

RECEIVED

OCT 19 2022

Water Leak Credit Request



GREEN AREA WATER & SANITARY AUTHORITY

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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)	
Customer Name: <u>Chelsea Domath / Justin Domath</u>		Service Address: <u>140 S Park Ct</u>	
Daytime Phone: <u>(541) 530-1895</u>	Account Number: <u>30000493</u>	<u>Roseburg OR</u>	
		<u>97471</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH		
Date Leak Repaired: <u>8/24/2022</u>	<input type="checkbox"/> Attached		
Brief Description of Leak Failure & Repair: <u>failed @ 3-way coupling and repaired with 3-way coupling</u>			
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.			
Customer Signature <u>Chelsea Domath</u>		Date <u>8/30/2022</u>	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>10/19/22</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>7/10, 8/10, 9/10/22</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>100.00</u>
Estimated leak period based on consumption history (attach service history): <u>7/1/22 - 9/28/22</u>		
Estimated normal billing during leak period: <u>148.80</u>	Leak month billing:	<u>941.10</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):		<u>(148.80)</u>
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>792.30 / 2 =</u>	<u>396.15</u>
Leak gallons vs. normal usage gallons: <u>305,000 vs. 28,000 gal</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
		If Leak Credit Granted:
		Date Applied: _____ Initials: _____



We had a water leak that we were made aware of by Green Area water & Sanitary on 8/19/22. We repaired this on 8/24/22.

Beginning on billing statement date 7/22/22 and ending 9/23/22 we had used 305,300 gallons of water. Costing us \$1,055.10. That's roughly \$78,000 more than we typically use.

We did not lose water pressure even though we were leaking a large amount for such a long time. Once we were notified we fixed the leak as quick as we possibly could. Once we found the leak we noticed Charter had placed their pipe right on top of where the 3-way coupling had cracked. We believe they may have damaged it with their installation.

With all noted, we are hoping for careful consideration of relieving us from some of our costs.

Sincerely, The Dornaths



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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>John Walker</u>		Service Address: <u>122 Salmon St. Roseburg 97471</u>
Daytime Phone: <u>562 999 6023</u>	Account Number: <u>000030000740</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>9-28-22</u>	<input checked="" type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <u>Leak @ backflow - Repriced valve, Regulator & Double check</u>		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature: <u>John Walker</u>	Date: <u>10-20-22</u>	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>10.24.22</u> ✓	Meter Read Date to use for Water Leak Credit Evaluation: <u>9/10 & 10/10/22</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>54.15</u>
Estimated leak period based on consumption history (attach service history):	<u>8/11/22 - 9/28/22</u>	
Estimated normal billing during leak period: <u>51.70</u>	Leak month billing:	<u>160.00</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<u>(51.70)</u>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>108.30 / 2 = 54.15</u>	
Leak gallons vs. normal usage gallons: <u>40,000 vs 1,500 gallons</u>		
Calculated water leak credit amount:	<u>54.15</u>	
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

Please Consider Credit
 on Bills 8/1/22 - 9/10/22
 & the Current Bill for Sept-Oct



Receipt #26179

Billing Address
 Walker, Teri
 122 Salmon Street
 Roseburg OR 97471 United
 States
 jtjwalk@aol.com
 +1 562 715 2059

Service Address
 Walker, Teri
 122 Salmon Street
 Roseburg OR 97471 United
 States
 jtjwalk@aol.com
 +1 562 715 2059

Send Payment To
 Yaeger's Plumbing, Inc.
 1022 NE Stephens St
 Roseburg OR 97470
 541-672-8460
 bobbiyo@yaegerplumbing.com

Invoice Date 09/30/22
Sent On 09/30/22
Paid On 10/10/22
Total \$850.00
Payments \$850.00
Balance \$0.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Plumbing Income	Price includes labor and material 09/28/2022 - John/Greg Description: Called on site for leak at backflow, dug up box and found leaking double check, advised customer that the pressure regulator also needed replaced got approval and replaced double check, pressure regulator and ball valve. Backfilled and insulated pipe. Turned water on to home, no leaks.	\$850.00	×	1.0	\$850.00
Plumbing Materials	Material: 1- 3/4" Double check Wilkins Model# Wilkins 350 XL H3 Serial# AJAB1082 1- 3/4" Pressure regulator 2- 3/4" Brass MIPS 1- 3/4" Stainless steel ball valve 1ft of 3/4" Pex pipe	\$0.00	×	1.0	\$0.00

Subtotal \$850.00
 Tax \$0.00
Total \$850.00
 Total payments \$850.00
 Balance remaining \$0.00

Payments

Date	Type	Amount
10/10/2022	MasterCard	\$850.00
		\$850.00

Notes

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
October 18, 2022

Board Chair Tracey Parker called the regular Board meeting to order at 5:00pm. Present were Board Directors Tracey Parker, Brenda Kingry, and Carolyn White. Also present were: GAWSA employees David Campos, Alan Paulson, Dan Radford and Shannon Miller, and SDAO Consultant Mark Knudson. Board Directors Tom Fullbright and Steve Lusch were absent.

Director Brenda Kingry made a motion to approve the September Board meeting minutes and accounts payable. Director Carolyn White seconded the motion. The motion was approved unanimously.

David Campos presented the General Manager's report. David stated that the staff is continuing its work on the GAWSA rules and regulations. David was forwarded some suggested regulations from Tri-City Water Sanitary, who obtained the suggestions from Eileen Eakins, who is also our legal counsel.

David informed the Board that the office and field staff have been coordinating with each other and with Metereaders, our meter reading contractor, to increase efficiency in reviewing readings and conducting re-reads. It is GAWSA staff's opinion that we often do too much review, whereas some of the responsibility of catching variances should fall on the customer. In conjunction with adjusting our variance thresholds in hopes of decreasing the amount of review work, we will increase our customer outreach.

David stated that GAWSA plans to have a booth at the next Douglas County Home and Garden Show in March.

David informed the Board that he is in the process of working with Chase to get the RCWD water treatment plant refunding loan assigned to GAWSA. This is the last of the contracts to be assigned before the RCWD Board of Trustees finalize the dissolution.

David stated that the Board room will be getting some technology upgrades to better facilitate remote meeting attendance and in-house trainings, along with some updated furniture and fixtures.

Collections System Supervisor Shannon Miller presented the sanitary operations report. Shannon added that the Oak Creek Pump Station experienced a failure with the pressure transducer, but it is back up and running. The Board commented on the new CCTV trailer.

Operations Superintendent Alan Paulson presented the water operations report. Alan stated a raw water meter for the water treatment plant has been ordered but is on backorder.

The Board held a short discussion on the proposed Board of Directors policy. David noted that there should not be a section on standing advisory committees and it is not likely that GAWSA will ever have a standing committee. The Board agreed to remove the section on Standing Committees. Board Chair Parker noted that one Board member did not agree with having to sign the acknowledgement form at the end of the policy. David will prepare a final draft, along with resolution for adoption at the next meeting.

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
October 18, 2022

SDAO Senior Consultant Mark Knudson conducted the Board practices assessment with the Board of Directors. A copy of the final assessment will be provided to the Board of Directors at the next Board meeting.

There being no further business before the Board, Director Kingry made a motion to adjourn the meeting. Chair Parker seconded the motion and adjourned the meeting at 6:40pm.

Steve Lusch, Board Secretary

Tracey Parker, Board Chair

**GREEN AREA WATER & SANITARY AUTHORITY
EXPENSE DETAIL**

October 2022

Type	Num	Name	Memo	Amount
506-1 · Health Insurance- WAdmin				
Check	10702	SDIS	November health and supplemental premiums	4,017.74
Total 506-1 · Health Insurance- WAdmin				4,017.74
506-2 · Health Insurance - SAdmin				
Check	10702	GAWSA SEWER	November health and supplemental premiums	4,017.74
Total 506-2 · Health Insurance - SAdmin				4,017.74
515-1 · Office Supplies - WAdmin				
Check	10689	CARDMEMBER SERVICE	Harland Clarke - check stock order	21.58
Check	10689	CARDMEMBER SERVICE	Costco - scissors	9.99
Check	10721	CANON SOLUTIONS AMERICA, INC.	Inv #6002150535 / Office copier maintenance 9/20 - 10/19	37.21
Total 515-1 · Office Supplies - WAdmin				68.78
515-2 · Office Supplies - SAdmin				
Check	10689	GAWSA SEWER	Harland Clarke - check stock order	21.58
Total 515-2 · Office Supplies - SAdmin				21.58
516-1 · Communication/IT- WAdmin				
Check	10689	CARDMEMBER SERVICE	Right Networks - Office 365 cloud subscription	16.95
Check	10695	DOUGLAS FAST NET	Water office phone/fax/internet - September	109.49
Check	10698	IVR TECHNOLOGY GROUP	Inv #IV14653 / Sept IVR maintenance/tx fees	61.60
Check	10706	SYSTECH CONSULTING, LLC	Inv #4480 / Managed service plan 50/50	577.00
Total 516-1 · Communication/IT- WAdmin				765.04
516-2 · Communication/IT- SAdmin				
Check	10695	GAWSA SEWER	Sanitary office phone/fax/internet - September	475.19
Check	10698	GAWSA SEWER	Inv #IV14653 / Sept IVR maintenance/tx fees	61.61
Check	10706	GAWSA SEWER	Inv #4480 / Managed service plan 50/50	577.00
Check	10708	GAWSA SEWER	Microsofft 365 - SM/MC	99.99
Check	10708	GAWSA SEWER	Intuit QB - prorated charges	4.11
Total 516-2 · Communication/IT- SAdmin				1,217.90
518-1 · R & M Office - WAdmin				
Check	10689	CARDMEMBER SERVICE	Costco - paper towels, tissue, toilet paper, swiffer	82.36
Check	10689	CARDMEMBER SERVICE	Inv #768960 / ant bait for water office	15.47
Check	10690	OREGON LINEN	Inv #818124 / rug service - Water Office	0.00
Check	10690	OREGON LINEN	Inv #851795 / rug service - Water Office	0.00
Check	10724	OREGON LINEN	Inv #818124 / rug service - Water Office	64.80
Check	10724	OREGON LINEN	Inv #863004 / rug service - Water Office	67.52
Total 518-1 · R & M Office - WAdmin				230.15
518-2 · R & M Office - SAdmin				
Check	10726	GAWSA SEWER	Inv #22792 / October pest control service - sanitary office	45.00
Total 518-2 · R & M Office - SAdmin				45.00
521-1 · Public Relations/Adver - WAdmin				
Check	10691	UMPQUA VALLEY HBA	2023 Home show vendor sp 50% + deposit	237.50
Total 521-1 · Public Relations/Adver - WAdmin				237.50
521-2 · Public Relations/Adver - SAdmin				
Check	10691	GAWSA SEWER	2023 Home show vendor sp 50% + deposit	237.50
Total 521-2 · Public Relations/Adver - SAdmin				237.50
523-1 · Dues & Subscriptions - WAdmin				
Check	10689	CARDMEMBER SERVICE	AICPA dues renewal - DC	157.50
Check	10704	OREGON GOVERNMENT ETHICS C...	Inv. #AIE16924 / Annual Ethics Commission - 50/50	274.41
Total 523-1 · Dues & Subscriptions - WAdmin				431.91
523-2 · Dues & Subscriptions - SAdmin				
Check	10689	GAWSA SEWER	AICPA dues renewal - DC	157.50
Check	10704	OREGON GOVERNMENT ETHICS C...	Inv #AIE 16924 / Annual Ethics Commission - 50/50	274.41
Total 523-2 · Dues & Subscriptions - SAdmin				431.91
525-1 · Misc. Expense - WAdmin				
Check	10689	CARDMEMBER SERVICE	Late fee and finance charge	107.80
Check	10695	DOUGLAS FAST NET	DFN credit - Roseburg Franchise Fee	-8.00
Total 525-1 · Misc. Expense - WAdmin				99.80

