



ROBERTS CREEK
WATER DISTRICT

Water Leak Credit Request



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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: PHYLLIS BREWER		Service Address: 3847 Bourne St
Daytime Phone: 541-679-9267	Service Number: 516000	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: 11-5-21	<input checked="" type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: leak in yard		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature	Phyllis Brewer	Date 1-5-22

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: 1/5/2022	Meter Read Date to use for Water Leak Credit Evaluation: 11/10/21	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):		10/11/21 - 11/10/21
Estimated normal billing during leak period:	25.85	Leak month billing: 171.20
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	(25.85)	
<small>(NOTE: if estimating average billing, attach calculation documentation)</small>		
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=	145.35/2 =	
Calculated water leak credit amount: 52,000 gal - 1,000 gal	72.68	
Reviewer's Initials: DC	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

PLUMMERS PLUMBING & EXCAVATION
 556 ELGAROSE ROAD
 ROSEBURG, OR 97471
 CCB#158925
 (541) 679-1722

PLUMBING

Work Order/Invoice

No. 12070

TO:

PHYLLIS BREWER
3847 BOURNE ST
ROSEBURG, OR 97471

DATE OF ORDER <u>11-5-21</u>	HOME TEL <u>541-679-9267</u>
ORDER TAKEN BY	WORK TEL
CUSTOMER ORDER NO.	<input checked="" type="checkbox"/> DAYWORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA
STARTING DATE	<input type="checkbox"/> OVERTIME <input type="checkbox"/> OTHER
JOB NAME / NO	
JOB LOCATION	
INVOICE DATE <u>11/6/21</u>	JOB TEL

QTY.	MATERIAL	UNIT	AMOUNT	TERMS: DUE ON RECEIPT			
				DESCRIPTION OF WORK			
				<u>WTR LK IN YARD</u>			
				LABOR			
				HRS.	RATE	AMOUNT	
	<u>BRANDON</u>			<u>4</u>	<u>120⁰⁰</u>	<u>480</u>	<u>00</u>
	<u>KENDI</u>			<u>1</u>	<u>60⁰⁰</u>	<u>60</u>	<u>00</u>
						TOTAL LABOR	
						<u>540</u>	<u>00</u>
QTY.	MATERIAL	UNIT	AMOUNT				
<u>1</u>	<u>3/4 PVC CAP</u>				<u>1.50</u>	<u>1</u>	<u>50</u>
				WORK ORDERED BY		TOTAL MATERIALS	
						<u>150</u>	<u>00</u>
				I hereby acknowledge the satisfactory completion of the above described work.		TOTAL LABOR	
						<u>540</u>	<u>00</u>
				SIGNATURE		TAX	
				DATE		OTHER CHARGES	
						TOTAL	
						<u>541</u>	<u>50</u>

Thank You!
 GAWSA 2

there is an error

2 paid \$541.50

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
December 16, 2021

Board Chair Tracey Parker called the meeting to order at 5:05pm. Present were Board Directors Tracey Parker, Brenda Kingry, Carolyn White, and Steve Lusch. Also present were GAWSA employees David Campos, Kay Huff, Alan Paulson, and Shannon Miller. Director Tom Fullbright was absent.

The Board reviewed the following leak adjustment credit requests:

Zachary Graham: calculated credit \$100

A brief discussion ensued, as the customer requesting a credit has previously argued that he had a leak when one of our Field Operators had notified him of a leak. The customer also insisted that the issue was a faulty water meter. The Authority reluctantly replaced the meter, which was not the issue. After discussion, Director Steve Lusch made a motion to approve the leak adjustment credit of \$100 for the customer, with the understanding that it was a one-time credit, and any subsequent credits for leaks would not be granted for this customer. Director Carolyn White seconded the motion. Approval of the motion was unanimous. General Manager David Campos stated that he will send the customer a letter notifying the customer of the one-time credit and the Board's disapproval of the customer's treatment towards the field operator.

The Board then reviewed a letter submitted by customers Earl and Vikki Pennington. The customers letter detailed their disapproval and frustration with the proposed billing policy changes, which would require that property owners are responsible for paying water/sewer utilities, rather than the occupant. A discussion followed. General Manager David Campos stated that once the policy is drafted through an ordinance, two public hearings will be held prior to adoption. David also stated that nothing is finalized yet, and the Authority plans to work with and accommodate owners as much as possible.

Director Lusch then made a motion to approve the November GAWSA meeting minutes and November accounts payable. Director Kingry seconded the motion. The motion was unanimously approved.

General Manager David Campos presented the General Manager's Report. David provided an update on the utility billing conversion/merge. David stated that there is a significant amount of data cleanup that has caused issues in matching up water/sewer accounts.

David stated that the proposed billing policy change will be addressed when we begin drafting new ordinances.

David presented the second extension to the Leachate Treatment Agreement with Douglas County. Discussion followed. Director Lusch commented that the county is not providing all the information that it should be regarding the leachate and the planned pretreatment and is not following through with some of the requirements of the agreement. A lengthy discussion ensued. It was discussed that the Board under the new Authority, along with the City of Winston, should revisit the agreement soon. Director Lusch made a motion to approve the second extension of the leachate agreement. Director White seconded the motion. Approval of the motion was unanimous.

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
December 16, 2021

David informed the Board that the annual SDAO Conference will be held February 10-13 in Eugene. This year attendees have the option to attend in-person or virtually. Director Lusch stated that he will be attending virtually on Saturday, Feb. 12.

David informed the Board that, in years past, the Board has approved a holiday cash gift of \$150 for employees. Director Lusch made a motion to approve the cash gift. Director White seconded the motion. Approval was unanimous.

Collections System Supervisor Shannon Miller presented the sanitary operations report. Shannon stated that they will test out the new CCTV trailer soon.

