

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
August 12, 2021

Board Secretary Steve Lusch called the meeting to order at 5:06pm. Present were Board Directors Brenda Kingry, Tom Fullbright, and Steve Lusch. Also present were GAWSA employees David Campos, Kay Huff, Alan Paulson, and Shannon Miller. Board Chair Tracey Parker and Director Carolyn White were absent.

General Manager David Campos introduced Jeff Griffin, representing WHA Insurance. WHA Insurance was the agent of record for Green Sanitary District. Mr. Griffin gave a brief seminar on Board Directors' responsibilities and authorities and answered some questions from the Board.

For the consent agenda, the Board reviewed leak adjustment requests from customers Jose Cisneros and Angela Brayden. Director Tom Fullbright made a motion to approve a leak adjustment of \$100 for Jose Cisneros and \$44.17 for Angela Brayden. Director Brenda Kingry seconded the motion. Approval was unanimous.

A leak adjustment request was submitted by customer Mark Alonzo, but further investigation is needed before the request is reviewed by the Board.

Director Kingry then made a motion to approve the July 8th GAWSA meeting minutes and July accounts payable. Director Fullbright seconded the motion. Approval was unanimous.

David presented the General Manager's Report. David informed the Board of a recent incident where a batch of customers' payment checks had gone missing. The batch of checks were received by the sewer department, to be transported to the water department office. Somewhere along the way, the checks were lost. An in-depth search was done, but the checks were never found. Most customers were understanding of the situation. We offered to issue a credit to any customers who incurred bank charges for stop-payments. We did have one customer who was very upset and sent a letter to the water department. A brief discussion followed.

David provided an update on the sewer billing and backflow management conversions. Director Fullbright suggested we provide information on backflow testers on our website. David agreed that it would be a good idea to have a page dedicated to cross-connection information, along with a list of certified backflow testers.

David informed the Board that he submitted job descriptions for the General Manager and Operations manager positions to HR Answers. HR Answers will conduct a salary study and make recommendations on salary scales for the two new positions.

David provided an update on IT system changes. David informed the Board that Douglas Fast Net is charging GAWSA early termination fees and charging for services for the remainder of the contracts made by RCWD and GSD. David stated that he will be disputing the charges.

David then provided an update on consolidation of the accounting systems and discussed some of the issues he has faced with that process.

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David presented a 6-month lease agreement renewal for the Holgate pastureland. After discussion, Director Kingry made a motion to approve the Holgate Pastureland Lease Agreement with Cody Sandberg. Director Fullbright seconded the motion. Approval was unanimous.

David then presented a 12-month lease agreement renewal for the Harmony pastureland. After discussion, Director Kingry made a motion to approve the Harmony Pastureland lease agreement with Renee Wambolt. Director Fullbright seconded the motion. Approval was unanimous.

David presented contracts for the final financial audits for Roberts Creek Water District and Green Sanitary District, from Neuner Davidson & Co. Director Fullbright made a motion to approve the audit contract for Green Sanitary District, with a not-to-exceed amount of \$12,700. Director Kingry seconded the motion. Approval was unanimous.

Director Fullbright then made a motion to approve the audit contract for Roberts Creek Water District, with a not-to-exceed amount of \$9,900. Director Kingry seconded the motion. Approval was unanimous.

Collection Systems Supervisor Shannon Miller presented his sanitary operations report. He provided an update on recent development projects. Shannon also stated that Matt Chasteen began training on AutoCad.

Director Kingry raised a question regarding the status of the purchase of the property adjacent to the G4 pumpstation. A brief discussion followed.

Water Superintendent Alan Paulson presented his operations report. Alan provided an update on the status of the replacement filter membranes for the treatment plant.

Alan informed the Board that there was a significant mainline leak on Green Ave.

Alan stated that our water rights have been suspended due to the low river level. We have been receiving water from Ben Irving Reservoir since then. We pay an annual reservation fee to Lookingglass-Olalla Water Control District in the event we need to tap into our 750 acre-ft reserve.

Director Steve Lusch called the meeting into executive session at 6:35pm, in accordance with ORS 192.660(2)(i).

Director Steve Lusch called the meeting back into regular session at 6:56pm.

Director Brenda Kingry made a motion to offer employee Robert Poague an "early retirement incentive," which includes 3 months' salary, Authority-covered health insurance through November, and HRA VEBA contribution equal to 12% of base salary for July – November. Director Fullbright seconded the motion. Approval was unanimous.

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David then reminded the Board that it needs to select an insurance agent-of-record. After discussion, Director Fullbright made a motion to select Umpqua Insurance as GAWSA's insurance agent-of-record. Director Lusch seconded the motion. Approval was unanimous.

Director Steve Lusch mentioned that GAWSA does not have a formal contract with the former districts' attorney, Northwest Local Government Legal Advisors, and suggested that we sign a new contract for GAWSA. Director Fullbright made a motion to enter into contract with Northwest Local Government Legal Advisors. Director Kingry seconded the motion. Approval was unanimous.