Type	Num	Name	Memo	Amount
525-2 · Misc Expense - Sadmin				
Check	10695	GAWSA SEWER	DFN credit - Roseburg Franchise Fee	-8.00
Total 525-2 · Misc Expense - Sadmin				-8.00
530-1 · Billing Costs				
Check	10720	CONTINENTAL UTILITY SOLUTION...	Inv #U32483 / Web portal annual service - W	750.00
Total 530-1 · Billing Costs				750.00
530-2 · Billing Costs - SAdmin				
Check	10720	GAWSA SEWER	Inv #U32483 / Web portal annual service - S	750.00
Total 530-2 · Billing Costs - SAdmin				750.00
533-1 · Merchant Service Fees - WAdmin				
Check	10720	CONTINENTAL UTILITY SOLUTION...	Inv #R12195 / Sept merchant fees - W	965.94
Check	10720	CONTINENTAL UTILITY SOLUTION...	Inv #R11995 / Sept Echeck and ACH fees - W	9.55
Total 533-1 · Merchant Service Fees - WAdmin				975.49
533-2 · Merchant Service Fees - SAdmin				
Check	10720	GAWSA SEWER	Inv #R12195 / Sept merchant fees - S	965.93
Check	10720	GAWSA SEWER	Inv #R11995 / Sept Echeck and ACH fees - S	9.55
Total 533-2 · Merchant Service Fees - SAdmin				975.48
534-1 · Postage - WAdmin				
Check	10689	CARDMEMBER SERVICE	Certified letter fee - 4845000	4.00
Total 534-1 · Postage - WAdmin				4.00
535-1 · Contract Services - Meter Reads				
Check	10723	METEREADERS, LLC	Inv #10471 / October meter readings	2,372.25
Total 535-1 · Contract Services - Meter Reads				2,372.25
606-1 · Health Insurance - Operations				
Check	10702	SDIS	November health and supplemental premiums	12,092.12
Total 606-1 · Health Insurance - Operations				12,092.12
606-2 · Health Insurance - Soperations				
Check	10702	GAWSA SEWER	November health and supplemental premiums	5,997.52
Total 606-2 · Health Insurance - Soperations				5,997.52
610-1 · Vehicle Maintenance				
Check	10697	INDUSTRIAL TIRE SERVICE	Inv #130083851 / PO 18012 / Flat repair - backhoe	234.05
Check	10718	BASSETT-HYLAND ENERGY	Fuel 10/1 - 10/15 Inv #CL10679	656.73
Total 610-1 · Vehicle Maintenance				890.78
610-2 · Vehicle & Equipment Operations				
Check	10689	GAWSA SEWER	Inv #7387 / PO 17965 / mobile service call 1998 Internatio...	300.00
Check	10718	BASSETT-HYLAND ENERGY	Fuel 10/1 - 10/15 Inv #CL10679	106.20
Total 610-2 · Vehicle & Equipment Operations				406.20
611-1 · Dues/Subscriptions- W				
Check	10700	ONE CALL CONCEPTS, INC.	Inv #2090700 / September locates - water	28.20
Total 611-1 · Dues/Subscriptions- W				28.20
611-2 · Dues/Subscriptions- S				
Check	10693	GAWSA SEWER	Quote: 5110296 Ref: 1716595 / AutoCAD 3-yr renewal	1,930.50
Check	10700	GAWSA SEWER	Inv #2090700 / September locates - sewer	28.20
Total 611-2 · Dues/Subscriptions- S				1,958.70
612-1 · Communication & IT - Ops				
Check	10695	DOUGLAS FAST NET	Carnes Internet September	84.39
Check	10695	DOUGLAS FAST NET	WTP internet, phone, fax, alarm line - September	127.39
Check	10728	VERIZON WIRELESS	Inv. #9918592075 / Tablet line	46.06
Total 612-1 · Communication & IT - Ops				257.84
613-1 · Travel & Training - WOps				
Check	10703	SAFETY DIRECTIONS, LLC	Inv #10484 / PO 18005 / Asbestos course AP, WH, DR	981.27
Total 613-1 · Travel & Training - WOps				981.27

Type	Num	Name	Memo	Amount
613-2 · Travel & Training - SOps				
Check	10703	GAWSA SEWER	Inv #10484 / PO 18005 / Asbestos course SM, MC	654.18
Check	10729	MATTHEW CHASTEEN	Per diem & mileage - 5 days OAWU Conf - Spirit Mtn	508.00
Total 613-2 · Travel & Training - SOps				1,162.18
614-1 · Safety Equipment				
Check	10689	CARDMEMBER SERVICE	Walmart - 1 gal igloo jugs for crew, and bags for ice storage	83.98
Total 614-1 · Safety Equipment				83.98
620-1 · R & M - Field				
Check	10696	FERGUSON WATERWORKS #3011	Inv #1123615 / PO 18006 / 12 Angle ball valves	1,059.72
Check	10705	STRATTON BROS. INC.	Inv #2022-217 / PO 18016 / Asphalt repair - 144 Peppertree	1,375.00
Check	10722	FERGUSON WATERWORKS #3011	Inv #1145368 / PO 18028 / 2" OMNI meters - replace	3,515.78
Check	10730	STRATTON BROS. INC.	Inv #2022-166 / PO 17932 / Asphalt repair - Joe/Grace/Gr...	1,580.00
Total 620-1 · R & M - Field				7,530.50
621-1 · R & M - Dist Shop				
Check	10731	WINSTON SANITARY SERVICE	Inv #276258 / 200G dumpster Carnes shop	190.40
Check	10731	WINSTON SANITARY SERVICE	Inv #278036 / 200G dumpster Carnes	93.46
Total 621-1 · R & M - Dist Shop				283.86
622-1 · Tools & Supplies - Dist				
Check	10694	DOUGLAS CO. FARMERS CO-OP	Inv #52224 / PO 18001 / Borax hand soap	16.98
Check	10694	DOUGLAS CO. FARMERS CO-OP	Inv #51939 / PO 17979 / Rat poison for shop buildings	20.99
Check	10694	DOUGLAS CO. FARMERS CO-OP	CM #2381 / return backpack sprayer - defective	-4.00
Check	10699	LONG'S BUILDING SUPPLY	Inv #358647 / PO 17971 / Hex nuts and bolts	6.91
Check	10727	USA BLUE BOOK	Inv #144178 / PO 18023 / Subsurface LD-12 water leak de...	4,021.65
Total 622-1 · Tools & Supplies - Dist				4,062.53
627-1 · Backflow Tests- W				
Check	10725	SO BACKFLOW TECHS	Inv #60762 / 10 non-comp backflow tests	300.00
Total 627-1 · Backflow Tests- W				300.00
628-1 · Inventory Adjustment				
Check	10701	ROCK-IT MAN TRUCKING	Inv #756289 / PO 18013 / Rock haul for stock pile	396.00
Check	10707	UMPQUA QUARRIES, LLC	Inv #56848 / PO 18014 / crushed rock for stockpile	296.96
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216024431 / PO 17978 / Adapters, Brass 90's, Ro...	865.02
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216043644 / PO 17984 / 20 Angle ball valves	2,820.80
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216043645 / PO 17985 / U branch	168.77
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216043646 / PO 17986 / 2 Hymax couplings	313.84
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216043647 / PO 17987 / PJ couplings, meter rubb...	642.70
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216046544 / PO 18003 / 12 vacuum breakers	81.24
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216047013 / PO 18004 / 12" Hymax couplings	699.08
Total 628-1 · Inventory Adjustment				6,284.41
631-1 · Meter Installations				
Check	10696	FERGUSON WATERWORKS #3011	Inv #1117213 / PO 18007 / 2" OMNI meter and flange kit	1,696.83
Total 631-1 · Meter Installations				1,696.83
633-1 · Equipment Purchases				
Check	10689	CARDMEMBER SERVICE	Lowes - pressure washer	349.00
Total 633-1 · Equipment Purchases				349.00
641-2 · R & M Lines & Manholes				
Check	10717	CORIX WATER PRODUCTS, INC.	Inv #U2216044350 / PO 17990 / 4 Romac sewer saddles	313.62
Total 641-2 · R & M Lines & Manholes				313.62
642-2 · Tools & Supplies				
Check	10692	GAWSA SEWER	Inv #620469 / PO 18021 / toproller assembly	510.99
Check	10699	GAWSA SEWER	Inv #669702 / PO 17992 / screws for TV trailer set up	12.25
Check	10699	GAWSA SEWER	Inv #359711 / PO 17993 / carpet bar, hanger iron, corner b...	26.56
Total 642-2 · Tools & Supplies				549.80
647-2 · G4 Pumpstation				
Check	10695	GAWSA SEWER	G4 alarm line - September	13.90
Total 647-2 · G4 Pumpstation				13.90

