



GREEN AREA WATER & SANITARY AUTHORITY

RECEIVED

NOV 30 2023

BY: _____

Water Leak Credit Request



Per Green Area Water & Sanitary Authority Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <i>Robert Batkin</i>		Service Address: <i>256 Little Valley Rd Rsbgs, OR 97471</i>
Daytime Phone: <i>541-430-3744</i>	Account Number: <i>5579000</i>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <i>Nov 1st</i>	<input type="checkbox"/> Attached <i>Yaeger Plumbing - no attachment</i>	
Brief Description of Leak Failure and Repair: <i>Dug up leak next to house & then plumber fixed leaks</i>		
I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.		
Customer Signature	<i>[Signature]</i>	Date <i>11/30/2023</i>

SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: <i>11/30/23</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>11/10/23 & 10/10/23</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <i>100.00</i>
Estimated leak period based on consumption history (attach service history):	<i>9/11 - 11/1/23</i>	
Estimated normal billing during leak period: <i>71.65</i>	Leak month billing:	<i>413.65</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): <small>(NOTE: if estimating average consumption, attach calculation documentation)</small>	<i>(71.65)</i>	
Estimated leak billing of the leak billing period divided by 2=	<i>342.00/2</i>	
Leak gallons vs. normal usage gallons:	<i>64,000 vs 4,000</i>	
Calculated water leak credit amount:	<i>171.00</i>	<i>100.00</i>
Reviewer's Initials: <i>[Signature]</i>	Approver's Initials: _____	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____



GREEN AREA WATER & SANITARY AUTHORITY

Water Leak Credit Request



Per Green Area Water & Sanitary Authority Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>F & C Market Inc</u>	Service Address: <u>3986 Old Hwy 99SO</u>	
Daytime Phone: <u>541 643 8151</u>	Account Number: <u>1535000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>10-25-23</u>	<input type="checkbox"/> Attached	
Brief Description of Leak Failure and Repair: <u>Water T to BUILDING</u>		
I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.		
Customer Signature <u>[Signature]</u>	Date <u>10-31-23</u>	

SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: <u>10/31/23</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>8/10 - 11/10</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):	<u>7/11 - 10/25</u>	
Estimated normal billing during leak period: <u>1,254.80</u>	Leak month billing:	<u>1,522.70</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<u>(1,254.80)</u>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>267.90 / 2</u>	
Leak gallons vs. normal usage gallons:	<u>125,000 vs 102,000</u>	
Calculated water leak credit amount:	<u>= 133.95</u> <u>(100.00)</u>	
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____



GREEN AREA WATER & SANITARY AUTHORITY

Water Leak Credit Request



Per Green Area Water & Sanitary Authority Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <i>Tamara Mansanti</i>		Service Address: <i>149 Addy Ln</i>
Daytime Phone: <i>541-679-1893(A)</i>	Account Number: <i>5206000</i>	
REPAIR DATE <i>541-637-9264</i> LEAK REPAIR RECEIPTS - PLEASE ATTACH		
Date Leak Repaired: <i>10/31/23</i>	<input type="checkbox"/> Attached	
Brief Description of Leak Failure and Repair: <i>Leak back yard bottom of faucet line broke.</i>		
I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.		
Customer Signature <i>Tamara Mansanti</i>		Date <i>11-13-23</i>

SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: <i>NOV 13 2023</i> BY: <i>11/13/23</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>8/10 - 11/10</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <i>100.00</i>
Estimated leak period based on consumption history (attach service history):	<i>8/1 - 10/31</i>	
Estimated normal billing during leak period: <i>188.90</i>	Leak month billing:	<i>496.70</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<i>(188.90)</i>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<i>307.80 / 2</i>	
Leak gallons vs. normal usage gallons:	<i>35,000 vs 2,000 gallons</i>	
Calculated water leak credit amount:	<i>153.90</i> <i>100.00</i>	
Reviewer's Initials: <i>JK</i>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____



GAWSA 4

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
November 9, 2023

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

BOARD DIRECTORS PRESENT:

Tracey Parker, Chair
Brenda Kingry, Treasurer
Tom Fullbright

BOARD DIRECTORS ABSENT:

Steve Lusch
Carolyn White

GAWSA STAFF PRESENT:

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

ALSO PRESENT:

Chris Sherlock, Winston-Green Wastewater Facility Superintendent
Matthew Calvert, customer

Board Chair Tracey Parker invited visitor Matthew Calvert to address the Board. Mr. Calvert stated that he recently purchased property at the corner of Speedway Road and Ingram Drive, with the intention of developing a commercial truck wash on the property. Mr. Calvert stated that he was not made aware that there were special water SDC surcharges assessed as a lien at the time of closing escrow. Mr. Calvert recently learned of the existing liens while obtaining financing for the development.

A lengthy discussion between Mr. Calvert, the Board, and GAWSA staff followed. Topics discussed were potential water and sewer utility costs for Mr. Calvert's planned business activity, the origination of the special system development surcharges (SDC's), and what Mr. Calvert's options were.

Mr. Calvert's properties are subject to two liens:

- An SDC assessed to benefiting properties for water line improvements made on Ingram Drive, funded by a Special Public Works Fund Loan. The amount assessed to Mr. Calvert's properties is \$33,081.
- An SDC assessed to benefiting properties for the construction of a 1.5-million-gallon water storage facility to provide for fire flow protection, funded by a loan from Douglas County. The amount assessed to Mr. Calvert's properties is \$53,238.10.

Mr. Calvert was advised that the lien in connection with the water storage improvements could only be waived if Douglas County agreed to reduce GAWSA's outstanding loan by an equal amount. Director Brenda Kingry made a motion to waive the subject SDC and remove the lien for Mr. Calvert if Douglas County agreed to reduce GAWSA's loan balance by \$53,238.10. Director Tom Fullbright seconded the motion. The motion passed unanimously.

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
November 9, 2023

Director Kingry then made a motion to waive the second lien in the amount of \$33,081 with the following conditions:

- The lien for \$53,328.10 must be waived, which is dependent on Douglas County reducing the GAWSA loan
- If Mr. Calvert recovered payment for the lien, he would reimburse the Authority.

Director Fullbright seconded the motion. The motion passed unanimously. General Manager David Campos and Operations Manager Alan Paulson offered Mr. Calvert assistance in approaching the County Commissioners. Mr. Calvert stated he would follow up and thanked the Board. Mr. Calvert exited the meeting.

Director Fullbright made a motion to approve the following leak adjustments:

Gordon Clegg: \$144.66

Carl Vian: \$79.80

Ana Orozco: \$76.95

Director Kingry seconded the motion. The motion passed unanimously.

Director Kingry made a motion to approve the October minutes and accounts payable. Director Fullbright seconded the motion. The motion passed unanimously.

David Campos presented the General Manager's report. David stated that the Authority's casualty and property insurance renewal is approaching. The expected premium increase is 15-18%. The Authority did receive a 10% credit off the premium for completing the SDAO Best Practices Checklist, however we will not be receiving the usual longevity credits, which is issued at SDIS discretion based on portfolio returns.

David followed up with the Board with his thoughts on the previous month's conversation with customer Earl Pennington Jr. David understands Mr. Pennington's concerns, but there are too many conflicts in current policies which make a significant amount of extra work for Authority staff. A short discussion followed.