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
AUGUST 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
08/26/21	14021	City of Winston Used EnviroSight CCTV equipment	1,000.00
08/31/21	14036	J S Industries Refund SC overpmt - 329 E Happy Valley	442.32
"	14037	Joshua Fien or Marlo Meincke Refund SC overpmt - 212 Umpqua View	76.00
"	14038	Kay Huff Reimburse August travel	39.20
"	14039	Nels Goranson Refund SC overpmt - 4578 Carnes	57.00
"	14040	Sylvanus Hunt Refund SC overpmt - 145 Karuk	266.00
TOTAL SANITARY ACCOUNTS PAYABLE FOR AUGUST 2021			22,020.25

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE
AUGUST 2021**

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR AUGUST 2021		
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 Cellular	Monthly cell phone service 7/14-8/13	35.16
"	14020	USABlueBook	Lab materials	340.77
08/27/21	14022	Amazon Business	Valves, misc shop supplies, new door	327.44
"	14023	CenturyLink	Security gate phone line 8/11-9/11	41.06
"	14024	Coopers Pest Control	Monthly pest control - August	115.00
"	14025	Corey Heath	Reimburse personal protective equipment	130.62
"	14026	Douglas County Solid Waste	Landfill fees - grit/screenings	138.18
"	14027	Earth 2o	Bottled water service - July	31.44
"	14028	Flury Supply Co	Misc fittings, supplies	217.26
"	14029	OAWU	Annual OAWU Operator's Conference	405.00
"	14030	Pacific Power	Electricity service 7/1-8/3	8,899.94
"	14031	Popeye's Pump & Backflow Serv	3 backflow tests	150.00
"	14032	Stanley Convergent Security Sol	Monthly security system - June/July	386.70
"	14033	US Cellular	Monthly cell phone service 8/14-9/13	35.16
"	14034	Wilson Equipment	Bobcat hydro fluid	120.88
"	14035	Winston NAPA Auto Parts	Vehicle maintenance supplies	145.71
TOTAL PLANT ACCOUNTS PAYABLE FOR AUGUST 2021				41,435.83
TOTAL ACCOUNTS PAYABLE FOR AUGUST 2021				<u>63,456.08</u>

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE
AS OF SEPTEMBER 8, 2021**

DATE	CK #	SANITARY ACCOUNTS PAYABLE FOR SEPTEMBER 2021	AMOUNT
09/08/21	14041	Avista Utilities Natural gas service 7/21-8/21	20.15
"	14042	Bassett-Hyland Energy Co Vehicle fuel - August	161.10
"	14043	Chuck Swarm Auto Repair Vehicle maintenance - 2000 & 2016 PU's	95.90
"	14044	Gene's Brake & Alignment, Inc Camel flusher truck alignment	99.95
"	14045	One Call Concepts 56 locates for August	67.20
"	14046	Oregon Linen Floor mat service - August	37.77
"	14047	Special Districts Insurance Services Medical & life insurance - October	10,618.92
"	14048	Stapels Pest Solutions Office/G4 - monthly pest control - August	45.00
"	14049	Staples Office supplies	321.03
"	14050	Streamline Monthly website maintenance - September	200.00
"	14051	Wells Fargo 3416 - Flusher parts	1,659.15
"	14052	Wells Fargo 7067 - DC recording fees, office supplies	1,709.42
TOTAL SANITARY ACCOUNTS PAYABLE FOR SEPTEMBER 2021			15,035.59

**GAWSA
WATER DIVISION
ACCOUNTS PAYABLE
AUGUST 2021**

DATE	CK#	WATER ACCOUNTS PAYABLE FOR AUGUST 2021		AMOUNT
8/6/2021	ACH	Intuit Quickbooks	QuickBooks Enterprise Cloud subscription	169.00
8/16/2021	ACH	BMS Technologies	July water billing statements	1,875.41
8/18/2021	ACH	Staples	Office supplies	172.67
8/26/2021	ACH	Pacific Power	Electricity service - June/July	23,852.53
"	ACH	Metereaders LLC	July and August meter readings	4,704.75
8/2/2021	10048	Douglas County Clerk	Record satisfaction of lien	93.00
8/19/2021	10063	Bassett-Hyland Energy Co.	Fuel 7/16 - 7/31, 8/1 - 8/15	753.37
"	10064	Canon Solutions America	Copier maintenance agreement 6/20 - 7/19	88.69
"	10065	Cintas	Monthly refill first aid kit - water plant	39.08
8/23/2021	10066	Douglas Co. Farmers Co-op	Supplies, field parts	138.91
"	10067	Exodus Pest Control	Water office pest control service	26.00
"	10068	Jeremy Wolford	Reimburse - push elbow, coupling	47.96
"	10069	LOWCD	Reserved water contract transfer fee	250.00
"	10070	Dept of Consumer Business	Pressure vessel permits #67359/67360/107972	134.40
"	10071	Pollardwater	Cutterhead pipe, adapter pulling sock, weave grip, pulling cable	724.85
"	10072	Rock-it Man Trucking	Rock haul	180.00
"	10073	SAIF	Workers comp premium installment 21-22	1,236.27
"	10074	Special Districts Insurance Svc	September health insurance premiums - water	17,451.80
"	10075	Systech Consulting	Install work for MSP, Onboarding, Managed Service Plan	2,518.00
"	10076	Verizon Wireless	Tablet Line	55.42
"	10077	Umpqua Quarries	Crushed rock	144.67
"	10078	Winston Auto Parts	Motor oil	37.96
"	10079	Winston Sanitary Service	Dumpster at Carnes Rd	90.60
"	10080	Willamette Valley Underground Bore @ 349 Glengary Loop Rd		625.00
"	10081	Northstar Chemical	Calcium Thiosulfate	1,014.06
"	10082-	Various Water Customers -		
8/26/2021	10099	Finald accounts	Refunds of deposits and overpayments	631.74
TOTAL WATER ACCOUNTS PAYABLE FOR AUGUST 2021				57,056.14

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
September 9, 2021

Robert Poague Retirement

Bob accepted the early retirement offer I presented him. Bob stated that he was honored and wished to thank the Board.