Type	Num	Name	Memo	Amount
700-1 · R & M - Water Plant				
Check	10689	CARDMEMBER SERVICE	Inv #220/55031116 / PO 17980 / Cell valve actuator - WTP	1,403.22
Check	10689	CARDMEMBER SERVICE	Costco - paper towels, toilet paper - WTP	54.47
Check	10719	BRAY INTERNATIONAL, INC.	Inv #220/55027933 / PO 18026 / Cell 2 Feed valve positioner	786.88
Total 700-1 · R & M - Water Plant				2,244.57
701-1 · Supplies & Safety Items				
Check	10689	CARDMEMBER SERVICE	PO #17975 / supplies for 2" backwash line repair WTP	31.16
Check	10721	CANON SOLUTIONS AMERICA, INC.	Inv #6002150535 / Plant copier maintenance 9/20 - 10/19	6.44
Total 701-1 · Supplies & Safety Items				37.60
706-1 · MIOX System				
Check	10727	USA BLUE BOOK	Inv #142771 / PO 18022 / 4 Chemtrol Tue Union ball valves	259.37
Total 706-1 · MIOX System				259.37
71-0130 · WWTP Equipment M & R				
Check	10689	CARDMEMBER SERVICE	Big Sky Golf Cars - misc parts	89.95
Total 71-0130 · WWTP Equipment M & R				89.95
TOTAL				65,516.50

GREEN AREA WATER & SANITARY AUTHORITY
Plant Expense Detail
November 2022

November 9, 2022

Expense

650-2 · O & M Regional WWTP

71-0110 · Office Supplies

Check	Name	Memo	Amount
14522	Sierra Springs	Inv: 21794497 101522 / Water and Cooler Rental	121.82
14524	Staples Credit Plan	Order: 9843834076 / Paper Towels	54.98
14524	Staples Credit Plan	Order: 9844564018 / Calendars	167.94

Total 71-0110 · Office Supplies

344.74

71-0120 · Tools & Spare Parts

14516	Grainger	Inv: 9446034085 / Power Transmission Supplies	113.08
14516	Grainger	Inv: 9456338103 / Fuses	119.30
14519	NAPA Auto Parts	Inv: 874729 / Seals	58.23
14519	NAPA Auto Parts	Inv: 875395 / Battery Cable Lug	19.62

Total 71-0120 · Tools & Spare Parts

310.23

71-0130 · Equipment Maintenance/Repair

14510	Beaver Equipment, LLC	Inv: 22176i / Varec Biogas Horizontal Flame Arrester	12,797.87
14516	Grainger	Inv: 9482475879 / Shaft Seal	21.58

Total 71-0130 · Equipment Maintenance/Repair

12,819.45

71-0140 · Equipment Operation & Material

14521	Shirtcliff Oil Company	Inv: 908511 / Fuel	120.29
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Total 71-0140 · Equipment Operation & Material

120.29

71-0160 · Phone

14526	US Cellular	Inv: 0538626232 / Cell Phone 9/14/22-10/14/22 Final Bill	34.32
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Total 71-0160 · Phone

34.32

71-0170 · Training & Conferences

14514	Dillan McKinney	Spirit Mtn Casino Operator's Conference	741.20
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Total 71-0170 · Training & Conferences

741.20

71-0190 · Building Maintenance

14508	Amazon Capital Services	Inv: 17JC-FKCM-QVCN / American Flag	24.99
14512	Coopers Pest Control	Inv: 15464 / Pest Control	115.00
14513	DC Farmers Co-op	Inv: 52399 / GAL Muriatic Acid	29.97
14513	DC Farmers Co-op	Inv: 52536 / Backpack Sprayer	95.99
14515	Douglas County Solid Waste	Ticket: 657171 / Grit and Screenings	66.74
14515	Douglas County Solid Waste	Ticket: 659490 / Grit and Screenings	278.24
14515	Douglas County Solid Waste	Ticket: 659546 / Grit and Screenings	222.78
14518	Just Ductless	Inv: 7666 / Ductless Heat Pump System Installation	3,790.00
14523	Stanley Convergent Security Solutions	Inv: 6002849049 / Security Monitoring 11/1/22-11/30/22	204.95

Total 71-0190 · Building Maintenance

4,828.66

71-0200 · Electricity

14520	Pacific Power	Acct: 38013711-001 7 / Utilities 9/1/22-10/3/22	9,596.47
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Total 71-0200 · Electricity

9,596.47

71-0205 · Natural Gas

14509	Avista Utilities	Acct: 4466850000 / Natural Gas 9/21/22-10/20/22	1,537.14
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Total 71-0205 · Natural Gas

1,537.14

71-0210 · Water & Other Utilities

14517	GAWSA	Water Service 9/10/22-10/10/22	503.20
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Total 71-0210 · Water & Other Utilities

503.20

71-0240 · Lab

14525	USABlueBook	Inv: 125589 / Lab Materials	176.85
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Total 71-0240 · Lab

176.85

71-1050 · Owner Projects

14511	Carollo Engineers	Inv: FB28664 / Engineering Services	7,585.99
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Total 71-1050 · Owner Projects

7,585.99

Total 650-2 · O & M Regional WWTP

38,598.54

Total Expense

38,598.54

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
November 10, 2022

GAWSA Rules & Regulations

David persists in his review of rules and regulations policies from other Districts after receiving copies of policies from SDAO Consultant Mark Knudson. David has noted several CYA policies that should be implemented in our new rules and regulations.

Office Staff Update

The office staff's efforts to increase efficiency and streamline documentation presses on. Staff has begun scanning customer applications and other supporting documentation to the customers' electronic files within the billing management system. The staff is also looking into automation of monthly scheduled reports.

JP Morgan Chase Refunding Loan Assignment

David has been working with counsel to get an assignment document approved by Chase. If needed, David may present any necessary Resolutions at the next board meeting.

Board Room improvements

David has received two bids from electricians to update lighting in the Board room, kitchen area, and bathroom at the RCWD office. Once the lighting and electrical work is completed, we can move forward with painting and installing the technology equipment.

2023 Property/Liability Insurance Renewal

David is reviewing the renewal application received from Umpqua Insurance. SDIS is requesting updated photos of Authority-owned structures, which have been submitted to the insurance portal. The renewal application this year also included a cyber security questionnaire. David anticipates he will present the policy renewal at the next meeting.

Board Practices Assessment Follow-up

Attached is the consultant impressions and recommendations form completed from the Board Practices Assessment at the October meeting.

Resolution No. 2022-11-01

Board of Directors Policy final draft presented for approval and adoption.

Green Area Water & Sanitary Authority
Customer Payment History - Summary

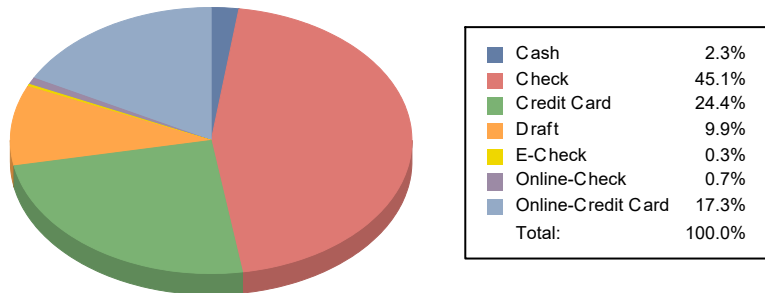
Sort Order : Customer No.

From: 10/1/2022 Through: 10/31/2022

Payment Method	Quantity	Payment Amount
Cash	75	\$7,107.13
Check	1,448	\$188,407.69
Credit Card	782	\$72,221.92
Draft	317	\$42,054.04
E-Check	9	\$874.85
Online-Check	24	\$2,056.66
Online-Credit Card	555	\$52,601.57

Service	Trans. Amount
Miscellaneous	\$(13,448.57)
Second Level Charge	\$(900.00)
Service Charge	\$(78,454.04)
Sewer	\$(122,075.14)
Water	\$(150,446.11)
Totals	\$(365,323.86)

Payment Breakdown



Green Area Water & Sanitary Authority Transaction List - Summary

Sort order: Customer No.

