

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
May 19, 2022

Board Chair Tracey Parker called the meeting to order at 11:02am. Present were Board Directors Tracey Parker (via Zoom), Brenda Kingry, Tom Fullbright and Steve Lusch. Also present were GAWSA employees David Campos, Alan Paulson, and Shannon Miller. Director Carolyn White was absent.

For the consent agenda, Director Tom Fullbright made a motion to approve the following leak adjustment requests:

O.E Swanson, \$86.93
Julie Murphy, \$96.90
Jessica Bailon, \$100.00
Steve Gale, \$100.00

Director Steve Lusch seconded the motion. The motion was unanimously approved.

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

General Manager David Campos presented the General Manager's Report. David informed the Board that the Budget Committee meeting was rescheduled to May 26th due to a family medical emergency.

David presented a proposed Cost-of-Living-Adjustment (COLA) for employees to the Board. The proposed COLA is 6%. David informed that Board that the COLA was determined based on recent Western CPI increases of over 8%, as well as comparisons with other local agencies. Director Lusch made a motion to approve the 6% COLA for the 2022-2023 fiscal year. Director Fullbright seconded the motion. The motion was unanimously approved.

David informed the Board of a legislative bill, HR4061, that recently passed in Oregon. The bill requires that water districts obtain and retain specific customer information regarding its bulk water sales. GAWSA will have to adapt and collect detailed sales amounts for each bulk customer, with the exception of licensed contractors and other government agencies.

David stated that he is working on consolidating the water and sanitary accounting records into one system. The plan is to have this complete in time for the annual audit. David added that the audit fee will be higher this year due to the business change, which will require additional testing and analysis.

Collections System Supervisor Shannon Miller presented the sanitary operations report. Shannon presented contractor bids for asbestos abatement on the Krohn Lane rental structures. Pacific Environmental was the lowest bidder, at \$10,284. Director Fullbright made a motion to award the contract to Pacific Environmental Group, Inc. in the amount of \$10,284. Director Lusch seconded the motion. The motion was unanimously approved.

Operations Superintendent Alan Paulson presented the water operations report. Alan stated that Douglas County Fire District No. 2 is currently flushing hydrants, and we are trying to coordinate with them to flush our lines accordingly. Discussion followed.

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Alan informed the Board that we finally have the right parts to resolve our compressor issues at the water treatment plant. We are waiting on a confirmed date from Atlas Copco to complete the repair service.

We have begun testing for Cyanobacteria/Blue-Green Algae at the water treatment plant. This will continue through October and is required by Oregon DEQ.

The Authority will undergo a system survey for its drinking water program. We anticipate the survey to go well.

Alan added that the water and sewer utility crews have been working well together and recently completed a big project together.

There were no comments on the reports from the wastewater treatment facility.

There being no further business before the Board, Director Lusch made a motion to adjourn the meeting. Director Kingry seconded the motion. President Parker adjourned the meeting at 11:35am.

Steve Lusch, Board Secretary

Tracey Parker, Board Chair

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BUDGET COMMITTEE MEETING
May 26, 2022

Board Secretary Steve Lusch called the meeting to order at 12:03pm.

Roll Call was administered by GAWSA employee Stacey Werner.

Budget Committee Members:

Present: Tracey Parker (via Zoom), Brenda Kingry, Tom Fullbright, Steve Lusch Carolyn White, Shirley McSperitt, Carol Hogge, Maranda Ronk, Andrew Albee, and Charles Borden.

Absent: None

Others Present: General Manager David Campos, Operations Superintendent Alan Paulson, Collection System Supervisor Shannon Miller, Customer Service/Finance Supervisor Stacey Werner, and customer Kat Stone

Budget Officers are as follows:

- Budget Officer: David Campos, General Manager, Green Area Water & Sanitary Authority
- Budget Committee Chair: Brenda Kingry nominated Steve Lusch as the Budget Committee Chair. Tom Fullbright seconded the nomination. The nomination was unanimously approved.
- Budget Committee Secretary: Tracey Parker nominated Tom Fullbright as the Budget Committee Secretary. Steve Lusch seconded the nomination. The nomination was unanimously approved.