Operations Superintendent Alan Paulson presented the water operations report. Alan stated that the new membranes have been installed in cell one. After a week of running and fine-tuning, the crew will install the remainder of the new membranes in cell two. A member of the vendor's support staff will be visiting next month to do some work with the programming.

Alan informed the Board that while we are still researching options for the air compressor at the water treatment plant, we had it repaired in the meantime.

Alan stated that we had a large water main leak on Linnell Ave. We are currently working with a customer who may have had property damage from airborne debris. Our insurance agent has been notified.

We are having issues with the UV light communications board and are looking at options for replacement.

In January the crew will be taking a flagging class.

For the good of the order, Director White asked if, with the recent increase in costs, we should look at any rate increases. David stated a rate increase is not necessary at this time, and that we should not conduct a rate analysis for a couple years, when the dust has settled from the merger and things are running smoothly.

There being no further business before the Board, Board Chair Tracey Parker adjourned the meeting at 6:04pm.

Steve Lusch, Board Secretary

Tracey Parker, Board Chair

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE - DECEMBER 2021**

DATE	CK #	SANITARY ACCOUNTS PAYABLE FOR DECEMBER 2021		AMOUNT
12/16/21	14184	Caroll or David Tucker	To replace outstanding ck #13557 12/21/20	38.00
"	14185	Erik Dietrich	To replace outstanding ck #13057 4/30/20	19.00
"	14186	Ashley or Tanner Elliott	Refund SC overpmt - 475 Brady	38.00
"	14187	Avista Utilities	Natural gas service - 10/20-11/18	83.35
"	14188	Canon Solutions America	Copier maintenance agmt - November	23.33
"	14189	City of Winston	Plant payroll expenses - October	20,486.65
"	14190	Diana Hunt	Refund SC overpmt - 135 Grace	247.00
"	14191	Dirk Douthitt	Refund SC overpmt - 4410 Hanna	45.00
"	14192	Kay Huff	November travel	20.16
"	14193	One Call Concepts	39 locates for November	46.80
"	14194	Oregon Linen	Floor mat service - November	37.18
"	14195	Pacific Power	Electricity service - 10/29-12/2	1,651.35
"	14196	Shannon Vajda	Refund SC overpmt - 4451 Carnes	38.00
"	14197	Streamline	Monthly website maintenance - December	200.00
"	14198	Vernon or Marion Reed	Refund SC overpmt - 4918 Golding	38.00
"	14199	Wells Fargo	3416 - Floodlights, uniform shirts	72.69
12/28/21	14215	US Postal Service	Postage for mailing December bills	700.00
"	14216	Fastenal Company	G4 - parts	6.26
"	14217	Graphic Dimensions	2 months billing forms	401.30
"	14218	Kay Huff	December travel	29.12
"	14219	Onsite Wastewater Management	Preventive maint (2019) - 5 STEP systems	600.00
TOTAL SANITARY ACCOUNTS PAYABLE FOR DECEMBER 2021				24,764.19

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR DECEMBER 2021		AMOUNT
12/17/21	14200	Amazon Business	Filters, office supplies, Bobcat boom fix	380.88
"	14201	Batteries Plus	Batteries	21.60
"	14202	Brian Laudenslager	Reimburse personal protective equipment	195.00
"	14203	DC Farmers Co-op	Gasket material	28.57
"	14204	DeZurik	Parts replacement	2,980.53
"	14205	Douglas County Solid Waste	Landfill fees - grit/screenings - November	228.42
"	14206	Douglas Fast Net	Phone/internet services - December	147.94
"	14207	Fastenal Company	Misc valves, couplings, fittings	455.82
"	14208	Hexagon Technologies	Hexafloc cationic emulsion polymer	5,328.00
"	14209	Les Schwab Tires	Golf cart tire	50.86
"	14210	Measure-Tech, Inc	Semi-annual flow meter calibrations	951.46
"	14211	Pacific Power	Electricity service 11/1-12/3	7,532.01
"	14212	Stanley Convergent Security Sol	Monthly security system - January	193.35
"	14213	Staples	Office supplies	449.39
"	14214	Umpqua Valley Tractor	Kubota maintenance parts	72.80
TOTAL PLANT ACCOUNTS PAYABLE FOR DECEMBER 2021				19,016.63