Billing Conversion

We have run into an issue with the sewer billing conversion. As part of the agreement with CUSI, we would have 1 year of sewer account history imported into the existing UMS database. However, we have since learned that we are not able to merge the sewer account histories into already existing water account histories. The best we can do is bring over the sewer account balances and add those to the existing water accounts. Our service agreement will have to be adjusted accordingly.

Also, regarding sewer billing, it is likely that we will have to require tenants to be the responsible party for rental properties, as opposed to the current policy, where the owner is responsible. We are compiling a list of affected accounts so that we can reach out to owners and tenants to notify them of the change.

IT Services

I received a response from DFN after I sent a letter in dispute of the early termination fee and remaining contract charges. DFN's stance is that while they acknowledge that they did not perform some of the agreed-upon services per the contract, they still provided other services in the contract without issue. DFN feels that we are obligated to pay for the latter so that DFN can recover its costs. I do not agree with this, and I will be consulting with our counsel before I respond.

Financial Statement Audits

The auditor is currently conducting field work at the sewer office for Green Sanitary's final financial audit. The auditor will be conducting field work for Roberts Creek Water's audit next month.

Salary Recommendation Results

I received salary recommendations from HR Answers for the Operations Manager and General Manager positions. However, I do not feel that the salary surveys utilized were the best fit for our organization. The recommendation for the GM salary was very high, whereas the Operations Manager recommendation was closer to the original GAWSA salary scale presented by Director Lusch. I have prepared some research of my own to accompany the study and have made a recommendation based on all the information present. I would like to discuss this in detail at the meeting.



August 13, 2021

CONFIDENTIAL

David Campos
Green Area Water & Sanitary Authority

SENT VIA EMAIL: david@rcwaterdistrict.com

“Whatever the question...”

David,

PORTLAND METRO

7650 SW Beveland St.
Suite 130
Tigard, OR 97223
(503) 885-9815 Phone
(503) 352-5582 Fax

www.hranswers.com
877-287-4476

Enclosed are the results of the salary survey that HR Answers, Inc. conducted for the two job descriptions: General Manager and Operations Manager. We determined position matches based upon the job description provided.

We have attached a document called: “Salary Surveys – An Overview” to provide you with a foundation of theory upon which salary surveys are produced and could be used. We suggest you utilize the weighted average figure which represents the average salary currently being paid to incumbents performing this position. Your salary range, minimum to maximum should not be more than 15% below and 15% above this weighted average.

Salary Survey Results

1. We recommend you begin by reviewing the **Job Summary** located on the Salary Survey Results to ensure we have made appropriate matches. The job titles of the comparison jobs should not be used to determine whether the matches are accurate. Rather, please use the job summary to make your assessment, and let us know if you have any concerns about the matches or if we misinterpreted the scope of the job.
2. After collecting the salary data, we aged the data through July 2021. Each year we determine the appropriate **Aging Factor** based on the most recent major forecasts of salary structure movement.
3. **Geographic Adjustments** may be made to adjust the data so that it matches the **Scope/Labor Market** pay level for the position we are surveying. Any such adjustments can be seen in the **Salary Survey Results**. We use a service of the Economic Research Institute, which is the nation’s leading resource for this type of geographic adjustment.
4. Once we have produced an Aging Factor and applied necessary Geographic Adjustments, we determine a **Weighted Average** salary by multiplying the average salary from each survey source by the number of employees reported for the position, summing the totals, and dividing by the total number of employees for all survey sources. This calculation takes into account the influence on the marketplace by organizations with many incumbents in one job.
5. Lastly, we averaged the accumulation of results from the surveys used and presented this information at the bottom of each Salary Survey Results page on the line titled, “**Aging Factor (Date adjusted to): August 2021.**”

We collected the data from several published salary surveys that we determined were appropriate resources. The survey sources we used were:

Economic Research Institute (ERI) Salary Assessor 2021

ERI provides compensation data (mean, median, percentiles) for both base pay and incentives for more than 6200 position titles. Data is reported by location, industry, and size, and is updated quarterly.

Wage Access 2020

The **WageAccess[®] Compensation and Benefits Survey** is an innovative Internet-based multi-industry salary **survey** that provides state-of-the-art customized results for over 900 benchmark job descriptions in numerous regions and cities across the United States.

Compdata Benchmark Pro – West 2020

Compdata provides cross-industry salary data for more than 500 general staff job titles, as well as comprehensive benefit and pay practices information. Data was collected from more than 23,000 organizations with 19.1 million employees across the country.

It was our pleasure to work on these two given the greater picture of addressing compensation analysis and pay equity within your District. If you have any questions about the survey results, please let us know.

Sincerely,

A handwritten signature in black ink that reads "Jennifer Schoorl". The signature is written in a cursive, flowing style.