David informed the Board that staff has been dealing with declines in the level of service provided by Metereaders, who is the vendor contracted to read water meters monthly. We have been experiencing significant delays in receiving meter readings and there are many errors in the readings. Discussion followed.

David stated that Valynn Currie approached GAWSA staff of the possibility of establishing a reimbursement district for utility line improvements costs that are being contested by the developer of the senior care facility. Discussion followed. If the matter continues, an update will be provided to the Board.

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
November 9, 2023

Collections System Supervisor Shannon Miller presented the sanitary operations report. Shannon stated that he is attempting to obtain water consumption estimates for the senior care facility under construction.

Shannon informed the Board he will soon complete design and specs for the Doris to Happy Valley extension.

Operations Manager Alan Paulson delivered the water operations report. Alan informed the Board of another hydrant valve that blew in front of Ingram Book, similar to the one at Sunnyslope School. Alan stated that the bolts in the valve head seem to be the culprit.

Alan informed the Board that he expects to hear from the SHN engineers soon regarding our Master Plan updates. The possibility of combining separate water and sewer master plans into one consolidated plan was discussed.

There being no further business for the good of the order, Director Kingry made a motion to adjourn the meeting. Director Fullbright seconded the motion. The motion passed unanimously, and Chairperson Parker adjourned the meeting at 6:30pm.

Board Member

Tracey Parker, Board Chair

**Green Area Water & Sanitary Authority
GAWSA Expense Detail**

November 2023

Type	Date	Num	Name	Memo	Debit	Balance
506-1 · Health Ins Benefits- WA						
Check	11/27/2023		SDIS	December health and supplemental ins prems	3,179.70	3,179.70
Total 506-1 · Health Ins Benefits- WA					3,179.70	3,179.70
506-2 · Health Ins Benefits - SA						
Check	11/27/2023		SDIS	December health and supplemental ins prems	3,179.70	3,179.70
Total 506-2 · Health Ins Benefits - SA					3,179.70	3,179.70
512-1 · Legal Fees - WAdmin						
Check	11/01/2023	11230	NORTHWEST LOCAL GOVERNME...	Inv #13592 / utility billing, reimbursement district questions	440.00	440.00
Total 512-1 · Legal Fees - WAdmin					440.00	440.00
515-1 · Office Supplies - WA						
Check	11/01/2023	11228	STAPLES CONTRACT	Inv #8072022156 / coffee, desk calendars, insect spray, copy paper, post-its	65.78	65.78
Check	11/02/2023	11231	CARDMEMBER SERVICE	Primo Water / Inv #23033021 092323 / Bottled water for office	19.48	85.26
Check	11/02/2023	11231	CARDMEMBER SERVICE	Amazon / minutes notebooks for DC	17.99	103.25
Check	11/27/2023		STAPLES CONTRACT	Inv #8072193257 / HP410 toner, divider tabs, pens	55.69	158.94
Total 515-1 · Office Supplies - WA					158.94	158.94
515-2 · Office Supplies - SA						
Check	11/01/2023	11228	STAPLES CONTRACT	Inv #8072022156 / coffee, desk calendars, insect spray, copy paper, post-its	65.79	65.79
Check	11/02/2023	11231	CARDMEMBER SERVICE	Primo Water / Inv #23033021 092323 / Bottled water for office	19.47	85.26
Check	11/02/2023	11231	CARDMEMBER SERVICE	Amazon / minutes notebooks for DC	17.99	103.25
Check	11/27/2023		STAPLES CONTRACT	Inv #8072193257 / HP410 toner, divider tabs, pens	55.69	158.94
Total 515-2 · Office Supplies - SA					158.94	158.94
516-1 · Communication & IT						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Right Networks - Cloud Office 365, Intuit Transaction Pro Delete/Import/Export	50.00	50.00
Check	11/27/2023		SYSTECH CONSULTING, LLC	Inv #10794 / Managed service plan - October	577.50	627.50
Paycheck	11/30/2023	DD1776	Campos, David M	Direct Deposit	50.00	677.50
Total 516-1 · Communication & IT					677.50	677.50
516-2 · Communication & IT - S						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Right Networks - Cloud Office 365, Intuit Transaction Pro Delete/Import/Export	50.00	50.00
Check	11/27/2023		SYSTECH CONSULTING, LLC	Inv #10794 / Managed service plan - October	577.50	627.50
Total 516-2 · Communication & IT - S					627.50	627.50
517-1 · Utilities- WA						
Check	11/01/2023	11226	PACIFIC POWER	Water office electricity 8/31 - 10/2	181.30	181.30
Total 517-1 · Utilities- WA					181.30	181.30
517-2 · Utilities- SA						
Check	11/01/2023	11226	PACIFIC POWER	Sewer office electricity 8/31 - 10/2	251.44	251.44
Total 517-2 · Utilities- SA					251.44	251.44
518-1 · R & M Office - WA						
Check	11/01/2023	11224	OREGON LINEN	Inv #1009287 / Rug service water office	69.90	69.90
Check	11/21/2023		EXODUS PEST CONTROL	Inv #75373 / water office pest control	28.00	97.90
Total 518-1 · R & M Office - WA					97.90	97.90

**Green Area Water & Sanitary Authority
GAWSA Expense Detail**

November 2023

Type	Date	Num	Name	Memo	Debit	Balance
518-2 · R & M Office - SA						
Check	11/01/2023	11227	STAPEL PEST SOLUTIONS	Inv #32938 / October pest control - sewer office	45.00	45.00
Total 518-2 · R & M Office - SA					45.00	45.00
522-1 · Travel & Training - WA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Aurora Training Advant / Webinar - Managing Outlook Calendars	109.50	109.50
Check	11/09/2023	11234	BASSETT-HYLAND ENERGY	Inv #CL20406 / admin vehicle fuel 10/16 - 10/31	19.77	129.27
Total 522-1 · Travel & Training - WA					129.27	129.27
522-2 · Travel & Training - SA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Aurora Training Advant / Webinar - Managing Outlook Calendars	109.50	109.50
Check	11/09/2023	11234	BASSETT-HYLAND ENERGY	Inv #CL20406 / admin vehicle fuel 10/16 - 10/31	19.78	129.28
Total 522-2 · Travel & Training - SA					129.28	129.28
523-1 · Dues & Subscriptions - WA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Shutterstock - monthly subscription	14.50	14.50
Check	11/02/2023	11231	CARDMEMBER SERVICE	Douglas County Clerk - record lien release - 550 Happy Valley Rd	90.19	104.69
Check	11/09/2023	11241	SPECIAL DISTRICTS ASSOCIATIO...	SDAO 2024 Membership Dues - water	1,849.00	1,953.69
Total 523-1 · Dues & Subscriptions - WA					1,953.69	1,953.69
523-2 · Dues & Subscriptions - SA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Shutterstock - monthly subscription	14.50	14.50
Check	11/09/2023	11241	SPECIAL DISTRICTS ASSOCIATIO...	SDAO 2024 Membership Dues - sewer	1,849.00	1,863.50
Total 523-2 · Dues & Subscriptions - SA					1,863.50	1,863.50
525-1 · Misc. Expense - WA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Safeway - safety meeting food	10.00	10.00
Total 525-1 · Misc. Expense - WA					10.00	10.00
525-2 · Misc Expense - SA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Safeway - safety meeting food	10.00	10.00
Total 525-2 · Misc Expense - SA					10.00	10.00
526-2 · Rental Property Maintenance						
Check	11/01/2023	11222	DOUGLAS COUNTY TAX COLLECT...	R38753 / 828 Harmony property taxes	2,187.29	2,187.29
Check	11/01/2023	11226	PACIFIC POWER	Holgate rental electricity 9/1 - 10/2	50.70	2,237.99
Check	11/01/2023	11226	PACIFIC POWER	Harmony rental electricity 9/1 - 10/2	19.34	2,257.33
Total 526-2 · Rental Property Maintenance					2,257.33	2,257.33
531-1 · Statement Printing/Mailing - WA						
Check	11/15/2023	ACH	BMS TECHNOLOGIES	Inv #88459 / November billing statements printing and mailing	1,056.09	1,056.09
Total 531-1 · Statement Printing/Mailing - WA					1,056.09	1,056.09
531-2 · Statement Printing/Mailing - SA						
Check	11/15/2023	ACH	BMS TECHNOLOGIES	Inv #88459 / November billing statements printing and mailing	1,056.08	1,056.08
Total 531-2 · Statement Printing/Mailing - SA					1,056.08	1,056.08