TOTAL ACCOUNTS PAYABLE FOR DECEMBER 2021

43,780.82

**GAWSA
WATER DIVISION
ACCOUNTS PAYABLE
DECEMBER 2021**

DATE	CK#	WATER ACCOUNTS PAYABLE FOR DECEMBER 2021		AMOUNT
12/1/2021	ACH	Pacific Power	Electricity utility service	20,366.59
12/15/2021	ACH	Cardmember services	Office supplies, meeting food, Office 365 license, SS valve for caustic fill	373.00
"	ACH	BMS Technologies	Water bill statement printing/mailing	1,761.26
12/21/2021	ACH	Metereaders LLC	November meter readings	2,360.25
12/29/2021	ACH	Iconix Waterproducts	Parts and materials	8,586.17
12/31/2021	ACH	Avista Utilities	Natural gas utility service	351.84
12/16/2021	10220	Bassett-Hyland Energy Co.	Fuel service 11/16 - 11/30 water/sewer	330.17
"	10221	Canon Solutions America	Copier maintenance agreement 10/20 - 11/19	40.96
"	10222	Cintas	Refill first-aid kit - Carnes	23.90
"	10223	Continental Utility Solutions	November merchant services	1,639.36
"	10224	DC Farmers Co-op	Various tools, parts and supplies	306.10
"	10225	H2O Backflow Testing	7 non-comp backflow tests	315.00
"	10226	Instrument Technology Corp	Parts for sewer camera	61.00
"	10227	Industrial Source	4.5" cutoff wheels	15.15
"	10228	Industrial Tire Service	Tire repair 580 Super M	84.00
"	10229	IVR Technology Group	November IVR maintenance and tx fees	136.26
"	10230	Long's Building & Supply	Redimix and parts for field service	66.64
"	10231	LOWCD	2021 Water use and admin fee	19,065.90
"	10232	Neuner Davidson Co.	Audit progress billing - RCWD	5,000.00
"	10233	Oregon Dept of Revenue	Hazardous substance annual fee	544.00
"	10234	Oregon DEQ	Shannon Miller certification renewal	160.00
"	10235	Oregon Health Authority	Cross Connection annual fee	200.00
"	10236	Northstar Chemical	Sodium Hydroxide 25%	5,081.70
"	10237	NW Local Gov't Legal Adv	Billing policies discussions	650.00
"	10238	Oregon Linen	Water office rug service	58.13
"	10239	Oregon Tractor	580 Super M repair	1,406.46
"	10240	Platt Supply	GFCI outlet for water plant	27.35
"	10241	Streamline	Website fee Oct - June	1,800.00
"	10242	SDIS	January Health insurance premiums	26,491.16
"	10243	Shannon Miller	Reimburse - sewer TV camera parts	49.84
"	10244	SAIF	Workers comp policy installment	861.13
"	10245	SDAO	Membership dues	3,263.61
"	10246	Umpqua Quarries LLC	Crushed rock for inventory	253.00
"	10247	Winston Auto Parts	Motor oil	49.41
"	10248	Winston Sanitary Service	Carnes Rd. dumpster	90.60
12/17/2021	10249	Theodore Mouser	Customer requested refund of overpayment	174.00
12/20/2021	10250	Verizon Wireless	Tablet line	85.03
"	10251	Umpqua Research	Water sample testing	1,514.70
"	10252	Systech Consulting	Managed IT service plan	1,040.06
"	10253-10265	Various Customers	Refund of deposits/overpayments from final billing	334.24
12/28/2021	10267	OHA - Cashier	Operator certification/Cross connection renewals	1,355.00
TOTAL WATER ACCOUNTS PAYABLE FOR DECEMBER 2021				72,573.86

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
January 13, 2022

Billing Conversion

We are very near merging of the sewer accounts with the water accounts. We have purchase additional location licenses in UMS to accommodate the new sewer-only accounts that will be set up. We are currently doing some testing to make sure the sewer utilities are calculating properly in UMS. We are coordinating with Systech to set up the computer workstation in the water dept office and we are eager to have all admin staff under one roof.

Budget Year 2022-23

The Board will need to appoint a budget officer for the upcoming 2022-23 budget year. I have been reaching out to customers who I feel would serve well on the budget committee.

SDAO Annual Conference

The 2022 SDAO Annual Conference will be held February 10-13 in Eugene. The conference has been shifted to 100% virtual, and attendance is now free. It would be a great opportunity to attend some of the conference sessions.

Douglas County IGA – Aerial Imaging

I have attached the Intergovernmental Agreement for satellite imagery for the Authority's GIS. The agreement amount is \$1,000.

Customer Inquiry – Krohn Lane Property Lease

Philip Witt lives on Castle Ave and inquired about the possibility of leasing the lot the Authority owns on Krohn Lane to store his business equipment (Happy Hills Tree Service). Mr. Will stated that he would be willing to do maintenance to the property, pay rent, or some combination thereof. It is my understanding that Mr. Witt wanted to purchase the property at one time.

Holgate Pastureland Lease – Cody Sandberg

I have attached a pastureland lease agreement for the Holgate property. The Board previously approved a six-month lease renewal, but at this time we feel that a full-year lease would be best.

GAWSA staff

We have ordered new GAWSA-logo'd uniforms/work wear for staff. Jeremy offered to coordinate with the printing company to set up the logo work. We also held a staff luncheon last month.

INTERGOVERNMENTAL AGREEMENT

This intergovernmental agreement is made on this _____ day of _____, 20____ between DOUGLAS COUNTY, a political subdivision of the State of Oregon ("COUNTY"), and _____ ("AGENCY").

COUNTY AND AGENCY HEREBY AGREE AS FOLLOWS:

1. **PURPOSE OF AGREEMENT:** The purpose of this agreement is memorialize the financial contribution of AGENCY toward COUNTY's purchase of new satellite imagery for GIS ("Nearmap"), and authorize AGENCY to use the Nearmap imaging.
2. **FINANCIAL CONTRIBUTION:** AGENCY agrees to pay \$_____ to COUNTY as its financial contribution for its respective portion of the Nearmap purchase. AGENCY shall make payment no later than April 1, 2022.
3. **AUTHORITY OF PUBLIC WORKS DIRECTOR:** COUNTY's Director of Public Works, or his designee, shall have the authority to represent COUNTY on all matters concerning this agreement.
4. **NOTICES:** Any notice required to be given under this agreement shall be in writing and shall be given by personal delivery, mail, facsimile transmission, or email. Any notice required by law shall be given in the manner specified by the applicable law.
5. **INDEMNIFICATION:** Subject to the limitations and conditions of the Oregon Tort Claims Act and the Oregon Constitution, AGENCY shall indemnify, defend and hold harmless COUNTY and COUNTY's officers, employees, and agents from all claims, suits, actions and expenses of any nature resulting from, arising out of, or regarding the negligence or wrongful errors or omissions of AGENCY and AGENCY's officers, employees, and agents acting pursuant to the terms of this agreement.
6. **GOVERNING LAW:** This agreement shall be construed in accordance with the laws of the state of Oregon. Any litigation arising out of this agreement shall be conducted in the Circuit Court of the State of Oregon for Douglas County.
7. **NO WAIVER:** No provision of this agreement shall be deemed waived unless such waiver is in writing and signed by the party waiving its rights. Any waiver of a breach by either party shall not constitute a waiver of any other breach.
8. **SEVERABILITY:** If any provision of this agreement is held by a court to be invalid, such invalidity shall not affect any other provision of this agreement. This agreement shall be construed as if such invalid provision had never been included.
9. **AMENDMENTS:** This agreement may be changed only by written amendments that are signed by both parties. It may not be amended or modified by oral agreements or understandings between the parties.