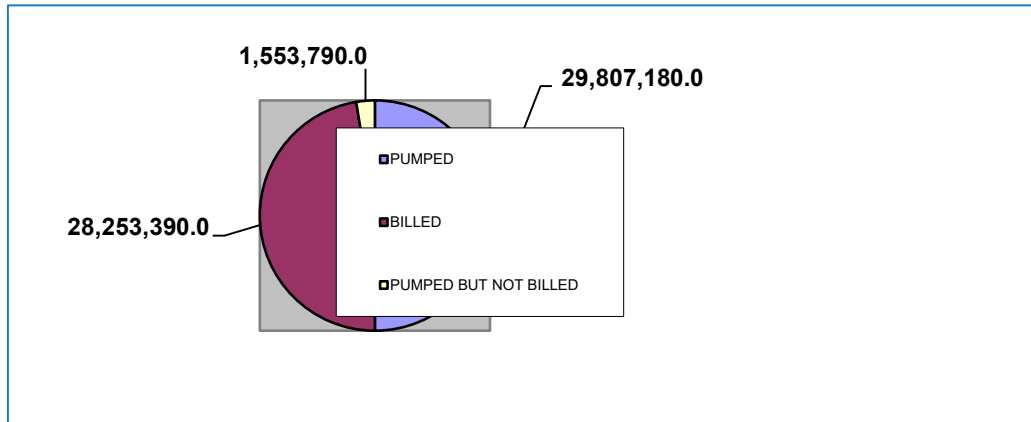
From: 10/1/2022 Through: 10/31/2022

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	(\$31.45)
	Service Charge Charge	(\$322.10)
	Sewer Charge	(\$100.69)
		(\$454.24)
Delinquency	Water Penalty \$5 Late fees	\$2,840.00
	Miscellaneous Interest \$20 Doorhanger Shut-Off Notice	\$400.00
	Miscellaneous Penalty	\$5.00
	Miscellaneous Shutoff \$25 Shut-off Non-pay	\$125.00
	Sewer Penalty \$5 Late fees	\$100.00
		\$3,470.00
Misc Chrg.	Miscellaneous (AF)	\$625.00
	Miscellaneous (BF)	\$675.00
	Miscellaneous (DHF)	\$80.00
	Miscellaneous (SOL)	\$75.00
	Service Charge (AF)	\$25.00
		\$1,480.00
Grand Total:		\$4,495.76



30 DAYS IN BILLING CYCLE: 9/11/22 TO 10/10/22

Repairs, leaks, etc. rendering unverifiable consumption

9/12/22	442 HARMONY	3/4" REPAIR CLAMP
9/13/22	200 EMILS WAY	FLANGE GASKET
9/14/22	2063 AUSTIN	REPLACE MTR BOX
9/15/22	141/135 PEPPER TREE	REPLACE SERVICE LINE
9/20/22	144/145 PEPPER TREE	REPLACE SERVICE LINE
9/26/22	147 MAYWOOD	REPAIR SERVICE
9/28/22	187 GEORGINA	REPAIR SERVICE
	128 MAYWOOD	REPAIR SERVICE
	4368 HANNA	REPAIR SERVICE
	2020 BEL AIR	REPAIR SERVICE
10/10/22	108 BRENTRIDGE	REPAIR MAINLINE

2020-2021	DIFFERENCE	2021-2022	DIFFERENCE	2022-2023	DIFFERENCE
JULY	5,124,050	JULY	14,424,768	JULY	7,208,464
AUGUST	1,873,280	AUGUST	891,740	AUGUST	6,288,944
SEPTEMBER	7,835,590	SEPTEMBER	9,399,209	SEPTEMBER	6,173,568
OCTOBER	1,704,864	OCTOBER	6,648,943	OCTOBER	1,553,790
NOVEMBER	3,603,559	NOVEMBER	5,345,660	NOVEMBER	
DECEMBER	5,821,078	DECEMBER	5,288,999	DECEMBER	
JANUARY	8,863,858	JANUARY	4,577,755	JANUARY	
FEBRUARY	5,784,803	FEBRUARY	6,488,224	FEBRUARY	
MARCH	6,445,800	MARCH	5,547,050	MARCH	
APRIL	8,701,086	APRIL	7,211,784	APRIL	
MAY	5,314,222	MAY	5,995,498	MAY	
JUNE	6,358,042	JUNE	6,966,924	JUNE	

MEMORANDUM

DATE: October 25, 2022

TO: Tracey Parker, Board Chair – Green Area Water & Sanitary Authority

CC: David Campos, General Manager

SUBJECT: **Consultant’s Impressions and Recommendations**

FROM: Mark Knudson, Sr. Consultant
SDAO Consulting Services

It was a pleasure to meet with you and the board of the Green Area Water & Sanitary Authority (GAWSA, the Authority) on October 18, 2022 to conduct a board practices assessment (BPA). Unfortunately, board members Stephen Lusch and Tom Fullbright were not able to attend the BPA session. GAWSA staff in attendance included: David Campos, General Manager; Alan Paulson, Operations Superintendent; Shannon Miller, Collections System Supervisor; and Dan Radford, Water Distribution Foreman.

Accompanying this memo is your BPA Assessment Summary. I trust you will find it accurately reflects what was discussed during the BPA session and that it paves the way for continued discussions and follow-up actions by the Board.

My **Consultant’s Impressions and Recommendations** are outlined below. As discussed during the session, it is important the board review these documents, consider the recommendations at an upcoming board meeting, and consider preparing an “action plan” as needed. SDAO will conduct a 60-day follow-up to check on your progress and offer additional support, if needed.

Impressions

Current board members bring a valuable mix of business, community, and leadership experience to GAWSA. Most board members have a long history with GAWSA’s predecessor agencies: the Roberts Creek Water District and the Green Sanitary District. Authority board members expressed an understanding and working knowledge of GAWSA’s ongoing programs and a good understanding of water and sanitary issues.

Although GAWSA is a relatively new organization, having been approved by voters in 2021, the board’s oversight and policy direction for GAWSA is working well, as shown by the absence of “red flags” on the attached summary. The board expressed strong support for GAWSA’s staff and for completion of the consolidation and Authority formation processes.

Merger of the two districts and formation of the Authority have presented opportunities as well as challenges for the board. The new Authority presents opportunities to achieve economies of scale

Green Area Water & Sanitary Authority

Board Practices Assessment – Consultant’s Impressions & Recommendations

October 25, 2022

Page 2 of 2

and improve efficiencies, but inefficiencies and organizational changes have required additional resources beyond the historic day-to-day business of the two predecessor districts. The board and staff’s success in navigating the consolidation and Authority formation processes reflects GAWSA’s effectiveness as an organization and serves to reinforce continued trust by the community.

Recommendations

- I. As noted during the session, one board member has expressed a desire for the board to have greater involvement in day-to-day decisions of the Authority, whereas the balance of the board is focused on policy and oversight roles. Board members present during the BPA session indicated they see this as a “manageable concern.” The board is encouraged to approve and routinely review implementation of the new Board Policy document to reinforce the policy nature of the board’s roles and responsibilities. In addition, the board is encouraged to make SDAO’s Board Member Training available to some or all board members to help support a common understanding of the board roles and responsibilities.
- II. The board indicated that several planning documents are due for updates including: the water system master plan (last updated in 2015), the sanitary master plan (last updated in 2006), and the wastewater treatment plant facility plan (last updated in 2010). The Authority is encouraged to actively pursue completion of these planning studies, which will provide an important foundation for a financial planning and rate setting to fund needed improvements.
- III. The board acknowledged a need to complete a performance evaluation of GAWSA’s General Manager. SDAO recommends this evaluation be completed within the next two months to demonstrate the board’s commitment to completing the GM’s performance evaluation annually. SDAO would be happy to work with the Authority Board Chair, as needed, to help establish performance expectations for the position and to facilitate the board’s performance evaluation of the General Manager.
- IV. The board expressed a need to update several policies to reflect the formation of the Authority. Policies that were mentioned include the Authority’s rules and regulations, administrative policies, financial internal controls, and presumably the personnel manual. This effort is a key investment in helping limit risks to the organization as well as managing the Authority’s workforce and resources. The board should consider authorizing the General Manager to obtain consulting resources as may be needed to assist the Manager in updating the Authority’s policies and support implementation of these updated policies, as needed.

As I mentioned during the session, it is reassuring to find the Authority has been so successful in addressing the key performance areas included in the assessment. I applaud GAWSA’s success to date and offer best wishes for continued success.

Please extend to the Board and senior staff my sincere appreciation for the opportunity to participate in your Board Practices Assessment.

Feel free to contact me if you have any questions regarding this report or if I can be of additional assistance.

SDAO BOARD PRACTICES ASSESSMENT

**Green Area Water & Sanitary Authority
October 18, 2022**

Board Members: Tracey Parker, Board Chair; Stephen Lusch (absent), Secretary;
Brenda Kingry, Treasurer; Carolyn White, Director; Tom Fullbright (absent), Director
Staff: David Campos, General Manager; Alan Paulson, Operations Superintendent;
Shannon Miller, Collections System Supervisor; Dan Radford, Water Distribution Foreman

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship	✓			Overall, “We’re doing a good job.” “We address issues as they come up.” “We ask questions (of staff) and get answers.”
Demonstration of good governance practices		✓		Four of five board members have a shared understanding of roles as board members. “One board member wants to be involved in day-to-day decisions; other board members are more focused on policy and implementation is left to staff.” Concern noted that one board member “complains to employees” but other board members feel this is a “manageable concern.”
Operational Compliance & Resilience				
Overall regulatory compliance & timeliness of compliance reporting	✓			Board receives updates and briefings on regulatory issues; “reports are available (to board) and acknowledged by GM.” Other examples: “financial audit presented to board, and results of sanitary survey discussed with board.” “GM’s monthly report includes (regulatory) updates – for example, coliform results, overflows, and (WWT) plant violations are noted in monthly operations report.”