**Green Area Water & Sanitary Authority
GAWSA Expense Detail**

November 2023

Type	Date	Num	Name	Memo	Debit	Balance
532-1 · IVR System Costs - WA						
Check	11/27/2023		IVR TECHNOLOGY GROUP	Inv #IV18643 / October IVR maintenance and tx fees	60.94	60.94
Total 532-1 · IVR System Costs - WA					60.94	60.94
532-2 · IVR System Costs - SA						
Check	11/27/2023		IVR TECHNOLOGY GROUP	Inv #IV18643 / October IVR maintenance and tx fees	60.95	60.95
Total 532-2 · IVR System Costs - SA					60.95	60.95
533-1 · Merchant Service Fees - WA						
Check	11/20/2023		CONTINENTAL UTILITY SOLUTION...	Inv # R17481 / October merchant service fees	1,040.01	1,040.01
Check	11/20/2023		CONTINENTAL UTILITY SOLUTION...	Inv # R17636 / October ACH and eCheck fees	13.10	1,053.11
Total 533-1 · Merchant Service Fees - WA					1,053.11	1,053.11
533-2 · Merchant Service Fees - SA						
Check	11/20/2023		CONTINENTAL UTILITY SOLUTION...	Inv # R17481 / October merchant service fees	1,040.02	1,040.02
Check	11/20/2023		CONTINENTAL UTILITY SOLUTION...	Inv # R17636 / October ACH and eCheck fees	13.10	1,053.12
Total 533-2 · Merchant Service Fees - SA					1,053.12	1,053.12
534-1 · Postage - WA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Goin Postal / Certified letter - owner letter	5.55	5.55
Total 534-1 · Postage - WA					5.55	5.55
534-2 · Postage - SA						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Goin Postal / Certified letter - owner letter	5.56	5.56
Total 534-2 · Postage - SA					5.56	5.56
535-1 · Contract Services - Meter Reads						
Check	11/27/2023		METEREADERS, LLC	Inv #10994 / October meter readings	2,524.00	2,524.00
Total 535-1 · Contract Services - Meter Reads					2,524.00	2,524.00
551-1 · Building Improvements - WA						
Check	11/27/2023		MANFRE DESIGN SOURCE	"Sewer" office interior design for remodel	3,882.00	3,882.00
Total 551-1 · Building Improvements - WA					3,882.00	3,882.00
551-2 · Building Improvements - SA						
Check	11/27/2023		MANFRE DESIGN SOURCE	"Sewer" office interior design for remodel	3,882.00	3,882.00
Total 551-2 · Building Improvements - SA					3,882.00	3,882.00
606-1 · Health Ins. Benefits - WO						
Check	11/27/2023		SDIS	December health and supplemental ins prems	12,279.65	12,279.65
Total 606-1 · Health Ins. Benefits - WO					12,279.65	12,279.65
606-2 · Health Ins. Benefits - SO						
Check	11/27/2023		SDIS	December health and supplemental ins prems	6,092.04	6,092.04
Total 606-2 · Health Ins. Benefits - SO					6,092.04	6,092.04

**Green Area Water & Sanitary Authority
GAWSA Expense Detail**

November 2023

Type	Date	Num	Name	Memo	Debit	Balance
610-1 · Vehicle/Equipment O & M - WO						
Check	11/02/2023	11231	CARDMEMBER SERVICE	RDO Vermeer / PO 18321 / Throttle actuator for Vactron	818.95	818.95
Check	11/09/2023	11233	NAPA AUTO PARTS	Inv #907030 / PO 18306 / NAPA oil filters for Dodge service truck	12.98	831.93
Check	11/09/2023	11234	BASSETT-HYLAND ENERGY	Inv #CL20406 / trucks and equipment fuel 10/16 - 10/31	530.95	1,362.88
Total 610-1 · Vehicle/Equipment O & M - WO					1,362.88	1,362.88
610-2 · Vehicle/Equipment O & M - SO						
Check	11/01/2023	11225	OREGON TRACTOR	Inv #72229 / PO 18308 / Water valve labor on Vac Truck	145.00	145.00
Check	11/01/2023	11225	OREGON TRACTOR	Inv #72258 / PO 18304 / Flusher truck parts	14.33	159.33
Check	11/09/2023	11234	BASSETT-HYLAND ENERGY	Inv #CL20406 / trucks and equipment fuel 10/16 - 10/31	145.15	304.48
Check	11/09/2023	11237	CHUCK SWARM & FAMILY AUTO R...	Inv #26573 / PO 18315 / brake light switch replace - 2000 Chevy	105.10	409.58
Check	11/27/2023		PAPE KENWORTH	Inv #5350248 / PO 18326 / Service 2005 CAMEL	1,137.76	1,547.34
Check	11/27/2023		PAPE KENWORTH	Inv #5702226 / PO 18327 / Belt and Heat Controller - 2005 Camel	895.99	2,443.33
Total 610-2 · Vehicle/Equipment O & M - SO					2,443.33	2,443.33
611-1 · Dues/Fees/Subscriptions- WO						
Check	11/02/2023	11231	CARDMEMBER SERVICE	PSI Services Inc / PO 18320 / Distribution 1 Test - TC	104.00	104.00
Check	11/27/2023		ONE CALL CONCEPTS, INC.	Inv #3100706 / October locate tickets	28.00	132.00
Check	11/27/2023		OHA - CASHIER	Wolford Certification D-8130 / T-7231	210.00	342.00
Check	11/27/2023		OHA - CASHIER	Wolrod Cross Connection 7231	195.00	537.00
Check	11/27/2023		OHA - CASHIER	Manson Certification D-8528 / T-8528	210.00	747.00
Check	11/27/2023		OHA - CASHIER	Manson Cross Connection 8528	195.00	942.00
Check	11/27/2023		OHA - CASHIER	Radford Certification D-5057 / T-5057	210.00	1,152.00
Check	11/27/2023		OHA - CASHIER	Radford Cross Connection 5678	195.00	1,347.00
Check	11/27/2023		OHA - CASHIER	Paulson Certification D-5272 / T-5272	210.00	1,557.00
Check	11/27/2023		OHA - CASHIER	2024 Cross Connection Fee: PWS ID# 4100717	200.00	1,757.00
Total 611-1 · Dues/Fees/Subscriptions- WO					1,757.00	1,757.00
611-2 · Dues/Fees/Subscriptions- SO						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Oregon DMV / PO 18286 / CDL renewal - MC	61.00	61.00
Check	11/27/2023		ONE CALL CONCEPTS, INC.	Inv #3100706 / October locate tickets	28.00	89.00
Total 611-2 · Dues/Fees/Subscriptions- SO					89.00	89.00
612-1 · Communication & IT - Ops						
Check	11/01/2023	11229	VERIZON WIRELESS	Inv #9947267574 / tablet line	46.06	46.06
Paycheck	11/30/2023	DD1777	Carlson, Trev W	Direct Deposit	50.00	96.06
Paycheck	11/30/2023	DD1780	Hope, Will T	Direct Deposit	50.00	146.06
Paycheck	11/30/2023	DD1781	Manson, Joshua T.	Direct Deposit	50.00	196.06
Paycheck	11/30/2023	DD1783	Paulson, Alan D.	Direct Deposit	50.00	246.06
Paycheck	11/30/2023	DD1784	Radford, Daniel L.	Direct Deposit	50.00	296.06
Paycheck	11/30/2023	DD1786	Wolford, Jeremy J.	Direct Deposit	50.00	346.06
Total 612-1 · Communication & IT - Ops					346.06	346.06
612-2 · Communication & IT - SO						
Paycheck	11/30/2023	DD1778	Chasteen, Matthew S.	Direct Deposit	50.00	50.00
Paycheck	11/30/2023	DD1782	Miller, Shannon L.	Direct Deposit	50.00	100.00
Total 612-2 · Communication & IT - SO					100.00	100.00