////

////

10. ENTIRE AGREEMENT: This agreement constitutes the final and complete agreement of the parties concerning the roads and streets described in the recital paragraphs and supersedes all prior and existing written or oral understandings.

AGENCY

By _____
Print Name _____
Title _____
Date _____

ATTEST

By _____
Print Name _____
Title _____
Date _____

**BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY**

By _____
Chair
By _____
Commissioner
By _____
Commissioner
Date _____

REVIEWED AS TO CONTENT

By _____
Department Head
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
County Legal Counsel
Date _____

HOLGATE PASTURELAND LEASE AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between Green Area Water and Sanitary Authority, hereinafter referred to as "Authority" and Cody Sandberg, hereinafter referred to as "Lessee".

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

1. TERMS. The Authority shall lease the pastureland located at 4836 Holgate to the Lessee, for the sole purpose of pasturing livestock for a period of January 1 through December 31, 2022 unless terminated by the provisions of Paragraph 6.

2. CONDITIONS. The Authority shall deliver the premises herein leased in good condition and the Lessee shall not permit any alterations or deterioration of the property. At the conclusion of the term provided in this lease, the Lessee shall return said premises to the Authority in good condition, reasonable wear thereof expected. Failure to do so will result in possible litigation.

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

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

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

5. LEASE RATE. The lease rate is \$2,400 per annual term. The Lessee shall perform maintenance of the premises which will offset the lease rate with the cost of time and materials. In the event that the cost of the maintenance projects performed is less than the annual lease rate, payment is to be made to Green Area Water and Sanitary Authority at 4336 Old Highway 99 South, Roseburg, OR 97471.

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

GREEN AREA WATER & SANITARY AUTHORITY LESSEE

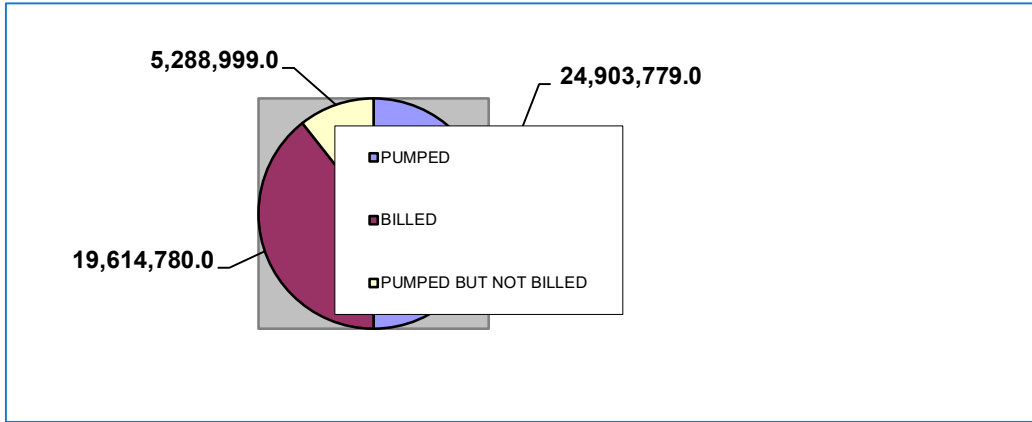
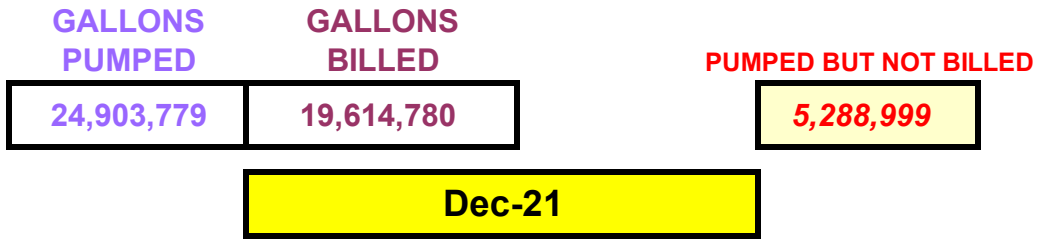
Tracey Parker
Board Chair

Cody Sandberg

Date:_____

Date:_____

ATTEST:



30 DAYS IN BILLING CYCLE: 11/11/21 TO 12/10/21

- Repairs, leaks, etc. rendering unverifiable consumption**
- 11/15/21 3642 CARNES RD REPAIR SERVICE
 - 11/21/21 1832 LINNELL AVE REPAIR MAIN LINE
 - 11/22/21 4341 HANNA ST REPAIR SERVICE
 - 11/30/21 1640 AUSTIN RD REPAIR SERVICE
 - 12/10/21 274 UMPQUA VIEW REPAIR SERVICE

2020-2021	DIFFERENCE	2021-2022	DIFFERENCE	2022-2023	DIFFERENCE
JULY	5,124,050	JULY	14,424,768	JULY	
AUGUST	1,873,280	AUGUST	891,740	AUGUST	
SEPTEMBER	7,835,590	SEPTEMBER	9,399,209	SEPTEMBER	
OCTOBER	1,704,864	OCTOBER	6,648,943	OCTOBER	
NOVEMBER	3,603,559	NOVEMBER	5,345,660	NOVEMBER	
DECEMBER	5,821,078	DECEMBER	5,288,999	DECEMBER	
JANUARY	8,863,858	JANUARY		JANUARY	
FEBRUARY	5,784,803	FEBRUARY		FEBRUARY	
MARCH	6,445,800	MARCH		MARCH	
APRIL	8,701,086	APRIL		APRIL	
MAY	5,314,222	MAY		MAY	
JUNE	6,358,042	JUNE		JUNE	

SANITARY OPERATIONS REPORT

January 13, 2022

Construction Projects

- 265 Grant Smith commercial park development.
 - Pre-warranty testing, nearly complete.

