Rainfall</i>	0.50		0.02	
<i>Chlorine (Gallons)</i>	18,024		17,559	

Laboratory

- 1.) June 2024 DMR, No permit violations
- 2.) Received test samples for DMR QA/QC Study 44

Operations

- 1.) Routine Operations- Daily Rounds
- 2.) Primary Clarifier 2 Offline & # 1 Online

Bio-Solids

- 1.) Drying Beds: 120,202 gallons
- 2.) Land Application: 157,500 gallons

Leachate

- 1.) 280,500 gallons

WINSTON-GREEN WWTF

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

POPULATION: 10000

FILE # 98400
 TYPE: RBC / ACTIVATED SLUDGE

BIOSOLIDS

D	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 DIS	EFF SS mg/l	% REM SS	LBS DIS	CL2 RES mg/l	CL2 USED GAL.	ECOLI COL	LAND gallons	DRYING BEDS gallons	RAIN FALL inches
1	1.200	7.5								6.9	20.1							0.09	659				
2	1.417	7.5								6.8	19.8							0.07	682	<1			0.46
3	1.494	7.4	202	326	0.87	3.97	0.07	19.0	4.1	6.7	20.1	1.9	99%	24	2.4	99%	30	0.08	691			16,021	0.03
4	1.395	7.3								7.0	20.3							0.07	679	<1			
5	1.351	7.3	183	349	0.68					6.8	20.4	2.8	98%	32	2.4	99%	27	0.07	675				
6	1.300	7.5								6.9	20.8							0.06	659				
7	1.284	7.2	216	357						6.7	21.1	2.4	99%	26	3.6	99%	39	0.05	667				
8	1.229	7.3								7.0	21.1							0.07	662			8,400	
9	1.284	7.5								6.9	21.1							0.07	636	<1			
10	1.285	7.4	219	343	0.96					6.9	21.4	2.4	99%	26	2.8	99%	30	0.07	665	<1	9,000		
11	1.232	7.4								7.0	21.5							0.08	663		18,000	14,171	
12	1.226	7.2	201	328	1.91	3.78	0.15	17.9	3.2	6.9	21.3	2.3	99%	24	2.0	99%	20	0.07	635		22,500		
13	1.207	7.4								6.9	21.2							0.06	658		18,000		
14	1.249	7.4	207	296						6.8	21.0	2.6	99%	27	2.0	99%	21	0.07	665		9,000	10,175	
15	1.226	7.5								7.0	21.0							0.07	660				
16	1.293	7.4								6.7	20.3							0.07	669				
17	1.242	7.4	211	351	0.26	2.37	0.03	16.3	3.4	7.0	20.8	1.7	99%	18	2.2	99%	23	0.08	664	1.0			0.01
18	1.562	7.3								6.8	21.1							0.08	645	<1	22,500		
19	1.280	7.3	160	265	0.40					6.9	21.4	2.9	98%	31	2.2	99%	23	0.08	616		22,500		
20	1.201	7.5								6.9	21.9							0.08	517			32,100	
21	1.165	7.3	195	327						6.9	22.2	3.4	98%	33	2.4	99%	23	0.08	491			21,375	
22	1.159	7.4								6.7	22.3							0.08	496				
23	1.211	7.5								7.1	22.1							0.08	498	15.5			
24	1.185	7.3	203	304	0.04	3.01	0.02	15.5	4.2	7.0	22.4	3.8	98%	38	3.8	99%	38	0.07	497		4,500		
25	1.159	7.4								7.0	22.7							0.08	495	2.0	18,000		
26	1.158	7.4	235	297	0.14					7.0	22.1	4.3	98%	42	2.2	99%	21	0.06	496		13,500		
27	1.185	7.4								7.0	22.3							0.09	495			8,510	
28	1.179	7.2	218	346						7.0	22.4	3.3	98%	32	2.4	99%	24	0.07	496				
29	1.152	7.5								6.9	22.6							0.08	495				
30	1.204	7.4								7.0	22.7							0.08	498	8.6		9,450	
TOT	37.71													350			319		18,024		157,500	120,202	0.50
MAX	1.562	7.5	235	357	1.91	3.97	0.15	19.0	4.2	7.1	22.7	4.3	99%	42	3.8	99%	39	0.09	691	15.5	22,500	32,100	0.46
MIN	1.152	7.2	160	265	0.04	2.37	0.02	15.5	3.2	6.7	19.8	1.7	98%	18	2.0	99%	20	0.05	491	1.0	4,500	8,400	0.01
AVG	1.257	7.4	204	324	0.66	3.28	0.07	17.2	3.7	6.9	21.4	2.8	99%	29	2.5	99%	27	0.07	601		15,750	15,025	0.17
LBS AVG																					40.09		

EXCESS THERMAL LOAD WEEKLY AVG. Mkcals/day
 EFF TEMP @ WEEKLY AVG.