Budget Committee Members introduced themselves.

The Budget Message for the budget year 2022-2023 was presented by the Budget Officer, General Manager David Campos. There was discussion regarding the format and contents of the budget, and whether all committee members had an opportunity to review the message. Committee Members stated that they had reviewed the message and requested budget message highlights be presented.

The Budget Officer noted errors made in the account number extensions in some of the funds, as well as a line item reference to Fund 07, which should have stated Fund 05. The Budget Officer explained how certain expenditures were allocated between the water and sanitary general funds. The Budget Officer also explained the increase in many expenditures due to significant inflation.

Brenda Kingry expressed that she would like to see a consolidated total of the fund types as a supplement to the budget in order to better understand the budget as a whole. Other budget members agreed. The Budget Officer stated that he would include the summary in future budget documents.

Shirley McSperitt stated that the budget message was very well written.

The Budget Committee Chair directed the Committee to review the following Water and Sanitary General and Other Funds:

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BUDGET COMMITTEE MEETING

May 26, 2022

Water General Fund Departments:

- Administration
- Operations

Sanitary General Fund Departments:

- Administration
- Operations

Other Funds:

- Fund 03 Water Debt Service Fund
- Fund 04 Sanitary Debt Service Fund
- Fund 05 Water Capital Projects Fund
- Fund 06 Sanitary Capital Projects Fund
- Fund 08 Collection System Improvement Fund

Discussion was held by the Committee Members on the funds. Andrew Albee questioned the reason for significant decrease in the Water Operations Capital Outlay budget, which was due to replacement of the filter membranes at the water treatment facility. Discussion about the filter membranes followed. There were also questions regarding the allocation of personnel costs between the water and sanitary general funds. The administration personnel costs are allocated 50% whereas operations personnel costs are directly allocated to each program by water or sanitary employee, except for the Operations Superintendent. A question was asked about the capital outlay for water distribution. The distribution shop will need a roof replacement in the 2022-2023 year. Steve Lusch requested that the explanation for the capital outlay budgeted in the Collection System Improvement Fund not include the statement regarding purchasing property adjacent to the G4 pumpstation.

After discussion of each Fund, the Budget Committee considered the Budget in its entirety, and the public was invited to comment.

No public comment was made.

Andrew Albee made a motion to approve the 2022-2023 Budget, with changes to wording. Shirley McSperitt seconded the motion. The motion was unanimously approved.

There being no further business, Tom Fullbright made a motion to adjourn the meeting. Tracey Parker seconded the motion. Steve Lusch adjourned the meeting at 1:24pm.