Collection System

- AutoCAD training complete, Matt is doing very well with the software.
- Continuing lateral curb crossing project.
- GIS, current arial imaging hosted by Douglas County, IGA ready for review and approval.
- GIS map updated with new imaging.
- Starting Manhole inspections project, delayed for other training, and weather.
- Temporary TV trailer operational. W/S crews out training with the system.
- Cross training with water/sanitary crews, taking advantage of weather issues.

G4 and Pump Stations

- Pump Stations ran well, with typical operation and maintenance. Some cross training with crew.
- Temporary metering option for G4, meter ordered.
- G4 communication and controls redundancy project with Camtronix, will start end of January.

Treatment Plant, Farm, and Ranch

- Phase 1 and Phase 2 of DC Landfill Leachate Treatment Design, bids at County Counsel for approval to award.

Meetings and Conferences

- Matt and I attended the GAWSA crew meetings.
- Matt and I attended the DCUCC meeting.
- Matt and I attended the T2 flagger training.

Lateral Inspections

- 1 Inspection.
 - 3847 Bourne.

One Call Locates

- 25 Locates.

Submitted by, Shannon L. Miller

Green Area Water & Sanitary Authority

Superintendents Report

January 2022

The membranes have been installed and we are still expecting the representative to visit the plant in January to fine tune the process, however with the current travel issues due to COVID, his trip might be delayed as he's coming from the UK.

The crew has been cross training when possible. Matt is still getting a little training at the water treatment plant and the water crew has been getting some training with the sanitary pump stations. The entire crew recently had the opportunity to work together at the G4 pump station, on a couple of different projects, as well as being involved with some camera work. I'm still very pleased how well the crew members work together, and I'm excited about the learning opportunities for the crew.

The plant received a shipment of Citric Acid, and we will most likely order salt to be delivered next month.

The communication board in unit #1 of our U.V units failed and was replaced. Unit #2 has been acting up sporadically and may need replaced in the near future.

The crew took a flagger training course January 12th. Three crew members are taking courses in water distribution and sanitary collections through Sacramento State College.

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

Thanks Alan

Weekly Report

Week of December 3, 2021

For Winston-Green Wastewater

- 2 communication modules on chlorine systems A and B broke
 - TAG has been onsite evaluating and fixing
 - They will be back on 12-8-21 to finish their work
 - The plants new chlorine system is currently inoperable due to these modules
- Air release on effluent filter backwash line has failed
 - Staff disassembled and found the majority of it to be rusted away. Parts are no longer available so a suitable replacement is being looked in to.
- Ordered spare parts for Chlorine Systems
- Met with Performance Fab on digester gas line replacement
- Performed several draw down tests with the chloring pumps in order to determine a more accurate pump curve. This new pump curve will aid us in getting more accurate chlorine pump totals
- Took advantage of the nice weather and mowed, weed waked and sprayed for weeds over the entire facility
- Ordered replacement life ring for Secondary Clarifiers # 3 & 4

Weekly Report

Week of December 10, 2021

For Winston-Green Wastewater

- TAG onsite to finish up repairs on chlorine generation systems
- TAG also fixed the chlorine flow totalizer
- Air release for backwash pumps ordered
- Repaired bobcat boom attachment
- Dump Run
- Cleaned wet well
- Made Process changes to accommodate for low winter flows

Weekly Report

Week of December 17, 2021

For Winston-Green Wastewater

- Kubota Mower Maintenance
 - Blades
 - Oil Change
 - Transmission oil change
 - Broken Seat Spring Replaced
- RBC's turned on for the winter season
- Adjustment made to aeration basin
- Cleaned Influent Pumps 1 & 2
- Preventative Maintenance
- Microchlor system brine pump failure
 - System is still under warranty, staff replaced pump with one we had on hand we are working on getting a replacement one under warranty

Weekly Report

Week of December 31, 2021

For Winston-Green Wastewater

- Pulled and cleaned plant water pumps 1, 2 and 3
 - Installed new conduit on pump # 3
- Dump Run
- Prepped pant for colt weather
- Generator # 2 Hazing while running
 - Contacted Cummins and setup a load bank test for January
 - They will also be load testing the new generator to ensure everything is operating normal while it is still under warranty
- Transferred sludge to Storage Tank # 1
- Genset # 2 coolant heater malfunctioned
 - New one has been ordered
 - Heaters have been turned on in the generator room to aid in starting the genset
- RBC's have begun to get growth on them which is great news
- Salt delivery delayed due to trucking problems and a shutdown at the salt plant
 - We have ordered a tote of chlorine as a just in case backup plan