**Green Area Water & Sanitary Authority
GAWSA Expense Detail**

November 2023

Type	Date	Num	Name	Memo	Debit	Balance
615-1 · Misc Expense - WO						
Check	11/01/2023	11222	DOUGLAS COUNTY TAX COLLECT...	R119124 / 600 Speedway Rd. property taxes	64.27	64.27
Check	11/01/2023	11222	DOUGLAS COUNTY TAX COLLECT...	R22057 / 2960 Old Hwy 99 S. property taxes	18.19	82.46
Check	11/01/2023	11222	DOUGLAS COUNTY TAX COLLECT...	R38513 / 5585 Grange Rd property taxes	64.27	146.73
Check	11/27/2023		STAPLES CONTRACT	Inv #8072193257 / pens	14.69	161.42
Total 615-1 · Misc Expense - WO					161.42	161.42
615-2 · Misc Expense - SO						
Check	11/01/2023	11222	DOUGLAS COUNTY TAX COLLECT...	R34889 / 0 Old Hwy 99 S property taxes	29.30	29.30
Total 615-2 · Misc Expense - SO					29.30	29.30
622-1 · Tools & Supplies - Distribution						
Check	11/09/2023	11240	FLURY SUPPLY	Inv #6649 / PO 18324 / hydrant meter adapters	92.25	92.25
Check	11/21/2023		DOUGLAS CO. FARMERS CO-OP	Inv # 59577 / PO 18296 / Light bulbs	12.99	105.24
Check	11/27/2023		LONG'S BUILDING SUPPLY	Inv 377477 / PO 18303 / sawzall blades	113.95	219.19
Total 622-1 · Tools & Supplies - Distribution					219.19	219.19
624-1 · Utilities - Water Dist WO						
Check	11/01/2023	11226	PACIFIC POWER	Tipton PS/Roseburg intertie electricity 9/13 - 10/12	82.48	82.48
Check	11/01/2023	11226	PACIFIC POWER	Carnes shop electricity 8/31 - 10/2	146.79	229.27
Check	11/01/2023	11226	PACIFIC POWER	Highland Vista PS electricity 8/31 - 10/2	454.48	683.75
Check	11/01/2023	11226	PACIFIC POWER	Glengary PS electricity 9/1 - 10/3	40.10	723.85
Total 624-1 · Utilities - Water Dist WO					723.85	723.85
627-1 · Backflow Tests- WO						
Check	11/20/2023		CHRIS NICHOLLS CONSTRUCTION	Inv #292922 / 2 noncomp backflow tests	90.00	90.00
Check	11/21/2023		HOLLAND LANDSCAPING OREGON	Inv #2303 / 2 non-comp backflow tests	110.00	200.00
Total 627-1 · Backflow Tests- WO					200.00	200.00
633-1 · Equipment Purchases - WO						
Check	11/17/2023	11246	LITHIA FORD OF ROSEBURG	2023 Ford F150 XL Supercab VIN 1FTEX1EP2PKF03153	46,662.00	46,662.00
Check	11/17/2023	11247	SKYLINE FORD	2023 Ford F150 XL Supercab VIN 1FTEX1EP5PKE82184	46,409.96	93,071.96
Total 633-1 · Equipment Purchases - WO					93,071.96	93,071.96
642-2 · Tools & Supplies - SO						
Check	11/09/2023	11239	FASTENAL	Inv #ORROS232106 / PO 18314 / misc hardware	18.26	18.26
Total 642-2 · Tools & Supplies - SO					18.26	18.26
647-2 · G4 Pumpstation - SO						
Check	11/01/2023	11226	PACIFIC POWER	G4 PS electricity 8/31 - 10/2	1,344.84	1,344.84
Check	11/09/2023	11234	BASSETT-HYLAND ENERGY	Inv #112966 / Dyed ULS biodiesel for G4 PS	407.37	1,752.21
Total 647-2 · G4 Pumpstation - SO					1,752.21	1,752.21
648-2 · O&M Pumpstations - SO						
Check	11/01/2023	11226	PACIFIC POWER	Oak Creek PS electricity 8/31 - 10/2	57.02	57.02
Check	11/01/2023	11226	PACIFIC POWER	Briarwood PS electricity 8/31 - 10/2	25.18	82.20
Total 648-2 · O&M Pumpstations - SO					82.20	82.20

**Green Area Water & Sanitary Authority
GAWSA Expense Detail**

November 2023

Type	Date	Num	Name	Memo	Debit	Balance
700-1 · WTP R & M						
Check	11/01/2023	11223	HARRINGTON INDUSTRIAL PLASTI...	Inv #9N0711 / PO 18302 / 3 Chemical transfer pumps	1,872.52	1,872.52
Check	11/09/2023	11235	CAMTRONICS INC.	Inv #4060 / PO 18318 / autodialer service call, change battery	904.00	2,776.52
Check	11/21/2023		DOUGLAS CO. FARMERS CO-OP	Inv # 59847 / PO 18313 / tubing for air dryer at WTP	5.16	2,781.68
Total 700-1 · WTP R & M					2,781.68	2,781.68
701-1 · WTP Tools & Supplies						
Check	11/02/2023	11231	CARDMEMBER SERVICE	Harbor Freight / PO 18278 / Tools and supplies for WTP	128.92	128.92
Total 701-1 · WTP Tools & Supplies					128.92	128.92
702-1 · WTP Utilities						
Check	11/01/2023	11226	PACIFIC POWER	WTP electricity 8/31 - 10/2	12,411.30	12,411.30
Total 702-1 · WTP Utilities					12,411.30	12,411.30
704-1 · WTP Chemicals						
Check	11/09/2023	11236	CASCADE COLUMBIA	Inv #878551 / PO 18325 / Hi-grade salt 47,840 lbs	12,473.40	12,473.40
Total 704-1 · WTP Chemicals					12,473.40	12,473.40
706-1 · WTP MIOX System						
Check	11/02/2023	11231	CARDMEMBER SERVICE	U-Haul Storage / PO 18289 / Shipping materials for MIOX power units	37.75	37.75
Check	11/02/2023	11231	CARDMEMBER SERVICE	Goin Postal / PO 18290 / Shipping for MIOX power units	352.20	389.95
Total 706-1 · WTP MIOX System					389.95	389.95
711-5 · WTP Plant Improvements						
Check	11/09/2023	11235	CAMTRONICS INC.	Inv #4059 / PO 18317 / shark meter power monitoring	4,199.00	4,199.00
Total 711-5 · WTP Plant Improvements					4,199.00	4,199.00
712-2 · O&M Regional WWTP						
Check	11/01/2023	11221	CITY OF WINSTON	WWTP Personal services - August 2023	42,873.33	42,873.33
Check	11/09/2023	11238	CITY OF WINSTON	WWTP Personal services - September 2023	22,968.29	65,841.62
Total 712-2 · O&M Regional WWTP					65,841.62	65,841.62
TOTAL					248,944.61	248,944.61