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Potential challenges	✓			Directors are aware of several concerns: “DEQ permit (for WWTP) has expired – looking at (stringent) temperature limits.” Have taken actions: “purchased land for disposal of wet and dry solids.” Concern noted about cost sharing with city of Winston for WWTP improvements. “Supplies are ordered in advance” due to supply chain delays. “Cost of everything is up: brass up 100%, chemicals up 50%” but “board gets regular updates on cost increases, and availability issues.”
Organizational resilience	✓			“Staff has identified problems and solutions.” For example, “we are planning to acquire a generator for the plant.” “Water and sanitary groups work together on solutions.” “In 2019, we received grant for emergency potable water production, but still waiting for the unit.” “Added (finished water) storage.” “Completed Risk & Resilience Plan and Emergency Response Plan.” “Working on ERP for sanitary system.”
Budget and Finance				
Consistency in budgeting to meet needs		✓		“Staff makes proposals to the board, and board reviews priorities.” Staff is sensitive to costs: “Staff has made good recommendations - if the staff asks for something, they probably need it.” “We get good bids and find (good deals on) used equipment.” Noted “strategic planning ties to rate planning: now it’s time to do a financial plan and (establish) rates to support it.” Areas of concern noted: need for updates to water master plan (2015), sanitary master plan (2006), WWTP facility plan (2010).
Soundness of financial practices	✓			Consider themselves to be “conservative.” “Board (generally) gives what is needed but we don’t buy things just to have new things.” “Have spent money

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
				to keep systems current ... for example, (replaced) the billing system.” “Willing to make upgrades but also backed off on scope of upgrades to office space” (due to cost). “Currently working on equipment replacement plan; goal is to anticipate needs and work them into a financial plan.” Noted they have and maintain financial reserves.
Customer Relations				
Management of service problems	✓			“Water guys are doing a great job; they follow up on leaks and meter replacement; they shut off running meters.” “We talk with customers; customers often don’t understand and need explanation of bill (e.g., merged W&S bill).” “Backflow is a big topic – need to work on educating customers.” “We use our website, bills, emails, door hangers, and in-person contact. We point people to the website rather than a bill stuffer. We also have a Facebook page.”
Improvements to customer service	✓			“Started adding attachments (e.g., water quality report) to electronic / paperless bills.” Acknowledged some customers don’t click through to see attachments. Currently planning for “a booth at the fair and giveaways like refrigerator magnets with our phone numbers.”
Personnel Administration				
Staff morale and work climate	✓			“Board’s interaction with staff is (mostly) with supervisors at board meetings – we only hear what we’re told – but morale is as good as ever.” “Our new employees have come from other agencies (e.g., GAWSA is seen as a desirable employer in the region).” “Very low turnover and mostly long-term employees.” “There were some ‘growing pains’ with the merger but working through issues.”

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Management of employee performance		✓		As a result of merger, they updated everyone’s job descriptions. “We’re behind on yearly evaluation of the GM.” “Balance of staff gets a yearly evaluation.” Board doesn’t get staff evaluations, “but they would let us know if there is a problem.”
Alignment of positions and work assignments	✓			“All the job descriptions have been updated” (during the merger process). Currently working through implementation of changes from the merger.
Policies and Procedures				
Soundness of administrative policies		✓		Merger resulted in need for updates to several policies: “Still working on updates to rules and regulations, administrative policies, internal financial controls.” Nearly finished with updates to board policies. Noted concern that one director may not support proposed new policies (e.g., unwilling to sign acknowledgement form).
Consistency between work practices and policies	✓			“We strictly adhere to rules, regulations, and personnel policies.” Staff provided examples of how they are working on updates to policies to address specific needs – e.g., snowbird policy.
Efficiency of staff and work systems	✓			“The employees let us know what they need, and the Board is proactive; we support (providing) resources that are needed.” Noted that the board isn’t shy about asking questions, but directors appreciate that if the staff asks for something, they likely need it; “they don’t ask unless it’s needed.”

GREEN AREA WATER AND SANITARY AUTHORITY

RESOLUTION NO. 2022-11-01

RESOLUTION TO ADOPT BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES POLICY

WHEREAS, it is in the best interest of the Authority that certain policies relating to composition, meetings, administration, communication, and ethics of the Board of Directors be clearly set forth; and

WHEREAS, the Authority Board of Directors has reviewed and affirms to abide by these policies;

NOW, THEREFORE BE IT RESOLVED that the Board of Directors of the Green Area Water & Sanitary Authority that:

The Board of Directors Policy attached hereto is approved and adopted as policy of the Authority.

ADOPTED by the Green Area Water & Sanitary Authority Board of Directors on this 10th day of November 2022.

Dated: November 10, 2022

**GREEN AREA WATER AND SANITARY
AUTHORITY**

Board Chair

ATTEST:

Secretary

**BOARD DUTIES AND RESPONSIBILITIES
POLICY MANUAL**

Green Area Water and Sanitary Authority

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SECTION 1: OVERVIEW

The policies compiled in this guidebook represent the board member duties and responsibilities of the Green Area Water and Sanitary Authority (GAWSA). Board member's signature on the Acknowledgment and Agreement to Comply page of this manual (pg. 22) constitutes board member's agreement to comply with the board policies and guidelines stated herein.

SECTION 2: THE BOARD

2.1 Members of the Board

The board of GAWSA shall be comprised of five board members, who are duly elected public officials serving a term of four years. Each board member is charged with serving the best interests of the district, and will exercise and carry out the powers and authority granted by the Oregon Revised Statutes, including ORS Chapter 198 (Special Districts Generally), and those statutes outlined in the Principal Act for GAWSA, ORS Chapter 450. Each board member shall serve an equal role on the board, and the board shall operate as a whole. Board members have no individual authority except that expressly delegated by the board.

2.2 Oath of Office

Before assuming office, each board member shall take an oath of office. The oath should be administered before a judge, notary, or other official authorized by Oregon law to hear oaths. Language of the oath shall substantially be similar to the following:

"I, [NAME], do solemnly swear that I will faithfully perform the duties of the office of BOARD DIRECTORS of the Green Area Water and Sanitary Authority to the best of my abilities; that I will abide by the rules, regulations, and policies of the Green Area Water and Sanitary Authority; and that I will uphold the laws and the Constitutions of the State of Oregon and the United States of America."

2.3 Board Officers

The board shall elect annually, from among its members, officers as prescribed by the Principal Act of GAWSA. These shall include Chair, Secretary, and Treasurer. Officers have the general powers and duties outlined below:

Board Chair – The Board Chair shall preside at board meetings; shall prepare or confer with the Clerk on preparation of the meeting agenda; may create committees of the Board; and may appoint members to serve on such committees. The Board Chair is charged with conducting meetings, preserving order, and enforcing the rules of the board. He or she may call special meetings according to Oregon Public Meetings Law and shall sign official district documents on behalf of the board (when authorized to do so by a majority of the board) unless such signing authority is properly delegated by resolution of the Board. He or she should also, when authorized to do so by a majority of the board, be the source of contact for the district's general

counsel attorney on behalf of the district. The Board Chair has the same right as other members of the board to move, second, debate and vote.

Secretary – The secretary shall be responsible for ensuring that accurate minutes of board proceedings are kept, transcribed, and distributed to each board member in a timely manner as required by Oregon law, and along with the Chair shall attest to formal decisions of the Board. The secretary will maintain properly authenticated official minutes, to be kept in chronological order and on file in the district’s records permanently. Responsibilities associated with meeting minutes are delegated to the GAWSA General Manager but are still under the supervision and responsibility of the board secretary. In the absence of the Board Chair, the secretary shall assume the duties of the Chair until the Board Chair becomes available or a successor Chair is duly elected by the rest of the Board.

Treasurer – The treasurer shall ensure that accurate accounting and financial records are maintained by the district, and that all requirements of Oregon’s Local Budget Law are followed. Responsibilities associated with accounting and financial records are delegated to the GAWSA General Manager but are still under the supervision and responsibility of the board treasurer. The General Manager should provide regular financial updates to the board, as the board deems appropriate.

Clerk – The board appoints the GAWSA General Manager as the clerk for the board. The clerk will respond directly to routine correspondence and handle other correspondence of interest to the board as directed (this may include drafting correspondence or replies for board review). The clerk may be charged with preparing the board meeting agenda and drafting policy motions and maintaining and updating the district’s policy and procedure manual. He or she should attend all board meetings and may be charged with providing meeting notice and making physical meeting arrangements according to Public Meetings law.

2.4 Vacancies

As provided by ORS 198.320, if a board member should resign from the board before his or her term is up, the vacancy shall be filled by appointment decided by majority vote of the board. If the board cannot agree on an appointment, or there is not a quorum available to do so, the board of County Commissioners for Douglas County will appoint a replacement. The appointed replacement shall serve until the next regular election of board members.

2.5 Board Member Conduct

A) Representative of the District: If a board member appears before another governmental agency or organization to give a statement on an issue relevant to the district, that member must state whether the statement reflects personal opinion, is the official position of the district, or both. Additionally, if the board member is representing the district, he or she *must* support and advocate for the official district position on the issue.

B) Governing District: The board shall not, to the extent possible, involve itself in the day-to-day operations of the district. Without prior approval of the board, no member may interfere with or engage in district operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the district manager. If the board sees a need for an exception and asks a board member to become involved in district operations, the board will clearly state *in writing* the board member's operational duties/functions, and the board president and district manager shall agree to said arrangement prior to the board member commencing involvement.

Board member conduct and expectations are more fully outlined in Section 6 (Ethics).

SECTION 3: BOARD MEETINGS

3.1 Required Meetings

The district will hold regular monthly board meetings, in accordance with Oregon Public Meetings Law as described in ORS 192.610 to 192.690. Regular meetings will be open to the public. Board members' attendance at meetings is expected. At minimum a quorum of the board shall discuss, deliberate, and take action as appropriate on all agenda items.