Winston-Green WWTF

December 2021

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

FILE # 98400

POPULATION: 10000

TYPE: RBC / ACTIVATED SLUDGE

D A T E											BIOSOLIDS									
	TOTAL FLOW MGD	INF PH	INF BOD mg/l	INF SS mg/l	NH3 N EFF	EFF PH	EFF TEMP MAX	EFF BOD mg/l	% REM BOD	LBS BOD DIS	EFF SS mg/l	% REM SS	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	CL2 USED LBS	ECOLI COL	LAND gallons	DRYING BEDS gallons	RAIN FALL inches
1	1.216	7.5	760	390		6.9	17.7	23.3	97%	236	16	96%	162	0.04	682	45.5				0.01
2	1.219	7.3				7.1	17.7							0.04	656	43.8				0.01
3	1.202	7.5	668	404	6.11	7.1	17.8	21.1	97%	212	14	96%	144	0.03	698	46.6				0.00
4	1.230	7.5				7.2	17.7							0.04	634	42.3				0.01
5	1.288	7.5				7.1	17.5							0.04	646	43.1	298.7			0.00
6	1.434	7.4	737	420	0.57	7.0	17.6	23.6	97%	282	13	97%	153	0.04	706	47.1				0.39
7	1.365	7.5				7.0	17.4							0.06	714	47.6	69.6			0.01
8	1.408	7.4	528	514	0.92	7.1	17.3	22.9	96%	269	12	98%	136	0.06	611	40.8				0.16
9	1.356	7.5				7.3	17.0							0.05	677	45.2				0.06
10	1.363	7.5	540	368		7.2	16.6	12.8	98%	146	11	97%	123	0.06	668	44.6				0.00
11	1.956	7.4				7.4	16.3							0.05	749	50.0				0.86
12	2.749	7.2				7.1	16.1							0.03	848	56.6				0.62
13	3.433	7.4	296	238	4.42	7.0	15.8	22.7	92%	650	10	96%	298	0.07	913	60.9				0.62
14	2.449	7.5				7.2	15.2							0.06	1140	76.1				0.00
15	2.222	7.3	234	156	0.29	7.2	15.2	9.4	96%	174	4	98%	67	0.03	1143	76.3				0.23
16	2.277	7.5				7.2	15.3							0.03	1199	80.0	54.2			0.20
17	2.020	7.5	245	164		7.0	15.4	19.1	92%	322	9	94%	158	0.04	1132	75.5	87.3			0.00
18	1.880	7.5				7.2	15.3							0.05	1112	74.2				0.00
19	1.918	7.5				7.2	15.6							0.05	1124	75.0				0.17
20	1.786	7.4	409	250	4.14	7.3	15.7	25.2	94%	375	13	95%	194	0.04	1092	72.9	18.1			0.03
21	1.765	7.6				7.4	15.5							0.04	1093	72.9	115.3			0.17
22	1.868	7.4	368	240	5.83	7.3	15.4	34.6	91%	539	16	94%	243	0.04	1147	76.5				0.19
23	2.593	7.5				7.2	15.4							0.03	1272	84.9				0.41
24	3.343	7.5				7.4	14.9							0.05	1398	93.3				0.79
25	3.062	7.4				7.2	14.3							0.03	1343	89.6				0.21
26	3.382	7.4				7.2	13.9							0.03	1405	93.7				0.18
27	3.750	7.4	242	184	1.99	7.3	13.9	19.0	92%	594	5	97%	150	0.04	1462	97.5	53.5			0.09
28	3.917	7.3				7.1	13.4							0.05	1645	109.8	104.3			0.81
29	3.909	7.2	178	115	3.11	7.1	13.1	26.8	85%	874	7	94%	241	0.03	1675	111.8				0.34
30	3.795	7.2				7.1	13.2							0.08	1621	108.2				0.09
31	3.560	7.3				7.2	12.9							0.07	1590	106.1				0.12
TOT	70.715									4,673			2,070		32,795					6.78
MAX	3.917	7.6	760	514	6.11	7.4	17.8	34.6	98%	874	16	98%	298	0.08	1675	111.76	298.7			0.86
MIN	1.202	7.2	178	115	0.29	6.9	12.9	9.4	85%	146	4	94%	67	0.03	611	40.77	18.1			0.00
AVG	2.281	7.4	434	287	3.04	7.2	15.7	21.7	94%	389	11	96%	172	0.05	1058	70.58	76			0.220

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

PERMIT LIMITS: 2.35MGD, pH 6.0 to 9.0, BOD TSS Conc-30 monthly/45weekly, Mass BOD TSS 1200 daily/880 weekly/500 monthly, EC/126 monthly

Winston- Green WWTF

December 2021

General

1.) Plant Influent Flow (MG)	<u>2021</u>		<u>2020</u>	
<i>Winston</i>	36.70	52%	26.52	49%
<i>Green</i>	34.01	48%	27.37	51%
<i>Rainfall</i>	6.78		5.04	
<i>Chlorine (Gallons)</i>	32,795		17,384	
<i>Leachate</i>	874,500		621,500	

Bio-Solids

1.) Storing Biosolids

Winston-Green W.W.T.F.

658 Harmony Dr. * Roseburg, OR 97471 * 541-679-5152 * fax 541-679-5326 * wgwwtf@mydfn.net

January 10, 2022

TO: Ann Munson, City of Winston
Kay Huff, Green Area Water and Sanitary Authority

FROM: Christopher Sherlock

RE: Winston-Green Flow Allocation

The flow allocation for December 2021 is as follows:

APPORTIONMENT

Winston	51.26%
Green	48.74%

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.21	16.41	18.63	0.501	35.54	2.85
Oct.21	19.05	22.33	0.570	41.96	3.64
Nov. 21	21.15	22.09	0.595	43.83	2.40
Dec.21	36.70	34.01	0.964	71.68	6.78
TOTAL	299.67	278.32	6.636	584.62	29.16
GREEN + LANDERS		284.95			
APPORTIONMENT	51.26%	48.74%			
			100%		

**MONTHLY REPORT ON LATERAL EXPANSION
CONVEYED FOR DOUGLAS COUNTY'S
ROSEBURG LANDFILL TO WINSTON GREEN
WASTE WATER TREATMENT FACILITY**