GREEN AREA WATER & SANITARY AUTHORITY
Plant Expense Detail
November 30, 2023

Expense	Check	Name	Memo	Amount
650-2 · O & M Regional WWTP				
71-0110 · Office Supplies				
	14830	Amazon Capital Services	Inv: 1Q4N-6WXL-HYNW / Monitor	69.99
	14841	USABlueBook	Inv: INV00181647 / Antibiotic ointment	35.95
Total 71-0110 · Office Supplies				<u>105.94</u>
71-0120 · Tools & Spare Parts				
	14830	Amazon Capital Services	Inv: 1J36-CK7W-6X7N / Batteries	107.88
	14842	Umpqua Valley Tractor	Inv: UVT-1039500 / Wheel spinner	9.95
Total 71-0120 · Tools & Spare Parts				<u>117.83</u>
71-0130 · Equipment Maintenance/Repair				
	14832	Batteries Plus #208	Inv: P67178684 / Truck battery, adapter	312.15
	14840	The Automation Group, Inc.	Inv: W13794 / MicroChlor troubleshooting	765.64
Total 71-0130 · Equipment Maintenance/Repair				<u>1,077.79</u>
71-0160 · Phone				
	14833	CenturyLink	Security gate phone line: 11/11-12/11	45.18
Total 71-0160 · Phone				<u>45.18</u>
71-0190 · Building Maintenance				
	14834	Douglas County Solid Waste	Inv: 703753 / Grit and screenings	211.50
	14834	Douglas County Solid Waste	Inv: 704679 / Wood and landscape	22.00
	14839	Securitas Technology Co	Inv: 6003154121 / Monthly security svc-March	204.95
	14839	Securitas Technology Co	Inv: 6003727779 / Monthly security svc-10/5-11/30, 12/1-12/31	587.52
Total 71-0190 · Building Maintenance				<u>1,025.97</u>
71-0200 · Electricity				
	14838	Pacific Power	Utilities: 10/3-11/1	8,540.33
Total 71-0200 · Electricity				<u>8,540.33</u>
71-0205 · Natural Gas				
	14831	Avista Utilities	Natural gas svc: 10/20-11/20	208.36
Total 71-0205 · Natural Gas				<u>208.36</u>
71-0210 · Water & Other Utilities				
	14835	GAWSA	Water service: 10/10-11/10	508.90
Total 71-0210 · Water & Other Utilities				<u>508.90</u>
71-0240 · Lab				
	14830	Amazon Capital Services	Inv: 14QQ-HMHF-W1HL / Planner, gas sensor kit, calendar	533.52
	14841	USABlueBook	Inv: INV00194318 / Lab materials	859.26
	14841	USABlueBook	Inv: INV00200071 / Lab materials	43.10
Total 71-0240 · Lab				<u>1,435.88</u>
71-0320 · Permit Fees				
	14836	Department of Environmental Quality	Inv: WQSTM2400852 / STM Industrial permit	1,527.76
	14837	Oregon Department of Revenue	Letter: L0034339488 / Hazardous substance fee	146.00
Total 71-0320 · Permit Fees				<u>1,673.76</u>
Total 650-2 · O & M Regional WWTP				<u>14,739.94</u>
Total Expense				<u>14,739.94</u>

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
December 14, 2023

2024 Property/Casualty Insurance Renewal

I met with Guy Kennerly to review our SDIS property and casualty insurance renewal. I have attached a two-year premium comparison which shows an increase in premium of 8.5%. The 2024 premium does include the 2 new service trucks we just purchased, so the *real* increase is approximately 7%. We do expect our worker's comp premium to drop slightly in the next year, but we will likely see a significant increase in health insurance premiums.

Neptune AMI Quote and Demonstration

On 12/19 a representative from Core & Main will be having a lunch-and-learn demo at GAWSA on a Neptune Advanced Metering Infrastructure (AMI) system. This will be a good opportunity to learn more about water metering alternatives.

Administrative Staff Vacancy

We currently have a job opening posted for an office position. This position serves as the primary utility billing clerk.

Office Remodel

I met with Tom Rogers at the sanitary office this week to do a walkthrough and look at any things that could potentially be a headache.

Holgate Pastureland Lease Renewal

I have attached an agreement to renew the pastureland property lease to Cody Sandberg. The lease expires 12/31 and the renewal would be for 12 months.

Calvert Speedway/Ingram SDC Follow Up

I spoke with the Douglas Co. Land Dept and Commissioner Tom Kress regarding Matt Calvert's SDC property lien. They were mainly looking for clarification on the matter. I sent over requested documentation for their review.

Purchased Service Trucks

We purchased two Ford F150 service trucks for water operations. Board approval was obtained via phone/email poll.

Employee Holiday Bonus

Traditionally the Board has approved a holiday cash gift for GAWSA employees. The Board may consider approving a holiday bonus for staff at its discretion.

Report displays contribution difference (changes) between 2023 and the 2024 renewal in an effort to provide a general idea of rating components that influence contributions.

Coverage	2023 contribution	Change in exposures	2024 contribution	Total contribution change	Total % contribution change
General Liability	\$17,928	See Below	\$20,608	\$2,680	14.95%
Auto Liability	\$5,107	0	\$5,233	\$126	2.47%
Non-Owned Auto Liability	\$175		\$175	\$0	0.00%
Auto Physical Damage	\$3,950	\$0	\$3,814	-\$136	-3.44%
Non-Owned APD	\$247		\$247	\$0	0.00%
Property	\$38,902	\$1,172,059	\$38,969	\$2,067	5.60%
Earthquake	\$9,437	\$1,172,059	\$10,571	\$1,134	12.02%
Flood	\$7,258	\$1,172,059	\$8,537	\$1,279	17.62%
Equipment Breakdown	\$6,227	\$1,172,059	\$6,534	\$307	4.93%
Crime	\$700		\$700	\$0	0.00%
Total All Lines	\$87,931		\$85,388	\$7,457	8.48%