Jennifer Schoorl, MSM
Senior Consultant

Enclosures

Organization:	Green Area Water & Sanitary Authority	DATE: August 10, 2021
Location:	Roseburg, Oregon	Category: Operations Manager
Department:	Operations – Water/Wastewater	FLSA Status: Exempt
Job Title:	Operations Manager	

GENERAL STATEMENT OF DUTIES:

The Operations Manager is responsible for overall operations of the Green Area Water & Sanitary Authority (GAWSA), including planning, organizing and directing the operation of the water treatment, water distribution and wastewater collection systems. In addition, the Operations Manager provides assistance to the General Manager.

Supervision Received:

Works under supervision of the General Manager.

Supervision Exercised:

The Operations Manager directly and indirectly supervises all operations department supervisors and personnel of GAWSA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend all Board of Directors meetings and represent the Board of Directors in all matters specifically delegated.
- Manages and participates in the development and implementation of goals, objectives, and priorities for assigned projects; recommends and administers policies and procedures.
- Plans, directs, coordinates, and reviews the work plan for assigned staff; assigns work activities and projects; reviews and evaluates work products, methods, and procedures; meets with staff to identify and resolve problems.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies.
- Provide information to the General Manager and assist in the preparation of the annual budget for the operation of the water treatment plant, water distribution and wastewater collections systems. Forecasts major expenditures and work to be performed in the coming year.
- Researches and keeps abreast of technological changes/advancements through trade journals, publications and examination of similar municipal water/wastewater utility operations, and by interaction with other municipal/industry utility professionals; recommends and initiates improved work methods procedures; recommends upgrades to Authority specifications and new products relating to the maintenance and operation of the Authority's water/wastewater utility system.
- Establish effective controls and manage the purchase of materials and services, maintenance of inventory processes.
- Establish sampling procedures for all State mandated testing requirements.
- Perform other duties or responsibilities as required.

Recruiting Requirements

General knowledge of:

- Personnel management concepts, techniques and application procedures.
- Water treatment, water distribution, wastewater collection system principles.
- Computer operations and techniques in GIS and other computer applications.
- Occupational hazards and standard safety practices.
- Principles of business letter writing and report preparation.
- Federal, State, County laws, rules, policies, regulations and procedures relating to the water and wastewater industry.

Ability to:

- Analyze and coordinate a wide variety of complex operations.
- Communicate and supervise personnel to insure smooth efficient operations.
- Present proposals and recommendations clearly and logically in public meetings.
- Exercise sound, expert independent judgment within general policy guidelines.
- Establish and maintain effective working relationships with all levels of District management, other agencies, contractors, employees and the public.
- Maintain appropriate records.
- Maintain good relationship with the customers of the Authority.
- Read and understand blueprints

Education and Experience:

- A minimum of (5) five years related experience in the operation and maintenance of facilities and processes common to large public water treatment, distribution or sanitary collection systems are preferred.
- Experience should include operation and maintenance of water/ sewer lines, water storage, treatment facilities, pumps, and pump stations and knowledge of construction.
- A minimum of (3) three years supervisory experience is desired.
- Degree in Civil engineering and public administration is preferred.

Certifications:

- Possession of a valid Oregon Commercial Drivers license.
- Possession of a State of Oregon Water Treatment II Certification,
- Possession of a Water Distribution II Certification.
- Possession of, or ability to obtain within one year of appointment, a Wastewater Collection I Certification

POSITION: Operations Manager						
	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
				10th percentile	Mean	90th percentile
Survey Source: "Economic Research Institute 4/2021" *(mean)						
Survey Title & Raw Data: Operations Manager	\$105,894	n/a	0	\$84,763	\$105,894	\$129,956
Geo Leveled: 0.975	\$103,247			\$82,644	\$103,247	\$126,707
Scope: Eugene OR - adjusted to Roseburg OR, Public, Water Utilities						
Survey Job Summary: Manages and coordinates organization, branch, plant, or department operation strategies and activities. Collaborates in the development and implementation of organization policies, practices, procedures, and attainment of operating goals. Reviews, analyzes, and prepares reports, records, and directives, and confers with managers/supervisors to obtain data required for planning activities, such as new commitments, status of work in progress, and problems encountered. Assigns, or delegates responsibility for, specified work or functional activities and disseminates policies and objectives to supervisors/staff.						
Survey Source: Wage Access 12/2020 * median						
Survey Title & Raw Data: Public Works Manager	\$99,721	10	101	\$87,224	\$106,810	\$129,536
Geo Leveled: 0.936	\$93,339			\$81,642	\$99,974	\$121,246
Scope: National data - adjusted to Roseburg OR; All Industries						
Survey Job Summary: Manages division, department or program involved in construction, maintenance and repair of municipal services of engineering, building inspection, equipment maintenance, street/road and storm drain maintenance or traffic control. Works with engineers and designers, material suppliers and staff to plan and manage projects. Oversees budget, scheduling, quality and progress of work. Responsibility - Manages a project, functional area or department within a division at a single location. Job performance significantly impacts department operations and may impact profitability of organization. Autonomy - Receives broadly defined goals and objectives. Exercises independent judgment and makes decisions with some existing guidelines. Usually has budget and/or hiring authority. Supervision - May supervise activities of supervisors and/or non-management employees.						
Survey Source: CompData Pro West 10/2020* weighted						
Survey Title & Raw Data: Operations Manager	\$94,400	7	8	\$91,400	\$96,800	\$102,400
Geo Leveled: 0.952	\$89,869			\$87,013	\$92,154	\$97,485
Scope: Oregon data adjusted to Roseburg OR, All Industries						
Survey Job Summary: Manages internal operations of a department within an organization. Implements the organization's policies, procedures, and practices in area of responsibility. Ensures staff conformance to procedures and efficient functioning of department, usually through subordinate supervisors. Bachelor's degree required and five years experience.						
Geo Leveled Averages: \$95,485 17 109 \$85,781 \$100,813 \$117,888						
Geo Leveled data aged to: August 2021 \$97,829 17 109 \$87,302 \$102,601 \$119,979						
Green Area Water & Sanitary Authority Range:						
Comparison to market:				0%		0%