Steve Lusch, Board Secretary

Tracey Parker, Board Chair

**GAWSA
ACCOUNTS PAYABLE
MAY 2022**

DATE	CK#	ACCOUNTS PAYABLE FOR MAY 2022	AMOUNT
5/2/2022	ACH	Intuit Quickbooks	QB Enterprise Cloud subscription 182.00
5/6/2022	ACH	Douglas Fast Net	Phone/internet services - water/sewer 1,581.39
5/10/2022	ACH	Pacific Power	Water office/plant/distribution electricity 7,993.38
5/15/2022	ACH	BMS Technologies	April billing statements - printing/mailing 1,932.34
5/17/2022	ACH	Metereaders LLC	March and April meter readings 4,728.75
5/19/2022	10436	Steven Whittaker	Requested refund on credit balance 400.00
"	10437	Addcox Heating	Water office HVAC service 145.00
5/31/2022	10438	Avista Utilities	Natural Gas - water/sanitary 241.94
"	10439-10451	Various Utility Customer Accts	Refunds on overpayment w/ final billing 454.31
"	10452	Bassett-Hyland Energy Co.	Fuel 4/1 - 5/15, gear oil, hydraulic oil 2,733.14
"	10453	Cascade/HPS Electrical	Change pump @ Briarwood pump station 585.00
"	10454	C&S Fire Safe Services	Annual Fire Extinguisher inspections/maintenance 659.75
"	10455	Canon Solutions America	Office/Water plant copier maintenance 106.02
"	10456	City of Winston	WWTP Personal Services, March/April 41,480.01
"	10457	Consolidated Supply Co.	Straight ball valves and level handles 1,194.71
"	10458	Douglas Co. Farmers Co-op	Herbicide, small parts and tools 269.66
"	10459	Exodus Pest Control	Pest control - water office 26.00
"	10460	Flury Supply	Pipe adapters and parts for bulk meters 201.75
"	10461	Forrest Industries	Control work at Briarwood pump station 575.60
"	10462	Green Valley Diesel	Flusher truck suspension repair 3,151.00
"	10463	H2O Backflow Testing	16 non-comp backflow tests 720.00
"	10464	Industrial Tire Service	Full set tire replace silver Dodge 860.22
"	10465	IVR Technology Group	April IVR transaction/maintenance fees 122.47
"	10466	Long's Building Supply	PVC glue and primer 122.98
"	10467	News Review	Budget Committee meeting postings 149.28
"	10468	One Call Concepts	March and April locates 123.60
"	10469	Oregon Health Authority	Annual water system fee 2,000.00
"	10470	Oregon Linen	Rug service - water office 122.93
"	10471	Oregon Tool & Supply	Allen wrenches, Vac Tron parts 55.35
"	10472	Cintas	First aid refill water plant 68.07
"	10473	McGovern Metals	Materials for bulk water meters 55.40
"	10474	Northwest Local Gov't Legal Adv	Document preparation, consult re: utility shut-offs 1,045.00
"	10475	Pacific Power	Sanitary office, pumpstations, rentals electricity 1,809.39
"	10476	Rock-It Man Trucking	Haul rock for stockpile, Carnes 400.00
"	10477	SDIS	June health/supplemental insurance premiums 25,573.64
"	10478	Sealing Systems, Inc.	Manhole sealant 672.87
"	10479	Stapel Pest Solutions	Pest control - sanitary office 90.00
"	10480	SO Backflow Techs	22 non-comp backflow tests 660.00
"	10481	Streamline	GSD website fee - 3 mo. 600.00
"	10482	Systech Consulting	Managed IT service plan 1,129.00
"	10483	Trojan UV	Ballast 1,839.87
"	10484	True North Equipment	Tiger tail for CCTV camera 153.03
"	10485	Umpqua Research	Water sample testing 654.00
"	10486	Umpqua Quarries	Crushed rock for inventory 298.42
"	10487	USA Blue Book	Calibration buffers 293.09
"	10488	Verizon Wireless	Tablet line 50.29
"	10489	Wells Fargo Bank	Sanitary office Quickbooks 131.31
"	10490	Winston Sanitary Service	200 gal weekly dumpster 90.60
"	10491	Winston Auto Parts	Antifreeze for skid steer, maintenance - flusher truck 60.66
"	10492	A.R.T. Asbestos & Radon Testing	Asbestos Testing 3836 Krohn Ln 471.00
"	10493	WECI	Chemical Pump for MIOX 4,632.60
"	10494	Atlas Copco Compressors	Plant compressor repair, maintenance kit, valve reg 10,512.34
TOTAL ACCOUNTS PAYABLE FOR MAY 2022			<u>124,209.16</u>

**WINSTON-GREEN WWTF
ACCOUNTS PAYABLE - MAY 2022**

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR MAY 2022		
05/31/22	14378	Amazon Business	Misc spare parts	514.57
"	14379	Auto Parts, Inc	Various maintenance parts	85.38
"	14380	C&S Fire Safe Services	Annual fire extinguisher inspection/maint	310.75
"	14381	CenturyLink	Security gate phone line 4/11-5/11	44.19
"	14382	Cooper's Pest Control	Monthly pest control - May	115.00
"	14383	Dirksen & Son's Inc	Bulk motor oil	780.21
"	14384	Douglas County Solid Waste	Landfill fees - grit/screenings - April	325.24
"	14385	Douglas Fast Net	Phone/internet service - May	146.47
"	14386	Fastenal Company	Misc fittings	311.67
"	14387	Pacific Power	Electricity service 4/4-5/3	9,054.94
"	14388	Performance Fab, LLC	Boiler methane replace - labor/materials	36,232.00
"	14389	Preferred Pump	Pump motor, 8 stage pump end	4,107.50
"	14390	Sierra Springs	Bottled water service - May	50.42
"	14391	Stanley Convergent Security Sol	Monthly security service - June	204.95
"	14392	United Rentals	Forklift rental	642.16
"	14393	USABlueBook	Lab materials	448.41
"	14394	Shirtcliff Oil Company	Vehicle fuel -April/May	250.62
"	14395	US Cellular	Cell phone service - 4/14-6/13	72.14
TOTAL PLANT ACCOUNTS PAYABLE FOR MAY 2022				53,696.62