7% w/o new trucks

General Liability Exposure Comparison

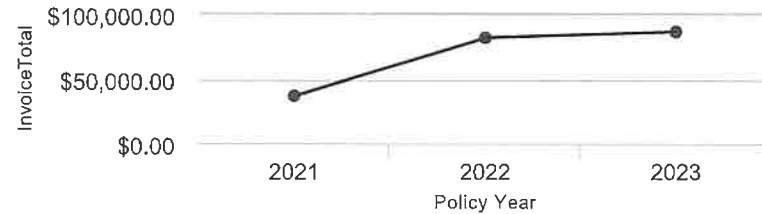
Description	Last Year	This Year	Difference
2023-2024 Budgeted Materials and Supplies *	\$1,854,900	\$2,786,775	\$931,875
2023-2024 Budgeted Personal Services *	\$1,506,100	\$1,587,650	\$81,550
Events/Fundraisers - Alcohol Served	\$0	\$0	\$0
Pipe Line (Sewer or Storm Drainage)	\$35	\$35	\$0
Water and San Authority Lakes or Reservoirs	\$3	\$3	\$0

* Auto Liability Exposure = Number of Autos, Auto Physical Damage = Total Insured Automobile Values. Excess Liability = Materials and Supplies + Personal Services. Property and Boiler and Machinery = Total Insured Property Values.

CFC expiring \$2410 / Renewal \$2190

* includes new trucks

Annual Contribution History



2018-2022 Net Loss Ratio = 0.00%

Best Practices	Year	% Credit
	2023	10.00%
	2024	10.00%

HOLGATE PASTURELAND LEASE AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2024, 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, 2024 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:

Green Area Water & Sanitary Authority
Customer Payment History - Summary

Sort Order : Payment Source
 From: 11/1/2023 Through: 11/30/2023

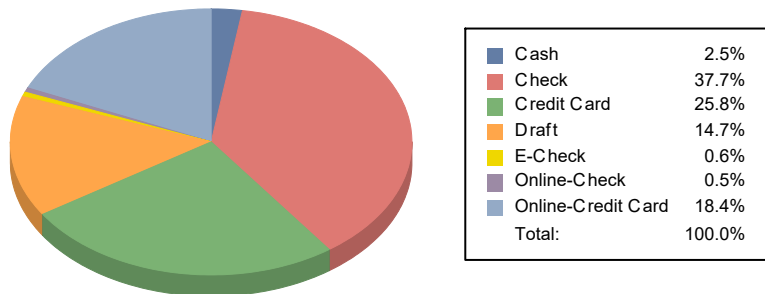
Payment Method	Quantity	Payment Amount
Cash	74	\$6,371.17
Check	1,133	\$126,736.89
Credit Card	775	\$64,693.05
Draft	443	\$41,199.29
E-Check	17	\$1,377.85
Online-Check	14	\$985.90
Online-Credit Card	552	\$46,184.51

Summary totals do not include reversed/transferred payments.

Service	Trans. Amount
Miscellaneous	\$(10,052.24)
Second Level Charge	\$(825.00)
Service Charge	\$(77,978.62)
Sewer	\$(120,535.92)
Water	\$(78,156.88)
Totals	\$(287,548.66)

Payment Method	Quantity	Payment Amount
Payment Source		
Amount		
Autopay		
Credit Card		\$(42,096.92)
Draft		\$(41,199.29)
		\$(83,296.21)
Customer Portal		
Online-Check		\$(985.90)
Online-Credit Card		\$(45,940.46)
		\$(46,926.36)
IVR		
Credit Card		\$(2,538.00)
E-Check		\$(427.10)
		\$(2,965.10)
Lockbox		
Check		\$(116,230.32)
		\$(116,230.32)
Manual		
Cash		\$(6,371.17)
Check		\$(10,506.57)
Credit Card		\$(20,058.13)
E-Check		\$(950.75)
Online-Credit Card		\$(244.05)
		\$(38,130.67)
Totals		\$(287,548.66)

Payment Breakdown



Green Area Water & Sanitary Authority Transaction List - Summary

Sort order: Customer No.

From: 11/1/2023 Through: 11/30/2023

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	(\$8.55)
	Service Charge Charge	(\$42.17)
		(\$50.72)
Delinquency	Water Interest	\$20.00
	Water Penalty	\$2,525.00
	Miscellaneous Penalty	\$5.00
	Service Charge Interest	\$320.00
	Service Charge Penalty	\$85.00
	Sewer Penalty	\$115.00
		\$3,070.00
Misc Chrg.	Miscellaneous (BF)	\$150.00
	Miscellaneous (DHF)	\$100.00
	Miscellaneous (SOL)	\$25.00
	Service Charge (AF)	\$400.00
	Sewer (MISC)	\$34.44
		\$709.44
Grand Total:		\$3,728.72

SANITARY OPERATIONS REPORT

December 14, 2023

Construction Projects

- Winery Lane Inspired Healthcare Capital.
 - Underway, received the flow estimate study.
- Doris to Happy Valley Commercial Property Extension.
 - Design and specs update underway.

Collection System

- TV annual project.
 - Updating GIS and AutoCAD with lateral location changes, underway.
- Push cameras and camera trailer.
 - Small tractor & backup camera head out for sealing repairs, waiting on parts.
- New float alarm systems to prevent future SSOs in previously affected areas.
 - Hanna 'H' basin float system failed, troubleshooting results in new system shipping temporarily offline.
- Matt did some training with crew on operations of the Camel flusher for emergency call outs.

G4 and Pump Stations

- GAWSA Pump Stations ran well, with typical operation and maintenance.
- Working with contractors to bid placement of new pump at G4.
- Automatic transfer switch failed for the generator at G4, Cummins has been scheduled for repair.

Meetings and Conferences

- Matt and I attended the DCUCC One Call meeting.
- First Aid/CPR class was attended.

Lateral Inspections & GIS

- 24 Inspections.
 - 5196 Old 99S, TV & GIS update.
 - 1475, 1479 Green Siding, TV & GIS update.
 - 133, 135 Oly, New Connection, with GIS.
 - 122, 124 Clellon Ct, TV & GIS update.
 - 118, 186 Heatherwood, TV & GIS update.
 - 5995 Old Hwy 99 S, TV & GIS update.
 - 2200, 2214 La Canada, TV & GIS update.
 - 151, 205 Carson, TV & GIS update.
 - 2035 Green, TV & GIS update.
 - 5139, 5137, 5135 Grange, TV & GIS update.
 - 505, 525 Chandler, TV & GIS update.
 - 2233 Linnell, I&I, TV & GIS update.
 - 2475, 2479 Castle, I&I, TV & GIS update
 - 4393 Carnes Rd, I&I, TV & GIS update.
 - 2431 Landers, I&I, TV & GIS update.
 - 351 Happy Valley East, New Connection, with GIS.

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

December 2023

The fire line has been installed and tested on Industrial Drive, and they are currently waiting on parts to install their cross-connection device. We expect they will be ready for a water meter soon.

I have been in contact with the engineer and sprinkler installer regarding the new fire line for Peterson Machinery, off Happy Valley Rd. There has been a lot line adjustment with this property that could affect how it is developed in the future. David is doing a little research on the issue.

The engineer is working on a set of plans for the water mainline extension off Winery Lane for the care facility. We expect that work will take place within the next month.