Date	Meter Reading		Gallons	pH	Ammonia	Loading	Delivering
	Start	Finish					
12/1/2021			5500	8.43	596	B JENKINS	B JENKINS
12/1/2021			5500	8.3	596	B JENKINS	B JENKINS
12/1/2021			5500	8.11	596	B JENKINS	B JENKINS
12/1/2021			5500	8.26	596	B JENKINS	B JENKINS
12/1/2021			5500	8.52	596	B JENKINS	B JENKINS
12/2/2021			5500	8.33	622	B JENKINS	B JENKINS
12/2/2021			5500	8.34	622	B JENKINS	B JENKINS
12/2/2021			5500	8.35	622	B JENKINS	B JENKINS
12/2/2021			5500	8.37	622	B JENKINS	B JENKINS
12/2/2021			5500	8.43	622	B JENKINS	B JENKINS
12/3/2021			5500	8.46	670	B JENKINS	B JENKINS
12/3/2021			5500	8.42	670	B JENKINS	B JENKINS
12/3/2021			5500	8.4	670	B JENKINS	B JENKINS
12/3/2021			5500	8.40	670	B JENKINS	B JENKINS
12/8/2021			5500	8.45	696	B JENKINS	B JENKINS
12/8/2021			5500	8.38	696	B JENKINS	B JENKINS
12/8/2021			5500	8.37	696	B JENKINS	B JENKINS
12/8/2021			5500	8.43	696	B JENKINS	B JENKINS
12/8/2021			5500	8.46	696	B JENKINS	B JENKINS
12/8/2021			5500	8.49	632	B JENKINS	B JENKINS
12/8/2021			5500	8.5	632	B JENKINS	B JENKINS
12/9/2021			5500	8.5	632	B JENKINS	B JENKINS
12/9/2021			5500	8.63	632	B JENKINS	B JENKINS
12/9/2021			5500	8.46	632	B JENKINS	B JENKINS
12/10/2021			5500	8.47	674	B JENKINS	B JENKINS
12/10/2021			5500	8.38	674	B JENKINS	B JENKINS
12/10/2021			5500	8.36	674	B JENKINS	B JENKINS
12/10/2021			5500	8.47	674	B JENKINS	B JENKINS
12/10/2021			5500	8.48	674	B JENKINS	B JENKINS
12/11/2021			5500	8.48	660	B JENKINS	B JENKINS
12/11/2021			5500	8.47	660	B JENKINS	B JENKINS
12/11/2021			5500	8.49	660	B JENKINS	B JENKINS
12/11/2021			5500	8.5	660	B JENKINS	B JENKINS
12/11/2021			5500	8.53	660	B JENKINS	B JENKINS
12/12/2021			5500	8.48	622	D RUSSELL	D RUSSELL
12/12/2021			5500	8.41	622	D RUSSELL	D RUSSELL
12/12/2021			5500	8.49	622	D RUSSELL	D RUSSELL
12/12/2021			5500	8.39	622	D RUSSELL	D RUSSELL
12/12/2021			5500	8.53	622	D RUSSELL	D RUSSELL
12/15/2021			5500	8.36	292	D RUSSELL	D RUSSELL
12/15/2021			5500	8.34	292	D RUSSELL	D RUSSELL
12/15/2021			5500	8.34	292	D RUSSELL	D RUSSELL
12/15/2021			5500	8.35	292	D RUSSELL	D RUSSELL
12/15/2021			5500	8.39	292	D RUSSELL	D RUSSELL

Date	Gallons
12/1/2021	27,500
12/2/2021	27,500
12/3/2021	22,000
12/4/2021	-
12/5/2021	-
12/6/2021	-
12/7/2021	-
12/8/2021	38,500
12/9/2021	16,500
12/10/2021	27,500
12/11/2021	27,500
12/12/2021	27,500
12/13/2021	-
12/14/2021	-
12/15/2021	27,500
12/16/2021	22,000
12/17/2021	5,500
12/18/2021	27,500
12/19/2021	27,500
12/20/2021	-
12/21/2021	22,000
12/22/2021	22,000
12/23/2021	27,500
12/24/2021	27,500
12/25/2021	-
12/26/2021	55,000
12/27/2021	55,000
12/28/2021	77,000
12/29/2021	71,500
12/30/2021	88,000
12/31/2021	93,500
Montly Total	863,500

Leachate Load Tickets -

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/1	7:31 AM	596	8.43	12/2	8:00 AM	622	8.43	12/3	8:00 AM	670	8.46
12/1	8:52 AM	596	8.34	12/2	9:41 AM	622	8.35	12/3	9:17 AM	670	8.42
12/1	10:27 AM	596	8.26	12/2	10:50 AM	622	8.34	12/3	10:34 AM	670	8.40
12/1	11:32 AM	596	8.11	12/2	11:56 AM	622	8.33	12/3	11:33 AM	670	8.38
12/1	2:06 PM	596	8.30	12/2	3:01 PM	622	8.37	12/3	2:13 PM	670	8.40

Total Gallons: 27,500 5 Total Gallons: 27,500 5 Total Gallons: 27,500 5

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/8	7:30 AM	696	8.46	12/9	7:38 AM	632	8.63	12/10	9:00 AM	674	8.48
12/8	8:51 AM	696	8.43	12/9	9:03 AM	632	8.50	12/10	10:10 AM	674	8.47
12/8	10:01 AM	696	8.37	12/9	10:11 AM	632	8.50	12/10	11:05 AM	674	8.36
12/8	11:01 AM	696	8.38	12/9	11:11 AM	632	8.49	12/10	12:00 PM	674	8.38
12/8	2:00 PM	696	8.45	12/9	2:00 PM	632	8.46	12/10	3:03 PM	674	8.47

Total Gallons: 27,500 5 Total Gallons: 27,500 5 Total Gallons: 27,500 5

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/11	7:39 AM	660	8.53	12/12	6:55 AM	622	8.53	12/14	12:50 PM	326	8.49
12/11	8:56 AM	660	8.50	12/12	8:39 AM	622	8.51				
12/11	9:52 AM	660	8.49	12/12	9:45 AM	622	8.49				
12/11	10:50 AM	660	8.47	12/12	10:55 AM	622	8.41				
12/11	1:45 PM	660	8.48	12/12	12:56 PM	622	8.48				