3.2 Notice

Public notice for all meetings of the district, including executive sessions, shall be provided in the following manner:

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
 - 1. By publication in newspaper of general circulation in the community.
 - 2. By publication on the district website.
 - 3. By posting on utility customers' monthly billing statements, sent by mail and/or email.
 - 4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

3.3 Agenda

The board Chair shall prepare or confer with the Clerk on preparation of the meeting agenda for each regular board meeting, special meeting, or executive session. If the responsibility to prepare the agenda is delegated to the clerk or another staff member, the board president shall review

and approve the final agenda. The agenda shall specify all matters scheduled to come before the board at the meeting, under the following headings:

- A. CALL TO ORDER
- B. ROLL CALL
- C. AUDIENCE TIME
- D. CONSENT AGENDA
- E. MINUTES/ACCOUNTS PAYABLE
- F. GENERAL MANAGERS REPORT
- G. OPERATIONS REPORTS
- H. WWTP REPORT
- I. NEW BUSINESS
- J. GOOD OF THE ORDER
- K. ADJOURNMENT

Board members may request items to be placed on an agenda through the board president, clerk, or individual responsible for preparing the agenda. Agenda suggestions by board members should be made at least five days in advance of meeting. The agenda and any attachments thereto, including any Manager's or financial reports, shall be made available to board members and to the public at least three days prior to each regular board meeting.

Board members should make every effort to ensure that agenda items they wish to be considered are submitted in a timely manner in advance of the meeting. However, a board member *may* also move to add an item to the agenda at the beginning of a meeting, subject to board approval. If approved by the board, item will be added to agenda to be considered as the last item under New Business.

The board may place certain items on a Consent Agenda and approve them as one action. Any board member may request to remove an item from the Consent Agenda for discussion, modification, and individual approval.

3.4 Executive Sessions

The board may convene an executive session *only* for the specific statutorily authorized reasons outlined in ORS 192.660. Executive sessions shall be noticed in the same manner as regular board meetings and must include the specific authorizing statute under which the meeting is allowed. An executive session may be called as part of a regular, special, or emergency board meeting

provided proper notice has been given. The board may also call a separate meeting that is exclusively an executive session.

Executive sessions are closed to the public, but the media cannot be excluded from an executive session, with the exception of sessions regarding labor negotiations. The presiding officer should, however, instruct members of the media present in executive session not to report or disclose matters discussed at the session. If such instruction is not given, the media may disclose the discussion. The board may, at its discretion, invite persons not part of the board to attend executive sessions.

Executive sessions may not be held for the purpose of taking any final action or making any final decision.

3.5 Special and Emergency Meetings

A. Special Meetings: If a need arises to address, deliberate, or take action on a given topic and cannot wait until the next regular board meeting, the board may convene a special meeting to address the issue. Special meetings are open to the public and require a minimum of 24 hours' notice. The agenda for a special meeting shall only include the particular item for which the special meeting is being called, and the meeting shall address *only* that agenda item, and then adjourn.

B. Emergency Meetings: The board may convene an emergency meeting with less than 24 hours' notice, if necessary, when unforeseen circumstances arise. An actual emergency must exist that requires immediate action of the board. Notice must be appropriate to the circumstances and should include a reasonable attempt to contact the media and other known interested persons. An emergency meeting shall relate only to the urgent items in question and does not permit consideration of any additional district business.

3.6 Minutes

Written minutes shall be taken at every meeting of the district. Minutes do not need to be a verbatim transcript of the proceedings but should accurately reflect the matters discussed and views of the participants. The General Manager is responsible for ensuring that accurate minutes are transcribed and distributed to board members and available to the public within a reasonable time after the meeting. The General Manager shall also keep official copies of properly authenticated minutes, in chronological order, on file with the district permanently.

Tape or video recordings of meetings are not required, but may be utilized at the board's discretion, and will be subject to the same permanent retention requirement. Minutes of an executive session will be kept in the form of a tape recording rather than written minutes, and such minutes are generally not considered public records. Executive session minutes shall be labeled and stored separately from public meeting minutes to avoid inadvertent disclosure.

Meeting minutes shall comply with ORS 192.650 and at minimum contain the following:

- A. Name of board members and staff present;
- B. All motions, resolutions, orders, measures and ordinances proposed and their disposition;
- C. The result of any votes, including the names of each board member and how they voted;
- D. The substance of the discussion on any matter; and
- E. Reference to any document discussed at the meeting.

Meeting minutes may be amended as necessary. Upon receipt and review of the minutes, board members may submit any corrections or additions to the clerk so that a corrected copy may be issued to the board and public prior to the next meeting for board approval. The board must authorize any changes to the meeting minutes.

3.7 Procedural Rules

To ensure focused and efficient meetings, the board will adhere to the following procedures and meeting protocol. In the event a parliamentary procedure issue is not addressed by this policy, the board shall use Robert's Rules of Order to decide such issue.

A. **Motions** - General

1. All Board members have the right to make motions, discuss questions and vote on any issue before the board.
 2. Board member motions will be clearly and concisely stated. The president will state the name of the board members making the motion and the second.
 3. The president will repeat the motion prior to a board vote.
 4. Motions for withdrawal of a motion, agenda order, roll call vote or point of order do not require a second.
 5. A motion on which a second is not made but where discussion begins is deemed seconded by the member beginning the discussion. Motions requiring a second and not receiving such will die.
 6. Discussion of a motion is open to all board members wishing to address it. A member must be recognized by the president prior to speaking on the motion.
 7. The president may ask for a voice vote for all routine matters before the board, but a roll call vote should be taken on all non-routine matters such as resolutions, policy adoption etc. All members will vote on each motion unless legally disqualified. A member abstaining from a vote must state the basis for any conflict of interest or other disqualification. The clerk will maintain a record of the votes.
 8. The president will announce the results of any vote. Board members may explain their votes but must do so succinctly.
- B. **Ties:** A motion receiving a tie vote fails.
 - C. **Withdrawal:** A motion may be withdrawn by the motion maker at any time without consent of the board.

- D. **Table:** a motion to table is not debatable and precludes any amendment or further debate. If the motion carries, the item may only be taken from the table by adding it to a future agenda for continued discussion.
- E. **Postpone:** A motion to postpone may be made to either postpone to a certain date or to postpone indefinitely. A motion to postpone to a certain date is debatable and amendable. A motion to postpone indefinitely is a motion to reject without a direct vote and is debatable and not amendable.
- F. **Amendment:** A motion to amend may be made to a prior motion that has been seconded but not voted on. Amendments will be voted on first, prior to the motion being amended (or not amended) and voted on. Motions to adjourn, table, take from table, reconsider, for point of order and agenda order may not be amended.
- G. **Call for Question:** A motion calling for the question ends debate on the item and is not debatable. A second is required, and each board member who wishes it should have one opportunity to speak before the motion is called. Once called, the president will inquire if any objection is raised. If there is an objection, the matter will be put to vote and either pass with a majority vote or fail. Debate may continue if the motion fails.
- H. **Reconsideration:** When a motion has been decided, a board member *who voted with the majority* may move for reconsideration. A motion for reconsideration may only be made at the meeting at which the motion was approved.
- I. **Adjournment and Recess:** Any meeting of the board may be continued or adjourned with a motion and majority vote of the board members present. A motion to adjourn will be in order at any time except while a vote is being taken or when made as an interruption of a member who is speaking. Upon the request of a board member, a short recess may be taken during a board meeting.
- J. **Control of Meeting:** The presiding officer shall have the authority to keep order and impose reasonable restrictions necessary for the orderly and efficient conduct of a meeting. Persons who fail to comply with such reasonable regulations or who otherwise disturb the meeting may be asked to leave, and upon failure to do so, may be treated as a trespasser.

3.8 Order and Decorum

Board members will assist the board president in preserving order and decorum during board meetings and will not delay or interrupt proceedings. Board members will comply with any ruling of the president or board, and the following rules will be observed to maintain order and decorum during meetings:

- A. Board members will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
- B. Any board member desiring to be heard will request to the president to be heard. Board members will be given an opportunity to speak at least once on any pending

motion or agenda item. Once recognized, the speaker will confine his or her remarks to the subject under consideration.

- C. When speaking on behalf of the board or district, board members will represent the board's official position, not their own personal opinion.
- D. Board members will be open and candid and should be succinct in stating their views. Board members should focus on a single issue or topic and any one time and allow one another to finish speaking without interruption.
- E. Board discussions are to focus on district issues; board members should avoid becoming involved with non-district issues not relevant to the current discussion.
- F. Board members should keep discussions moving and adhere to established time limits on discussions.
- G. Board members will refrain from criticizing or berating each other, staff, or members of the public.

3.9 Public Participation/Comment

Except in limited circumstances, Public Meetings Law does not require that participation be allowed by the public. In order to foster an atmosphere of cooperation and transparency, and in order to best serve the interests of the community, it will be the policy of GAWSA to allow public comment at all open board meetings, under the following structure:

- A. Public testimony sign-up forms will be available at each regular board meeting. The board will provide audience time at the beginning of each regular meeting, according to the agenda (see Sect. 3.3 (C) *Audience Time*). During this time members of the public not on the agenda but wishing to address the Board are requested to identify themselves. If the item to be brought before the Board is already on the Consent Agenda, it will be removed for separate consideration. Once recognized by the board president, members shall state their name and address for the record and address the board. The board may set time limits comments and may request that groups with similar comments or issues choose a spokesperson to present joint remarks.
- B. Board members should not respond to comments made during Audience Time except to ask clarifying questions. Any public requests for board action should be referred to staff for review before being placed on a future agenda.
- C. The district is under no obligation to take public comment on any agenda item under discussion, but may choose to do so at the discretion of the board president, unless otherwise decided by the board. The president may also limit duration or subject matter at his or her discretion.