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

Leachate Load Tickets -

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/1	7:12 AM	380	8.30	6/2	7:00 AM	370	8.12	6/3	7:00 AM	459	8.16
6/1	8:50 AM	380	8.20	6/2	8:52 AM	370	8.12	6/3	8:30 AM	459	8.11
6/1	10:29 AM	380	8.16					6/3	9:42 AM	459	8.11
6/1	11:41 AM	380	8.10								
6/1	12:52 PM	380	8.04								

Total Gallons: 27,500 5 Total Gallons: 11,000 2 Total Gallons: 16,500 3

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/5	7:58 AM	387	8.21	6/7	7:40 AM	382	8.29	6/9	7:00 AM	388	8.23
6/5	9:50 AM	387	8.14	6/7	9:33 AM	382	8.20	6/9	12:30 PM	388	8.09
6/5	12:01 PM	387	8.08	6/7	11:03 AM	382	8.14	6/9	1:26 PM	388	8.00
6/5	2:11 PM	387	7.90								
6/5	3:29 PM	387	7.90								

Total Gallons: 27,500 5 Total Gallons: 16,500 3 Total Gallons: 16,500 3

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/10	11:35 AM	72	8.22	6/11	9:00 AM	76	8.91	6/12	7:30 AM	80	8.93
6/10	1:00 PM	72	8.25	6/11	10:45 AM	76	8.82	6/12	9:30 AM	80	8.83

Total Gallons: 11,000 2 Total Gallons: 11,000 2 Total Gallons: 11,000 2

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/13	10:00 AM	91	8.81	6/14	8:08 AM	435	8.59	6/15	8:08 AM	404	8.22
6/13	12:14 PM	91	8.64	6/14	9:55 AM	435	8.45	6/15	12:15 PM	404	8.24

Total Gallons: 11,000 2 Total Gallons: 11,000 2 Total Gallons: 11,000 2

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/16	7:00 AM	422	8.27	6/17	9:00 AM	84	8.23	6/18	10:45 AM	84	8.20
								6/18	12:05 PM	84	8.20

Total Gallons: 5,500 1 Total Gallons: 5,500 1 Total Gallons: 11,000 2

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/19	7:58 AM	57	8.70	6/20	7:49 AM	56	8.44	6/21	11:35 AM	53	8.18
6/19	9:41 AM	57	8.63					6/21		53	8.18

Total Gallons: 11,000 2 Total Gallons: 5,500 1 Total Gallons: 11,000 2

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/22	7:55 AM	161	8.49	6/24	7:00 AM	457	8.42	6/25	7:00 AM	48	8.35
								6/25	10:15 AM	48	8.26

Leachate Load Tickets -

Total Gallons: 5,500 1 Total Gallons: 5,500 1 Total Gallons: 11,000 2

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
6/27	12:30 PM	25	8.37	6/29	7:18 AM	27	8.59				
6/27	2:22 PM	25	8.17	6/29	9:22 AM	27	8.47				
				6/29	10:48 AM	27	8.37				

Total Gallons: 11,000 2 Total Gallons: 16,500 3 Total Gallons: 0 0

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
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Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
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Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

TOTAL TICKETS: 51
TOTAL GALLONS/MONTH: 280,500
 \$5,610



Staff Report

WWTF 24-02

Subject: Motion to Approve

Date: July 10, 2024

Prepared by: Christopher Sherlock

Title: **PLC UPGRADE**

Background: The facilities PLC's (Programmable Logic Control) were installed in 1999 and have long since outlived their useful service life. These PLC's are what control every process in the plant, from regulating air to the Aeration Basin to speeding up or slowing down of main pumps these are what make the changes automatically. Without these the plant could not function. Staff has throughout the years stockpiled spare parts for these PLC's unfortunately they are so old and outdated that there are no longer professionals in the programming world that know how to program and fix these units. The facility uses TAG (The Automation Group) for our programming needs and they have 1 person that can work on them. This replacement process unfortunately needs done all at once because each PLC needs to communicate with one another and the old PLC's cannot directly communicate with the new ones.

Recommendation: Staff recommends The Board approves this PLC upgrade.

Financial Impact: The total cost of the PLC upgrade project is \$330,172. The cost that Green Area Water and Sanitary would incur is \$165,086, leaving The City of Winston Responsible for the remainder \$165,086.



Staff Report

WWTF 24-03

Subject: Motion to Approve

Date: July 10, 2024

Prepared by: Christopher Sherlock

Title: **UTILITY CART PURCHASE**

Background: The last time the facility bought a utility cart was in 2005. Since then, we have received 2 additional vehicles both purchased by the State of Oregon through their injured workers program. One of these carts is designated to a single employee and the other houses most of the plant's tools and acts as a mobile work station. This leaves the 2005 cart the main mode of transportation around the plant and because of that it is severely worn. It will continue to be utilized just not as heavily. Staff is looking at 2 additional utility carts, one replaces the cart bought in 2005 and one to add to the facility's inventory. There are 2 options for Electric Utility Carts, Cushman Hauler and Yamaha UMAX.

Below is state bid pricing for 2 units

Cushman: \$30,130

Yamaha: \$29,000

Recommendation: Staff recommends the purchase of the Yamaha Utility Carts, however, due to supply issues we might have to purchase the Cushman brand carts. At the time of writing this the wait time for the Yamaha brand was 1.5 years out, but we are waiting confirmation on this.

Financial Impact: The total cost 2 Utility Carts would not exceed \$30,130. The cost that Green Area Water and Sanitary would incur is \$15,065, leaving The City of Winston Responsible for the remainder \$15,065.