^ Mean salary provided in lieu of Weighted Average, which was not available

* Salary percentiles or quartiles provided in lieu of salary ranges which were not available

NOTE: Geo Leveling not required as the difference is less than 2%. All differences above that percentage are noted.

Organization:	Green Area Water & Sanitary Authority	DATE: August 10, 2021
Location:	Roseburg, Oregon	Category: General Manager
Department:	Administration	FLSA Status: Exempt
Job Title:	General Manager	

GENERAL STATEMENT OF DUTIES:

The General Manager is responsible for overall management and administration of the Green Area Water & Sanitary Authority (GAWSA), which provides water and wastewater services to the Green District of Roseburg and outlying areas. The General Manager is also responsible for ensuring implementation of the policy direction provided by the Board of Directors (Board).

Supervision Received:

Works under the general supervision of the Board.

Supervision Exercised:

The General Manager exercises full supervision, direct and indirect, over all employees engaged in the administration, operations, maintenance, repair and replacement of the wastewater collection system, water distribution system, and water treatment plant.

This position administers the agreement for the joint Green/Winston wastewater treatment plant.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works closely with the Board, organizations and appropriate Federal, State, and local agencies regarding GAWSA's programs.
- Enforces compliance with GAWSA's Ordinances, Resolutions, personnel policies, practices, and rules and regulations.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for GAWSA.
- Directs and participates in the preparation of GAWSA's short and long-term financing programs, capital improvement programs, water and wastewater master plans, budget, and rate setting; monitors and reviews expenditures through budgets and other guidelines; identifies and resolves questions regarding variances from expected expenditure levels.
- Keeps the Board apprised and advises the Board about GAWSA activities, financial conditions, progress of programs, present and future needs of GAWSA, and matters regarding legislative action; coordinates the preparation and presentation of the various agendas, reports, written materials, and items to be presented at meetings of the Board and Budget Committee.
- Directs, manages, and coordinates the operations, staff, facilities, programs, projects, and planning of existing and future improvements of the wastewater system.
- Coordinates and oversees the activities of the consultants, engineers, attorneys, accountants, and financial advisors for GAWSA.
- Administers the wastewater treatment plant contract. Negotiates the operations contract, annual fee increases and the capital improvement plan for the wastewater treatment plant and pump stations.
- Signs GAWSA contracts and agreements as directed by the Board.
- Oversees financial controls and reporting requirements.

Job Title: General Manager

DATE: Aug 10, 2021

- Prepares annual financial statements and related notes; prepares or reviews monthly accounting reconciliations; ensures necessary documentation is prepared to facilitate the annual financial statement audit.
- Conducts annual review of employee benefits and compensation including level and range pay scales. In addition, responsible for the calculation of the annual cost of living increase.
- Formally evaluates work performance of the Operations Manager and Finance/Customer Service Supervisor at least annually.
- Authorizes all personnel actions including hiring of new employees, advancement of employees, and formal disciplinary actions and separations.
- Assists in resolving disputes and grievances of employees.
- Responsible to provide safe working conditions for employees. Implements and enforces safety policies, programs, and practices for the prevention of work-related injury and illnesses.
- Responds to and provides solutions for all safety committee recommendations.
- Reviews operational reports, analyzes operational efficiencies and program implementations, institutes improvement measures as appropriate, prepares and submits detailed operational reports (including data collection, analysis, and presentation) as requested by the Board.
- Reviews and approves requisitions for materials and equipment, assesses purchasing program effectiveness, conducts value analysis.
- Develops and implements programs which will enhance good public relations.
- Acts as public liaison for GAWSA.
- Performs other special tasks, as assigned.

Recruiting Requirements

General knowledge of:

- The principles and practices of supervision, management, design, construction, and operation of public water and wastewater systems.
- Public finance, budget principals, practice, and procedures.
- Human resources and organizational management.
- Knowledge of federal and state laws and regulations governing employment.
- Organization, rules, regulations, and processes of regulatory agencies.
- Federal, state, and local laws, regulations, ordinances, policies, procedures, and practices related to water and wastewater operations.
- EPA, the Oregon Health Authority, and Oregon Department of Environmental Quality water and wastewater, industrial waste pretreatment and biosolids regulations.
- Computers and computer systems used for data handling, system analysis modeling, computer aided drafting and design and operations management.

Ability to:

- Make critical decisions involving work assignments, staffing priorities, objectives, and operations.