3.10 Virtual Attendance [Required for districts that have the ability to host virtual meetings]

In-person public meetings of the board of GAWSA shall also allow for remote attendance by any member of the public who wishes to attend in such a manner. In order to comply with this regulation, the district will accommodate remote/virtual attendance as follows:

- A. The board shall designate the General Manager, or other staff person as deemed appropriate to oversee requests for remote accommodation.
- B. Meeting notices will include an instruction that directs any person wishing to attend the meeting by virtual means to contact the district (and will include a phone number and/or email at which to do so) at least 48 hours before the scheduled meeting. The district manager or delegee will monitor the requests.
- C. If a request is received, the requestor will be provided with the appropriate link, virtual meeting invite, etc.
- D. Requests for remote attendance received with less than 48 hours' notice may be accommodated at the discretion of the district, and a reasonable effort will be made to accommodate such requests.
- E. If remote attendance requests have been received, the board will delegate a board member or staff attendee responsible to set up the device at the meeting (laptop, desktop computer, etc., with functional camera, speakers, and microphone), start the virtual meeting, monitor any remote attendees, technical issues, etc., and end the feed upon adjournment of the board meeting.
- F. The presiding officer will have the same authority for control of the meeting for virtual attendees as addressed in Section 3.7 (J).
- G. Virtual attendees will have the same opportunity as in-person attendees for Audience Time, if requested. The delegee in charge of monitoring the remote aspect of the meeting shall, upon starting the virtual meeting, receive any requests for Audience Time. Virtual attendees requesting such will state their name and address and be added to the public testimony sign-up form.

SECTION 4: COMMITTEES

4.1 General

A. The board may create district committees/advisory committees as needed. The board will create committee, determine the number of committee members and length of term, and appoint members to any district committees by resolution. Qualifications for committee members will be as follows:

1. Committee members shall be residents of the district.
2. Committee members will be required to pass a background check consistent with the operational policies of the district prior to appointment to a committee.
3. Neither district employees nor persons having a contractual relationship with the district may serve on district committees as public members.
4. A member of the public may not simultaneously serve on more than two district committees or one district advisory committee, nor may a member of the public simultaneously serve as chair on two district committees, except relative to service on the budget committee.

5. Candidates for committees will complete a board-approved application or statement of interest.

B. Board members may suggest persons for committee membership who have demonstrated interest and knowledge in the committee's area of responsibility.

C. The district will give public notice of committee vacancies.

D. Committees will select a chair and a secretary and determine the committee's meeting schedule and rules for operation. Minutes must be taken of all committee meetings. Minutes will be retained by the committee secretary and distributed to committee members, board members and district manager.

E. The board may, by resolution, remove a member of the public from a district committee prior to the expiration of the term of office.

F. Committees and their members have no authority to represent the district's official position on any matter except by express and explicit approval of the board for such.

G. All advisory committee meetings are public meetings under state law **and subject to all requirements thereof.**

4.2 Ad Hoc Advisory Committees

The Board Chair may create ad hoc committees as needed to assess the needs of the district, evaluate existing programs and/or facilities, recommend long-range goals and plans, or any other needs as determined by the board. Any ad hoc advisory committees formed will operate for such time as needed to accomplish the assigned purpose and may be discharged after their recommendations to the board, or at any other time at the discretion of the board.

SECTION 5: ADMINISTRATION

5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the General Manager. Administrative authority for the daily operations of the district and the management of all district personnel shall be delegated to the General Manager to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the General Manager. Any board communications relative to district business

must be directed to the board chair, who will then communicate the question, request, or concern to the General Manager.

5.2 Management

The board shall be responsible for the following supervisory duties:

A. General Manager:

1. Hire the district's general manager.
2. Define the duties and responsibilities of the General Manager.
3. Approve the plan, form, and amount of management compensation, to include salary, benefits, bonuses, vacation, travel, etc.
4. Evaluate the General Manager annually.
5. Approve programs for management development.
6. Provide advice and consultation to management on matters within the purview of the board's responsibilities.
7. With the assistance of legal counsel, engage in any necessary disciplinary action as relates to the General Manager, up to and including termination.

B. Financial:

1. Approve contracts for professional services required by and for the board, and any other contracts binding the district.
2. Approve the form and amount of reimbursement for board members.
3. Approve specific important projects.
4. Review and approve the annual budget.
5. Review and approve any employee benefit plans.
6. Monitor the finances of the district and otherwise acting as fiduciary, setting policy or taking action to ensure the fiscal integrity of the organization.
7. Select the district's independent municipal auditor and annually approve the audit report.

C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation of the district.
2. Approve any significant departure from established plans or policy.
3. Review and approve major changes in the district's organization or structure.
4. Develop and approve long-range plan of growth and development for the district.
5. Ensure that program objectives are assigned to the proper planning or implementing subgroups or committees.
6. Receive, discuss, and take action on committee or other planning body recommendations.
7. Pass district resolutions and adopt ordinances.

D. Compliance and Legal

1. Select legal counsel and consultants for the district.
2. Request advice from legal counsel as needed. Requests to legal counsel for advice requiring legal research may not be made by a board member without the concurrence of the board. Before requesting research or other action by legal counsel, the board should, if appropriate, consult with the General Manager to determine if the request or action can be accomplished cost-effectively. Outside a board meeting, the board should make requests of legal counsel through the General Manager, with the exception of issues related to performance of the General Manager.
3. Ensure that the district is in compliance with all federal, state, and local laws.

5.3 Board Member Expenses and Compensation

A. Compensation

Pursuant to ORS 198.190, board member compensation is limited to \$50 per day of duties performed in service of the board. Per resolution passed by the GAWSA, board member compensation will be set at \$50 dollars.

B. Reimbursement

Board members will be reimbursed for authorized expenses incurred in the service of the board. Reimbursable expenses pertain only to the board member and do not include the spouse, children, other relatives, or companions. Reimbursable expenses include:

1. Transportation;
2. Lodging;
3. Meals;
4. Registration fees for conferences, conventions, and seminars; and
5. Other actual and necessary expenses related to the official business of the board member as deemed appropriate.

Board members should exercise good judgment so as to avoid unnecessary district expense and should not undertake any board business that will generate reimbursable expenses without the express approval of the board.

Board members will be reimbursed for eligible expenses upon completion of the relevant assignment, within a reasonable amount of time after submittal of documentation of expenses. Expenses are subject to review by the board and, if deemed unreasonable, may be declined for reimbursement.

SECTION 6: ETHICS

Board members are considered public officials and public representatives of the district, and will conform to the expected high standards of ethical conduct, including but not limited to the following:

6.1 Governing Statutes

Board members will review and observe the requirements of the Oregon Ethics Law Guide for Public Officials, and all requirements of the Oregon Revised Statutes governing ethics for public officials, ORS 244.010 to 244.390. Liability for violation of Oregon's Ethics Laws for Public Officials is personal to the public official. It is not covered by the district's liability coverage, and the costs of investigation and any penalty issue are the responsibility of the board member.

6.2 Conflicts of Interest

Board members are strictly prohibited from using a position in public office for private financial gain. Board members must give public notice of any actual or potential conflict of interest at a public board meeting, and such notice will be reported in the meeting minutes. The disclosure shall be repeated and recorded in the meeting minutes in each instance where the matter is discussed.

- A. Potential Conflict of Interest: Exists when a decision being deliberated by the board *could* result in financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. A potential conflict must be disclosed, but the board member may still participate in the discussion and vote on the issue.
- B. Actual Conflict of Interest: Exists when a decision by the board *will* result in a financial gain or avoidance of financial loss to the board member, a relative of the board member, or a business owned by the board member or a relative of the board member. An actual conflict must be disclosed, and the board member may not participate in discussion of the matter or vote on the issue.

6.3 Prohibited Actions

In representing the best interests of the district and its constituents, and in avoidance of pursuing individual agendas, board members will refrain from:

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year

- from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
 - F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients, or friends above the best interests of the district.

SECTION 7: COMMUNICATIONS

7.1 Communications with the Media

Any official position or comment by the board to any media representative or outlet shall be provided or authorized by the Board Chair and/or the General Manager. Any other communication with the media by board members shall be considered unauthorized and shall not represent the official position of the district.

7.2 Communication with Staff

The board will respect the separation between policymaking and administration (board and General Manager functions respectively) as outlined in Section 5.1 (Delegation), by observing the following communication policies with respect to district staff:

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the General Manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.
- C. Board members will, wherever possible, limit individual contact with district staff to the General Manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority, or prevent the board as a whole from receiving information. The General Manager will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.

- E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
- F. The Board Chair will refer comments or questions regarding district personnel or administration to the General Manager. The General Manager may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

7.3 Confidentiality

- A. Board members will keep all written materials provided to them on matters of confidentiality under law in complete confidence to ensure that the district position is not compromised. No mention of the information read or heard should be made to anyone other than the board members, General Manager, or legal counsel.
- B. All public statements, information or media releases relating to a confidential matter will be handled by the General Manager, legal counsel, or designated board member.
- C. Unless required by law, no board member may make public the discussions or information obtained in executive session. The board may censure a board member who discloses confidential information or otherwise violates this policy.

SECTION 8: BUDGET

8.1 Governing Statutes and the Budget Process

The board will be responsible for reviewing and approving the annual budget. The process for preparing and approving the district's annual budget is more fully described in the Local Budget Laws for Oregon, ORS Chapter 294. Board members will familiarize themselves with these statutes and with Local Budgeting Manual published by the Oregon Department of Revenue. The Local Budgeting Manual will be the primary reference for all budgeting issues, but for purposes of this policy manual, the process is summarized as follows:

- A. Budget Process
 1. The board appoints a budget officer (ORS 294.331)
 2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).
 3. Vacancies on the budget committee are filled by appointment of a majority of the board.
 4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal

- policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
 6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
 7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
 8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
 9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
 10. The board adopts the budget, makes appropriations, imposes, and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
 11. The board certifies taxes to the county assessor.