We have had a few minor issues with the water treatment plant, which all have been remedied or are in the process of waiting for parts. We are still waiting on power supplies and a cell for our MIOX system. We currently have a raw water pump that has been pulled and is being repaired at Flyght Pumps. While trouble shooting the failed pump, it was discovered that we have a power supply cable that needs replaced. Jeremy is currently working on the best option for that repair.

Staff recently updated their CPR/ First Aid certification. We were pleased with the quality of the training.

We have still not heard from our engineer regarding the master plans for both sanitary and water. I will be reaching out to get an expected timeline and cost estimate.

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

WINSTON-GREEN REGIONAL WASTEWATER TREATMENT FACILITY

Weekly Reports - November

November 3rd

- Turned off and cleaned effluent filters for the year
- Started putting leachate back through the plant
- Transferred biosolids from One holding tank to another
 - The first tank is already full, we don't normally have this much solids stored going into November, however it was a wet September and October and could not land apply. We might have to get creative on biosolids storage late winter and spring
- Repaired leaking chlorine storage tank
- Started putting flow to RBC's in order to get some growth on them
- Salt Delivery
- Thickened Digester
- Calibrated gas detectors in Digester Building
- Mowed facility before the rains came
- Cleaned Wet Well
- Cleaned Backwash Basin
- Opened Drying bed valves for winter prep
- Repaired water line the ruptured by secondary clarifier # 4
- Cleaned Chlorine Contact Chambers

November 10th

- Repaired window on Polaris Ranger
- Turned Secondary Clarifier # 3 online
- Turned Primary # 2 online
- Switched primary effluent flow to the center of the Aeration basin
- Repaired Aeration Basin mixer # 3
- Replaced GFCI plug
- Calibrated LEL (Lower Explosive Limit) sensors in digester building
- Turned in monthly DMR
- Yard Maintenance

Winston- Green WWTF

November 2023

General

1.) Plant Influent Flow (MG)	<u>2023</u>		<u>2022</u>	
<i>Winston</i>	25.07	53%	21.62	46%
<i>Green</i>	22.56	47%	25.09	54%
<i>Rainfall</i>	4.10		4.61	
<i>Chlorine (Gallons)</i>	17,095		21,583	
<i>Leachate(Gallons)</i>	896,500		935,000	

Bio-Solids

1.) Storing Bio-Solids

With the wet fall that we had, the plant has stored more biosolids than normal. This is going to result in the potential to have to store biosolids in the digester that we just cleaned out.

Winston-Green WWTF

November 2023

SYSTEM CLASSIFICATION: IV
COUNTY: DOUGLAS

PERMIT # 100554

FILE # 98400

POPULATION: 10000

TYPE: RBC / ACTIVATED SLUDGE

D A T E	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	BIOSOLIDS		RAIN FALL inches
																		LAND gallons	DRYING BEDS gallons	
1	1.402	7.7	383	176	0.06	6.9	19.9	3.3	99%	39	3.0	98%	35	0.09	643	42.9				0.03
2	1.145	7.4				7.4	20.3							0.01	608	40.6				0.06
3	1.135	7.5	528	464		6.8	20.6	10.1	98%	96	8.6	98%	81	0.09	606	40.4				0.09
4	2.100	7.5				7.2	20.6							0.04	700	46.7				1.37
5	2.305	7.6				7.3	19.6							0.04	730	48.7	<1			0.56
6	2.630	6.7	242	177	3.50	7.3	19.2	10.3	96%	226	7.4	96%	162	0.09	693	46.2				0.36
7	2.079	7.4				7.1	18.6							0.05	687	45.8	7.4			0.04
8	1.731	7.4	165	141	0.24	7.0	18.8	8.6	95%	124	3.4	98%	49	0.06	642	42.8				
9	1.518	7.4				7.0	18.6							0.01	607	40.5				0.02
10	1.465	7.4				7.1	18.6							0.06	597	39.8				0.01
11	1.387	7.5				7.3	18.5							0.08	583	38.9				0.02
12	1.403	7.5				7.3	18.6							0.06	586	39.1	<1			0.13
13	1.358	7.5	418	298	2.37	7.2	18.9	8.4	98%	95	6.4	98%	72	0.05	578	38.6	14.5			0.01
14	1.423	7.6				7.2	18.9							0.07	564	37.6				0.25
15	1.472	7.4	425	373	3.71	7.2	18.8	2.5	99%	31	2.2	99%	27	0.06	570	38.0				0.01
16	1.346	7.5				7.1	18.7							0.05	550	36.7				0.01
17	1.310	7.4	561	233		7.1	18.8	3.3	99%	36	2.8	99%	31	0.07	567	37.8				
18	1.610	7.5				7.1	18.8							0.05	592	39.5				0.62
19	2.182	7.5				7.1	18.1							0.05	664	44.3	1.0			0.20
20	1.810	7.4	171	341	3.02	7.2	17.9	6.1	96%	92	8.4	98%	127	0.06	623	41.6	1.0			0.01
21	1.577	7.5				7.2	17.9							0.08	586	39.1				0.01
22	1.651	7.5	482	379	5.95	7.0	17.9	2.8	99%	39	3.6	99%	50	0.04	514	34.3				0.04
23	1.442	7.5				7.1	17.8							0.07	462	30.8				
24	1.384	7.8				7.0	17.6							0.07	455	30.4				
25	1.393	7.5				6.9	17.2							0.07	456	30.4				
26	1.379	7.7				7.3	17.0							0.06	455	30.4	<1			
27	1.323	7.4	549	373	4.33	7.0	17.0	4.1	99%	45	3.8	99%	42	0.04	448	29.9	<1			0.01
28	1.267	7.5				7.2	16.9							0.06	442	29.5				
29	1.217	7.6	243	87	3.88	7.1	16.9	5.1	98%	52	4.8	94%	49	0.08	436	29.1				0.04
30	1.351	7.3				6.8	17.0							0.07	451	30.1				0.20
TOT	46.795									874			725		17,095					4.10
MAX	2.630	7.8	561	464	5.95	7.4	20.6	10.3	99%	226	9	99%	162	0.09	730	48.71	14.5			1.37
MIN	1.135	6.7	165	87	0.06	6.8	16.9	2.5	95%	31	2	94%	27	0.01	436	29.09	<1			0.01
AVG	1.560	7.5	379	277	3.01	7.1	18.5	5.9	98%	79	5	98%	66	0.06	570	38.02	2			0.18

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/590 monthly, EC/126 monthly

Leachate Load Tickets -

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
12/1	7:30 AM	431	8.17	12/2	7:00 AM	266	8.10	12/3	7:00 AM	97	8.13
12/1	8:00 AM	431	8.09	12/2	9:00 AM	266	8.10	12/3	8:15 AM	97	8.13
12/1	9:08 AM	431	8.09	12/2	10:00 AM	266	8.10	12/3	8:33 AM	97	8.13
12/1	9:33 AM	431	8.00	12/2	11:00 AM	266	8.10	12/3	9:35 AM	97	8.15
12/1	10:05 AM	431	8.04	12/2	11:54 AM	266	8.04	12/3	10:10 AM	97	8.16
12/1	10:40 AM	431	8.00	12/2	12:00 PM	266	8.03	12/3	10:35 AM	97	8.16
12/1	11:04 AM	431	8.01	12/2	12:54 PM	266	8.03	12/3	11:15 AM	97	8.18
12/1	12:05 PM	431	8.03	12/2	1:15 PM	266	8.03	12/3	11:55 AM	97	8.18
12/1	1:01 PM	431	8.03					12/3	1:35 PM	97	8.19
12/1	2:20 PM	431	8.06					12/3	2:38 PM	97	8.22
12/1	3:25 PM	431	8.04								