Job Title: General Manager

DATE: Aug 10, 2021

- Interpret and apply policies and procedures.
- Supervise and evaluate management, professional, and administrative staff.
- Train and develop competent employees, including team building.
- Supervise and inspect the work of skilled and semi-skilled workers in a manner that results in positive performance and high morale.
- Establish and maintain positive and effective working relationship with The Board, department heads, employees, supervisors, vendors, customers, and the public.
- Maintain records, produce periodic reports.
- Negotiate contracts.
- Provide testimony at public hearings and trials.
- Make effective public presentations.
- Efficiently use computers and have a working knowledge of Microsoft Office applications and utility management applications.
- Understand and follow verbal and written directions.
- Communicate effectively, both verbally and in writing.
- Develop public policy, public education, and public relations programs.

Education and Experience:

- The ideal candidate should have six (6) years of increasingly responsible experience in a Public Works function or in municipal administration, which includes a minimum of three (3) years of supervisory experience of professional and technical staff.
- Graduation from college with a degree in Civil, Water, Wastewater or Environmental engineering, business administration, public administration, or a field which would provide the knowledge and skills required for administrative work in environmental resource management and community affairs is preferred.
- Or any combination of education and/or experience that provides the knowledge and skills necessary to fill the role as described in this job description will be acceptable.

POSITION: General Manager						
	WEIGHTED AVERAGE	NO. COMPANIES	# INCUMBENTS	BASE SALARY RANGE		
				MINIMUM	MIDPOINT	MAXIMUM
				10th percentile	Mean	90th percentile
Survey Source: "Economic Research Institute 4/2021" *^(mean)						
Survey Title & Raw Data: Director Operations	\$132,938	n/a	0	\$98,755	\$132,938	\$175,931
Geo Leveled: No adjustment needed	\$132,938			\$98,755	\$132,938	\$175,931
Scope: Eugene OR, Public, Water Utilities						
Survey Job Summary: Directs, develops, implements, publicizes, and administers operations strategies and objectives to ensure the achievement of organization's goals and objectives. Directs the operations function in conjunction with business growth, introduction of new operational systems, meeting organizational financial objectives, and meeting organizational goals in relation to safety, quality, and timely delivery of products or services. Assists with development of organization's policies, practices, and attainment of operating goals, while maintaining some management responsibility.						
Survey Source: Wage Access 12/2020 * median						
Survey Title & Raw Data: Public Works Director	\$172,763	10	15	\$152,151	\$185,301	\$213,676
Geo Leveled: 0.955	\$164,989			\$145,304	\$176,962	\$204,061
Scope: National data adjusted to Roseburg OR; All Industries						
Survey Job Summary: Directs and coordinates activities of city departments of public works and utilities. Oversees municipal services of engineering, building inspection, equipment maintenance, street/road and storm drain maintenance, traffic control, and water and sewage treatment. Confers with officials responsible for street and building construction and maintenance, and for supplying water, power, sanitation, or other services to coordinate use of personnel and equipment and to consolidate purchasing requests. May attend city council meetings to present budgets, activity reports and plans for future activities. Responsibility - Directs and coordinates activities of a division or department at one or more locations. Job performance impacts business operations and profitability of organization. Autonomy - Defines own goals and objectives based on corporate strategy. Has great latitude to exercise judgment and makes decisions with no existing guidelines. Has budget and hiring authority. Supervision - Directs activities of managers and/or supervisors. □						
Survey Source: CompData Pro West 10/2020* weighted						
Survey Title & Raw Data: Operations Director	\$141,000	8	9	\$126,600	\$128,600	\$153,200
Geo Leveled: 0.967	\$136,347			\$122,422	\$124,356	\$148,144
Scope: Oregon data adjusted to Roseburg OR, All Industries						
Survey Job Summary: Directs the center's operations, logistics, facilities, customer service, and technical support. Manages operation processes to include value added services, planning and development, customer service, facility security, and supervision of staff. Bachelor's degree required and seven years experience.						
25th percentile 50th percentile 75th percentile						
Geo Leveled Averages: \$146,829 18 24 \$123,998 \$146,849 \$178,490						
Geo Leveled data aged to: August 2021 \$150,647 18 24 \$126,197 \$149,453 \$181,656						
Green Area Water & Sanitary Authority Range:						
Comparison to market:				0%		0%

^ Mean salary provided in lieu of Weighted Average, which was not available

* Salary percentiles or quartiles provided in lieu of salary ranges which were not available

NOTE: Geo Leveling not required as the difference is less than 2%. All differences above that percentage are noted.

Green Area Water and Sanitary Authority Salary Scale

CATEGORY	#	START	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	Step 10 Salary/Hour
OFFICE ASSISTANT I	3	2955	3043	3135	3229	3325	3425	3528	3634	3743	3855	3971	22.91
OPERATOR I	4	3043	3135	3229	3325	3425	3528	3634	3743	3855	3971	4090	23.60
OFFICE ASSISTANT II	5	3135	3229	3325	3425	3528	3634	3743	3855	3971	4090	4213	24.30
OPERATOR II	9	3528	3634	3743	3855	3971	4090	4213	4339	4469	4603	4741	27.35
FINANCE-CUSTOMER SVC SUPERVISOR	12	3855	3971	4090	4213	4339	4469	4603	4741	4884	5030	5181	29.89
OPERATOR III	14	4090	4213	4339	4469	4603	4741	4884	5030	5181	5336	5496	31.71
DEPT SUPERVISOR/CHIEF PLANT OPERATOR	20	4884	5030	5181	5336	5496	5661	5831	6006	6186	6372	6563	37.86
Alan/David/Kay	26	5831	6006	6186	6372	6563	6760	6963	7172	7387	7608	7837	45.21
OPS Manager	30	6563	6760	6963	7172	7387	7608	7837	8072	8314	8563	8820	50.89
GM (original)	34	7387	7608	7837	8072	8314	8563	8820	9085	9357	9638	9927	57.27
GM (proposed)	39	8563	8820	9085	9357	9638	9927	10225	10532	10848	11173	11508	66.39