Upon submission of the budget to the board, the budget committee has completed its duties as required and no further meetings of the budget committee shall take place prior to the next budget cycle unless the board directs otherwise. It should be noted that budget committee members are public officials as defined in Oregon's Ethics Laws for Public Officials and are subject to conflict-of-interest disclosure and other ethics requirements.

SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING

9.1 General

Board members are encouraged to attend relevant educational and professional conferences and seminars as well as conferences and seminars that deal with issues relevant to or being faced by the district. Any proposed training or attendance at any conference or training event must be authorized by the board.

9.2 Minimum Recommendations

It is recommended for all board members to complete certain curricula to maintain their proficiency as a board member. The following training is recommended:

- A. Attend a SDAO Board Training once per year.
- B. Read and be familiar with Oregon Ethics Guide for Public Officials.
- C. Read and be familiar with the Local Budgeting Manual published by the Oregon Department of Revenue.
- D. Read and be familiar with all board policies and duties outlined herein.

GREEN AREA WATER & SANITARY AUTHORITY (GAWSA)
BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected board member of the board of GAWSA, and hereby acknowledge that I have been provided a copy of the Board Duties and Responsibilities Manual, and that it contains important information regarding my role as a board member. I have read and understand the policies contained in the Manual and have asked the currently presiding board president or president tempore for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the manual.

Board Member's Name (Print)

Board Member's Signature

Date

SANITARY OPERATIONS REPORT

November 10, 2022

Construction Projects

- Vanacker Depriest development, line extension, ie Engineering.
 - Nothing new to report.
- Tatone Harmony Duplexes, line extension, ie Engineering.
 - Out for DEQ design review.

Collection System

- Manhole inspections project, underway, 'M' Basin complete.
- TV annual project progress slowing from rain.
 - 'M' Basin, flushing and CCTV will progress where accessible around creek easements.
 - Systech is working on an upgrade estimate for OS and hardware for the TV computer.
- Cross training with water/sanitary crews, in-depth training for being on-call underway.
- Flushing project underway, 'M' Basin.
- VAC-CON truck is at shop for electronic issue.
- Preparing list for post-TV excavation.
- RUSA assisted in locating a lateral with their lateral launch equipment.

G4 and Pump Stations

- GAWSA Pump Stations ran well, with typical operation and maintenance.
- Winterizing complete for the year.

Wastewater Treatment Plant and Properties

- Nothing new to report.

Meetings and Conferences

- Matt attended the OAWU Annual Operator's Conference.

Lateral Inspections

- 4 Inspections.
 - 2299 Castle.
 - 155 Brady, New Connection.
 - 4285 Stella.
 - 132 Quincetree.

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
November 2022

We put our Basin back online at the water plant. We fight leaf stain this time of year and the basin helps with our pre-chlorination process.

We received a delivery of citric acid to the treatment plant. We use this in our cleaning process for our membranes.

We have submitted a Safety & Security grant request from SDIS. We hope to purchase camera's for our remote sites, such as tanks and pump stations.

We continue to have long lead times for items that we order. Some of the items we use for leak repair are readily available, but some items are up to 90 days out or more. This makes it a little more difficult to judge what we need for inventory.

We had a crew member attend training this month at the OAWU Fall Conference. We also have four crew members that will be attending the Oregon Operators Conference, at the Douglas County Fairgrounds next week.

ODOT will be having an Open House, regarding traffic improvements along Hwy 42. The meeting will be at the Winston middle school Tuesday, November 15th from 5:00 to 7:00PM. You can also view the project at www.winston42.com.

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

WINSTON-GREEN REGIONAL WASTEWATER TREATMENT PLANT

Weekly Reports

October 7th

- Additional process changes made to try and feed the bacteria throughout the night
- Changed oil and greased main bearing on Primary Clarifier # 2
- County onsite performing more prep work before paving
- Hauled liquid biosolids
- All of last years dried biosolids has been hauled off
- Mowed Facility
- Bean electric onsite, they have fixed backwash pump # 1 electrical bucket. We will run this for the next couple of weeks before fixing the electrical bucket for backwash pump number 2. I has been running on borrowed parts from the plant
- Ordered replacement parts for RAS pumps
- Noticed that our fence had been hit on the back of the property. Police were called. Quality fence has been contacted for the repair.

October 14th

- Replaced flame arrestor on digester # 1
- Cleaned up drying beds
- Removed grease and rags from wet well
- Mowed
- Tested new Polymer on digester solids
- Hauled biosolids
- Repaired leak on Influent Pump # 1 water seal
- Disassembled RAS pump # 3 for rebuild
 - Installed New Bearings and shaft sleeve
- Removed old diesel tank

October 21st

- Pulled Aeration Mixers for annual greasing and inspections
- Finished hauling biosolids for 2022
- Cleaned curbs around facility before rains
- Re-sealed secondary clarifier # 3 weir
- Serviced Bobcat
- Blackberry bush abatement
- Stormwater report for the quarter submitted
- Disassembled secondary #3 primary drive to replace leaky seal

October 28th

- Repaired seal on secondary clarifier # 3 primary gear
- Repairs leaking dechlor line
- Set up lab for double the BOD tests
 - This was suggested by our engineers for more data collection
- Thickened Digester
- Cleaned Wet Well
- Prepped Plant for wet weather
- Tested different polymer on digester solids
- Dump Run
- Douglas County was here doing the finish grade on the asphalt prep

Winston- Green WWTF

October 2022

General

1.) Plant Influent Flow (MG)	<u>2022</u>		<u>2021</u>	
<i>Winston</i>	16.72	47%	15.96	48%
<i>Green</i>	19.81	53%	17.34	52%
<i>Rainfall</i>	1.54		1.38	
<i>Chlorine (Gallons)</i>	18,838		20,408	
<i>Leachate(Gallons)</i>	236,500		148,500	

Bio-Solids

1.) Storing Bio-Solids

FLOW ALLOCATION CHART

MONTH	WINSTON MG	GREEN MG	LANDERS LN. MG	TOTAL MG	RAINFALL
Jan.22	38.71	30.97	0.956	70.63	3.29
Feb.22	18.32	19.47	0.445	38.24	0.85
Mar.22	28.65	28.44	0.723	57.81	3.07
Apr.22	36.50	29.80	0.808	67.11	5.16
May.22	29.32	24.22	0.526	54.07	2.66
June.22	27.72	22.73	0.520	50.96	3.92
July.22	18.19	18.56	0.392	37.14	0.50
Aug.22	15.98	18.79	0.390	35.17	0.00
Sept.22	15.54	18.82	0.523	34.88	1.04
Oct.22	16.72	19.81	0.378	36.90	1.54
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	303.50	287.70	7.219	598.42	31.21
GREEN + LANDERS		294.92			
APPORTIONMENT	50.72%	49.28%			
			100%		

Leachate Load Tickets -

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
10/1	7:25 AM	560	8.42	10/2	6:45 AM	536	8.43	10/4	6:40 AM	590	8.39
10/1	9:33 AM	560	8.35	10/2	8:50 AM	536	8.36	10/4	10:40 AM	590	8.40
				10/2	10:00 AM	536	8.31				
				10/2	11:00 AM	536	8.26				

Total Gallons: 11,000 2 Total Gallons: 22,000 4 Total Gallons: 11,000 2

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
10/6	1:15 PM	590	8.79	10/9	6:45 AM	502	8.48	10/10	1:00 PM	540	8.27
				10/9	8:18 AM	502	8.41	10/10		540	8.29
				10/9	9:40 AM	502					
				10/9	10:04 AM	502	8.35				
				10/9	12:04 PM	502	8.29				
				10/9	1:10 PM	502	8.27				

Total Gallons: 5,500 1 Total Gallons: 33,000 6 Total Gallons: 11,000 2

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
10/11	6:30 AM	870	8.53	10/16	7:02 AM	540	8.63	10/19	11:57 AM	620	8.39
				10/16	9:00 AM	540	8.55	10/19	1:35 PM	620	8.33
				10/16		540	8.49	10/19	3:21 PM	620	8.26
				10/16	11:36 AM	540	8.47				
				10/16	12:55 PM	540	8.39				
				10/16	2:08 PM	540	8.43				

Total Gallons: 5,500 1 Total Gallons: 33,000 6 Total Gallons: 16,500 3

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
10/22	7:30 AM	648	8.48	10/23	8:09 AM	644	8.57	10/25	3:15 PM		8.41
					9:50 AM	644	8.48	10/25	3:40 PM		8.38
				10/23	11:08 AM	644	8.43				
				10/23	12:30 PM	644	8.35				

Total Gallons: 5,500 1 Total Gallons: 22,000 4 Total Gallons: 0 0

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
10/26	9:40 AM	630	8.48	10/28	11:30 AM	624	8.49	10/30	7:46 AM	612	8.51
10/26	11:25 AM	630	8.39	10/28	12:45 PM	624	8.40	10/30	9:30 AM	612	8.44
	1:00 PM	630	8.38	10/28	2:20 PM	624	8.38	10/30	11:30 AM	612	8.44
10/26	2:50 PM	630	8.39					10/30	12:30 PM	612	8.40

Total Gallons: 22,000 4 Total Gallons: 16,500 3 Total Gallons: 22,000 4

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH

Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH

Leachate Load Tickets -

Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

Date Pick up mg/l PH Date Pick up mg/l PH Date Pick up mg/l PH

Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

Date Pick up mg/l PH Date Pick up mg/l PH Date Pick up mg/l PH

Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

Date Pick up mg/l PH Date Pick up mg/l PH Date Pick up mg/l PH

Total Gallons: 0 0 Total Gallons: 0 0 Total Gallons: 0 0

TOTAL TICKETS: 43

TOTAL GALLONS/MONTH: 236,500

\$4,730