Total Gallons: 27,500 5 Total Gallons: 27,500 5 Total Gallons: 5,500 1

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/15	6:55 AM	292	8.39	12/16	6:55 AM	316	8.43	12/17	7:21 AM	356	8.43
12/15	8:49 AM	292	8.35	12/16	9:27 AM	316	8.33				
12/15	9:54 AM	292	8.34	12/16	11:59 AM	316	8.21				
12/15	11:03 AM	292	8.34	12/16	1:06 PM	316	8.26				
12/15	1:20 PM	292	8.36								

Total Gallons: 27,500 5 Total Gallons: 22,000 4 Total Gallons: 5,500 1

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/18	6:45 AM	332	8.33	12/19	6:55 AM	316	8.33	12/21	9:29 AM	390	8.34
12/18	7:34 AM	332	8.34	12/19	8:39 AM	316	8.30	12/21	10:30 AM	390	8.30
12/18	8:05 AM	332	8.31	12/19	9:47 AM	316	8.28	12/21	11:55 AM	390	8.27
12/18	9:25 AM	332	8.31	12/19	11:13 AM	316	8.27	12/21	1:15 PM	390	8.26
12/18	10:35 AM	332	8.26	12/19	1:46 PM	316	8.30				

Total Gallons: 27,500 5 Total Gallons: 27,500 5 Total Gallons: 22,000 4

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/22	9:54 AM	370	8.34	12/23	7:00 AM	390	8.36	12/24	6:45 AM	374	8.35
12/22	11:00 AM	370	8.24	12/23	8:45 AM	390	8.35	12/24	8:20 AM	374	8.32
12/22	12:05 PM	370	8.17	12/23	10:00 AM	390	8.29	12/24	9:20 AM	374	8.34
12/22	1:49 PM	370	8.22	12/23	11:00 AM	390	8.30	12/24	10:45 AM	374	8.31
				12/23	12:15 PM	390	8.31	12/24	1:30 PM	374	8.29

Total Gallons: 22,000 4 Total Gallons: 27,500 5 Total Gallons: 27,500 5

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
12/26	11:45 AM	340	8.33	12/26	3:42 PM	340	8.22	12/27	7:15 AM	256	8.22
12/26	12:29 PM	340	8.26	12/26	4:15 PM	340	8.22	12/27	9:12 AM	256	8.16
12/26	1:45 PM	340		12/26	4:52 PM	340	8.22	12/27	10:53 AM	256	8.11
12/26	2:33 PM	340	8.22	12/26	5:45 PM	340	8.22	12/27	11:23 AM	256	8.11

GAWSA 23

Leachate Load Tickets -

12/26 3:00 PM 340 8.31	12/26 7:15 PM 340 8.19	12/27 12:22 PM 256 8.08
Total Gallons: 27,500 5	Total Gallons: 27,500 5	Total Gallons: 27,500 5

<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>
12/27	12:41 PM	256	8.07	12/28	6:40 AM	252	8.13	12/28	12:30 PM	252	8.08
12/27	1:38 PM	256	8.07	12/28	7:20 AM	252	8.08	12/28	1:40 PM	252	8.05
12/27	1:55 PM	256	8.08	12/28	8:21 AM	252	8.07	12/28	1:57 PM	252	8.05
12/27	2:49 PM	256	8.08	12/28	9:22 AM	252	8.05	12/28	2:48 PM	252	8.05
12/27	2:55 PM	256	8.08	12/28	10:10 AM	252	8.04	12/28	3:12 PM	252	8.04
				12/28	10:27 AM	252	8.03				
				12/28	11:28 AM	252	8.04				
				12/28	11:48 AM	252	8.29				
Total Gallons: 27,500 5				Total Gallons: 44,000 8				Total Gallons: 27,500 5			

<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>
12/29	6:45 AM	218	8.07	12/29	11:45 AM	218	7.98	12/30	6:37 AM	222	8.05
12/29	7:50 AM	218	8.18	12/29	12:30 PM	218	7.96	12/30	7:08 AM	222	7.99
12/29	8:04 AM	218	8.03	12/29	1:06 PM	218	7.95	12/30	8:25 AM	222	8.00
12/29	9:09 AM	218	8.01	12/29	2:10 PM	218	7.99	12/30	8:53 AM	222	7.97
12/29	10:04 AM	218	7.99	12/29	2:25 PM	218	8.00	12/30	9:25 AM	222	7.96
12/29	10:30 AM	218	8.00	12/29	3:15 PM	218	8.01	12/30	10:00 AM	222	7.94
12/29	11:09 AM	218	7.98	12/29	3:50 PM	218	8.01	12/30	10:30 AM	222	7.94
12/29	11:41 AM	218	7.97					12/30	11:03 AM	222	7.93
Total Gallons: 44,000 8				Total Gallons: 38,500 7				Total Gallons: 44,000 8			

<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>
12/30	11:30 AM	222	7.94	12/31	6:30 AM	222	8.04	12/31	12:00 PM	222	7.90
12/30	12:04 PM	222	7.95	12/31	7:00 AM	222	7.94	12/31	12:48 PM	222	7.89
12/30	12:32 PM	222	7.93	12/31	7:58 AM	222	7.94	12/31	1:00 PM	222	7.89
12/30	1:21 PM	222	7.92	12/31	8:00 AM	222	7.93	12/31	1:43 PM	222	7.91
12/30	2:24 PM	222	7.96	12/31	9:10 AM	222	7.92	12/31	2:00 PM	222	7.89
12/30	2:50 PM	222	7.95	12/31	9:40 AM	222	7.92	12/31	2:39 PM	222	7.92
12/30	3:53 PM	222	7.97	12/31	10:00 AM	222	7.90	12/31	3:00 PM	222	7.91
				12/31	10:45 AM	222	7.94	12/31	3:36 PM	222	7.90
				12/31	11:07 AM	222	7.88				
Total Gallons: 38,500 7				Total Gallons: 49,500 9				Total Gallons: 44,000 8			

TOTAL TICKETS: 159
TOTAL GALLONS/MONTH: 874,500
 \$17,490