District Name	Annual Revenue	Service Connections	Population	FTE	General Mgr Salary
Pacific City Joint Water Sanitary Authority	2.6 million	1,460	1,250 Perm/7,500 Season	9	85k-125k*
Seal Rock Water District	2.5 million	2,628	5,500	9	102k-145k**
South Suburban Sanitary District	6.1 million	unknown	25,000	unknown	105k-134k***
Green Area Water & Sanitary Authority	3.5 million	3,130	8,000+	13	TBD

* from Prothman recruiting

** extrapolated from 18-19 scale in LCOG study

*** from SDAO/SSSD

SANITARY OPERATIONS REPORT

September 9, 2021

Construction Projects

- 265 Grant Smith commercial park development.
 - Pinnacle Engineering involved with minor change in manhole locations.
 - MARS Construction has installed 5 manholes and about 700' of the new sewer.
- Green Siding MH, 4209 Carnes,
 - New Manhole with multiple laterals in easement for new shop and to fix subdivision issue, helping locate lateral drainage from main house.
- 732 Little Valley sewer service extension.
 - Randy Forest tested pump station, everything worked properly, SB picked up to install.
 - Stratton Brothers has installed the discharge line and new pump station, waiting on final electrical hook up and sign off.
- Shawn Bateson, Old Summerwood Phase 5
 - Nothing new to report.
- ODOT Hwy 99/42 turn lanes project predesign survey project underway.
 - Sounds like a light will go in at Rolling Hills.

Collection System

- Purchased and picked up new/used CCTV equipment from City of Winston.
 - Jim from True North Equipment came by to help us test the entire TV system, most everything is in good working order, though we did send a camera head out for repair, price pending.
 - The City of Winston really helped us to get an affordable TV system. It will be an invaluable tool for the Authority's Sanitary Asset Management and Inflow & Infiltration program. Thank you Andy, and the C of W.
- AutoCAD training and lateral drawings.
- Investigating problem list, digging up and raising manholes for flushing in basins C and D.
- Flushing Project for the year. Basin C and D underway, had help flagging from WC, thanks.
- VAC-CON hose reel hydraulic motor repaired, it fell apart first day out. The motor was not assembled correctly at the factory, motor covered by warrantee, truck fixed....again.

G4 and Pump Stations

- Pump Stations ran well, with typical operation and maintenance.
- Preparing for winter flows over the next few weeks.

Treatment Plant, Farm, and Ranch

- 144 M St. Tyree Oil Project, final payment received.

Meetings and Conferences

- Matt attended the DCUCC Meeting.
- Matt and I attended the GAWSA crew meetings.

Lateral Inspections

- 5 Inspections.
 - 732 Little Valley, New Installation.
 - 571 Little Valley, lateral update with cleanout.
 - 165 Pheasant, 3 bay shop, New Installation.
 - 180 Brady, New Installation.

One Call Locates

- 56 Locates.

Submitted by, Shannon L. Miller

Green Area Water & Sanitary Authority
Superintendents Report
September 2021

We are still on schedule for our membranes to pass through customs September 16th. We will coordinate with the Dupont representative for installation, once we have them onsite.

The mainline extension for the 265 Grant Smith project should start this week. We will be inspecting this project and coordinating a planned mainline tie-in with the contractor.

Staff will be involved with various training classes this month. We have employee's receiving C.E.U's for their Backflow Inspector Certifications, as well as First Aid Training for the entire staff and an Asbestos refresher course for some of our field crew.

The crew has been busy repairing leaks and we are working on some small projects around the treatment plant. We will be working on some facility maintenance at the Highlands pump station as well.

We are still currently receiving water from Ben Irving Reservoir. So far we have used 88,169,222 gallons since July 26th.

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

Weekly Report

Week of Aug 6, 2021

For Winston-Green Wastewater

- Re-Build it services here to disassemble clarifier # 3 (Pictured Below)
 - Staff will paint the bridge and platform while it is removed
 - A crew will be onsite next week to media blast and coat steel structure
- Staff installed new Chlorine Storage tank # 2
 - We have been waiting months for new valves for the new tank
- New Chlorine Supply Header built and installed
- Chlorine Leak fixed on chloring pump B
- Fixed water leak at headworks
- Filled drying beds
- Hauled Biosolids
- Looked into replacement Dial Out Systems
 - Ours has become obsolete and has failed to dial out for unknown reasons a few times



Weekly Report

Week of August 13, 2021

For Winston-Green Wastewater

- Clarifier # 3 Update
 - A crew of 4 has been onsite this week blasting the steel structure and will epoxy coat what has been blasted before the weekend (Pictured Below)
 - This process is expected to take another week or two
- Replacement emergency Dial out system ordered
 - It is 4-5 weeks out
 - Staff will install the system and then have The Automation Group program it
- New influent pump discharge valves ordered
 - We currently have 1 on hand, 2 more were ordered. Cleaning the pumps has become challenging since the discharge valves no longer close properly
- The coolant reservoir tank on the dump truck cracked. This is a discontinued item. Staff will attempt to plastic weld the tank next week