Total Gallons: 60,500 11 Total Gallons: 44,000 8 Total Gallons: 55,000 10

<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>
12/4	7:00 AM	146	8.31	12/5	7:00 AM	135	8.23	12/6	7:00 AM	118	8.21
12/4	8:25 AM	146	8.28	12/5	8:45 AM	135	8.20	12/6	7:10 AM	118	8.21
12/4	9:40 AM	146	8.25	12/5	9:25 AM	135	8.19	12/6	8:35 AM	118	8.77
12/4	9:41 AM	146	8.24	12/5	9:50 AM	135	8.11	12/6	9:50 AM	118	8.17
12/4	10:35 AM	146	8.20	12/5	10:30 AM	135	8.16	12/6	11:30 AM	118	8.18
12/4	11:00 AM	146	8.21	12/5		135	8.14	12/6	12:10 PM	118	8.16
12/4	11:48 AM	146	8.19	12/5	11:31 AM	135	8.14	12/6	1:05 PM	118	8.20
12/4	12:13 PM	146	8.13	12/5	12:45 PM	135	8.08	12/6	2:42 PM	118	8.15
12/4	12:52 PM	146	8.19	12/5	1:33 PM	135	8.11	12/6	2:45 PM	118	8.16
12/4	1:50 PM	146	8.20	12/5	2:09 PM	135	8.13	12/6	3:25 PM	118	8.15
12/4	3:15 PM	146	8.20	12/5	3:00 PM	135	8.12	12/6	4:02 PM	118	8.15

Total Gallons: 60,500 11 Total Gallons: 60,500 11 Total Gallons: 77,000 14

<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>
12/7	8:13 AM	154	8.25	12/8	12:40 AM	154	8.23	12/9	7:15 AM	125	8.15
12/7	8:30 AM	154	8.25	12/8	2:11 AM	154	8.21	12/9	8:00 AM	125	8.30
12/7	10:17 AM	154	8.25	12/8	3:54 AM	154	8.22	12/9	8:48 AM	125	8.07
12/7	10:47 AM	154	8.25	12/8	4:52 AM	154	8.20	12/9	9:15 AM	125	
12/7	11:27 AM	154	8.25	12/8	8:50 AM	129	8.17	12/9	9:45 AM	125	8.06
12/7	12:15 PM	154	8.25	12/8	10:18 AM	129	8.17	12/9	10:15 AM	125	
12/7	12:34 PM	154	8.25	12/8	10:34 AM	129	8.17	12/9	10:45 AM	125	8.05
12/7		154	8.25	12/8	11:55 AM	129	8.17	12/9	11:15 AM	125	
12/7	1:45 PM	154	8.25	12/8	12:30 PM	129	8.17	12/9	11:45 AM	125	8.03
12/7	3:23 PM	154	8.25	12/8	1:10 PM	129	8.17	12/9	12:15 PM	125	
12/7	4:30 PM	154	8.18	12/8	1:33 PM	129	8.17	12/9	12:45 PM	125	8.03
12/7	5:05 PM	154	8.18	12/8	6:10 PM	129	8.17	12/9	1:30 PM	125	8.03
12/7	5:50 PM	154	8.18	12/8	7:30 PM	129	8.14	12/9	1:45 PM	125	7.99
12/7	7:41 PM	154	8.21					12/9	2:30 PM	125	8.01
12/7	8:00 PM	154	8.19					12/9	2:55 PM	125	8.00
12/7	8:38 PM	154	8.18					12/9	3:30 PM	125	8.01
12/7	8:55 PM	154	8.21					12/9	3:55 PM	125	8.01
12/7	9:35 PM	154	8.20								

Leachate Load Tickets -

12/7 10:25 PM 154 8.22
 12/7 10:35 PM 154 8.20
 12/7 11:25 PM 154 8.21

Total Gallons: 115,500 21 Total Gallons: 71,500 13 Total Gallons: 93,500 17

<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>
12/10	7:05 AM	226	8.03	12/11	6:55 AM	221	8.02	12/12	7:08 AM	181	8.01
12/10	8:30 AM	226	8.00	12/11	8:25 AM	221	7.98				
12/10	9:33 AM	226	8.00	12/11	9:25 AM	221	7.97				
12/10	10:32 AM	226	7.98	12/11	10:25 AM	221	7.96				
12/10	11:36 AM	226	8.00	12/11	11:30 AM	221	7.94				
12/10	12:38 PM	226	7.99	12/11	12:30 PM	221	7.92				
12/10	1:38 PM	226	7.99	12/11	1:30 PM	221	7.93				
12/10	2:38 PM	226	8.02	12/11	2:30 PM	221	7.96				
				12/11	3:30 PM	221	7.97				

Total Gallons: 44,000 8 Total Gallons: 49,500 9 Total Gallons: 5,500 1

<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>
-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------

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

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------

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

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------

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

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------

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

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------

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

Leachate Load Tickets -

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------	-------------	----------------	-------------	-----------

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

TOTAL TICKETS: 134

TOTAL GALLONS/MONTH: 737,000

\$14,740

FOURTH EXTENSION OF CONTRACT NO. 30000175

This fourth extension of contract (“fourth extension”) is made on the ____ day of _____ 20__, between DOUGLAS COUNTY, a political subdivision of the State of Oregon (“County”), GREEN AREA WATER AND SANITARY AUTHORITY (“Authority”), and the CITY OF WINSTON (“City”).

IT IS HEREBY AGREED:

Reference is hereby made to prior documents such as the original agreement entered on or about January 8, 2020, by County, District and City, filed in the Douglas County Court Journal on January 16, 2020, under recording No. CJ 2020-0065 (“original agreement”). The parties then entered into a first extension of contract, filed in the Douglas County Court Journal on December 16, 2020, under recording No. CJ 2020-1336 (“first extension”); a second extension and assignment of contract, filed in the Douglas County Court Journal on January 26, 2022, under recording No. CJ 2022-0070 (“second extension and assignment”); and then a third extension of contract, filed in the Douglas County Court Journal on February 15, 2023, under recording No. CJ 2023-0226 (“third extension”). The original contract, first extension, second extension and assignment, third extension and this fourth extension together shall be referred to as “this agreement.”

1. EXTENSION: The term of this agreement is extended to December 31, 2024, subject to early termination as otherwise provided.

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

\\ \

2. ENTIRE CONTRACT: Except as modified herein, the terms and conditions of the original agreement and all prior extensions and modifications shall apply.

**GREEN AREA WATER AND
SANITARY AUTHORITY BOARD**

By _____
Title _____
Print Name _____
Fed ID # _____
Date _____

ATTEST

By _____
Title _____
Print Name _____
Date _____

CITY OF WINSTON

By _____
Title _____
Print Name _____
Date _____

ATTEST

By _____
Title _____
Print Name _____
Date _____

**DOUGLAS COUNTY BOARD OF
COMMISSIONERS**

By _____
Chair
By _____
Commissioner
By _____
Commissioner

Date _____

REVIEWED AS TO CONTENT

By _____
Department Head
Date _____
Coding _____

REVIEWED AS TO FORM

By _____
Office of County Counsel
Date _____