Weekly Report

Week of August 27, 2021

For Winston-Green Wastewater

- Clarifier # 3 Update
 - A crew of 4 has been onsite for 3 weeks. They have finished the coating of the steel structure
 - The main drive is still being rebuilt
 - The tear down report shows that the main bearing linings were worn and pitted and that the pinion bearing was worn out.
 - This shows that the drive was at a good rebuild point and not worn out beyond repair
- Finished emptying sludge storage tanks for the year
- Staff is focused on hauling sludge now and not filling drying beds
- Installed door closer on admin addition door
- Removed roof drain from digester building and replaced with new
- Repaired dump truck coolant reservoir tank
 - This item has been discontinued
 - Staff purchased tools to plastic weld the tank, if this does not hold we will have to look into have a custom tank made

WINSTON-GREEN WWTF

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

FILE # 98400

POPULATION: 10000 TYPE: RBC / ACTIVATED SLUDGE

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	1.101	7.1								6.9	25.7							0.03	166	<1			0.01		
2	1.079	7.2	262	267	0.8					6.9	25.9	5.2	98%	47	0.6	100%	5	0.06	171	1.0					
3	1.095	7.3								7.0	25.8							0.04	155						
4	1.076	7.0	240	303	0.91	3.41	0.06	18.9	4.8	6.7	25.5	6.3	97%	57	2.0	99%	18	0.04	150				52,910		
5	1.096	7.3								6.8	25.1							0.05	151			9,000			
6	1.075	7.1	240	282						6.9	25.3	6.0	98%	54	2.0	99%	18	0.05	159				24,560	0.02	
7	1.102	7.3								6.8	25.6							0.04	177					0.09	
8	1.130	7.3								6.9	25.2							0.03	177						
9	1.103	7.1	242	282	0.10					6.9	25.1	6.8	97%	63	0.4	100%	4	0.06	160				12,250		
10	1.122	7.3								6.9	25.2							0.05	163	<1		4,500			
11	1.086	7.3	204	310	0.33	3.11	0.04	18.1	3.7	6.8	25.4	6.1	97%	55	3.4	99%	31	0.04	159	18.7					
12	1.073	7.3								6.7	25.6							0.02	176			13,500			
13	1.088	7.3								6.9	25.5							0.04	161			9,000			
14	1.064	7.2								7.0	25.7							0.05	166						
15	1.117	7.3								7.0	25.8							0.04	169	42.2		4,500			
16	1.102	7.2	241	291	0.05					6.9	25.8	4.9	98%	45	1.6	99%	15	0.03	164			4,500	25,810		
17	1.094	7.3								6.7	25.2							0.06	161	<1		4,500			
18	1.102	7.2	276	398	0.10	2.71	0.02	17.8	4.4	6.8	25.0	4.4	98%	40	1.2	100%	11	0.05	191			9,000			
19	1.087	7.3								6.8	25.1							0.03	166			4,500		0.19	
20	1.064	7.3	246	296						6.8	25.1	4.6	98%	41	0.4	100%	4	0.04	163			13,500		0.20	
21	1.108	7.2								6.8	25.1							0.03	171			4,500			
22	1.144	7.3								6.8	24.9							0.01	172	228.2		4,500			
23	1.093	7.2	284	329	0.04					6.7	24.7	4.3	98%	39	1.4	100%	13	0.03	151			4,500			
24	1.112	7.4								6.6	24.6							0.03	170	<1				0.05	
25	1.106	7.2	267	363	0.41	2.72	0.05	21.4		6.7	24.7	4.5	98%	42	3.2	99%	30	0.04	166			4,500	0.06		
26	1.089	7.3								6.6	24.7							0.03	166			4,500			
27	1.073	7.1	253	269					6.9	6.8	24.8	5.9	98%	53	2.8	99%	25	0.05	150			9,000			
28	1.056	7.2								6.8	24.5							0.04	174						
29	1.112	7.4								6.8	24.6							0.04	158	123.4		4,500			
30	1.105	7.3	286	319	0.07					6.9	24.6	5.1	98%	47	2.2	99%	20	0.05	152						
31	1.092	7.4								6.7	24.4							0	0.03	174					
TOT	33.95													582			193		5,109			112,500	115,530	0.62	
MAX	1.144	7.4	286	398	0.91	3.41	0.06	21.4	6.9	7.0	25.9	6.8	98%	63	3.4	100%	31	0.06	191	228.2		13,500	52,910	0.20	
MIN	1.056	7.0	204	267	0.04	2.71	0.02	17.8	3.7	6.6	24.4	4.3	97%	39	0.4	99%	0	0.01	150	1.0		4,500	12,250	0.01	
AVG	1.095	7.2	253	309	0.31	2.99	0.04	19.1	5.0	6.8	25.2	5.3	98%	48	1.8	99%	15	0.04	165			6,618	28,883	0.09	
LBS AVG																									

	EXCESS THERMAL LOAD WEEKLY AVG. Mkcals/day	EFF TEMP © WEEKLY AVG.
1	31.8	25.7
5	30.3	25.3
12	31.0	25.5
19	28.7	24.9
26	27.2	24.6

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 25

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.21	15.86	18.09	0.388	34.33	0.00
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	283.07	264.98	6.092	554.14	25.70
GREEN + LANDERS		271.07			
APPORTIONMENT	51.08%	48.92%			
			100%		