GREEN AREA WATER & SANITARY AUTHORITY
GENERAL MANAGER'S REPORT
June 16, 2022

Consumer Confidence Report

Our 2021 Water Quality Report has been posted on our website. A copy of the CCR will be mailed out to customers with this month's billing.

Budget Resolution 2022-06-01

Attached is Resolution 2022-06-01 to Adopt the budget and make appropriations. Since we are a special district with two programs, the water and sanitary general funds are appropriated by organizational unit (Admin, Operations, Other). I have included sections from the Oregon Local Budget Law manual to help explain how we appropriate funds.

GAWSA Year 1 Recap and Year 2 Plan

Included is a summary of what we have accomplished in GAWSA's first year, as well as suggested goals/tasks to complete in the upcoming year. I would like to discuss and get any input from the Board.

Harmony Lane Lease Agreement

Included is a lease renewal for the Pastureland Lease Agreement for 7/1/22 to 6/30/23.

GREEN AREA WATER AND SANITARY AUTHORITY

RESOLUTION NO. 2022-06-01

RESOLUTION TO ADOPT 2022-2023 BUDGET AND MAKE APPROPRIATIONS

BE IT RESOLVED, that the Board of Directors for Green Area Water & Sanitary Authority hereby adopts the Budget approved by the Budget Committee for the fiscal year 2022-2023 now on file in the Authority office in the total amount of \$10,496,927.

BE IT RESOLVED, that the amounts for the fiscal year beginning July 1, 2022, and for the purposes shown below are hereby appropriated as follows:

Water General Fund 01

Administration	\$ 794,900
Operations	1,070,900
Transfers to Water Debt Service Fund	400,000
General Operating Contingency	<u>75,000</u>
Fund Total	\$ 2,340,800

Sanitary General Fund 02

Administration	\$ 757,000
Operations	1,622,700
General Operating Contingency	<u>100,000</u>
Fund Total	\$ 2,479,700

Water Debt Service Fund 03

Debt Service Payments	<u>\$ 399,819</u>
Fund Total	\$ 399,819

Sanitary Debt Service Fund 04

Debt Service Payments	<u>\$ 135,913</u>
Fund Total	\$ 135,913

Water Capital Projects Fund 05

Capital Improvements	<u>\$ 310,000</u>
Fund Total	\$ 310,000

Sanitary Capital Projects Fund 06

Reserved for Future Requirements	<u>\$ 142,650</u>
Fund Total	\$ 142,650

Sanitary Collection System Improvement Fund 08	
Capital Improvements	\$ 250,000
Fund Total	<u>\$ 250,000</u>
Total Appropriations All Funds	\$ 6,058,882
Unappropriated Amounts	\$ 4,438,045
Total Budget	\$ 10,496,927

BE IT RESOLVED that the Green Area Water & Sanitary Authority certifies to the Douglas County Clerk this Resolution and shall file a copy of the Budget as finally adopted.

ADOPTED and appropriated by the Green Area Water & Sanitary Authority Board of Directors on this 16th day of June 2022.

Dated: June 16, 2022

**GREEN AREA WATER AND SANITARY
AUTHORITY**

Board Chair

ATTEST:

Secretary

must publish notice of a second budget hearing and a new financial summary, and hold the second hearing before the adjusted budget can be adopted.

If taxes are increased at all above the rate or amount approved by the budget committee, a second notice and hearing are required before a budget including those additional revenues can be adopted. Note that taxes can only be increased if the budget committee approved less than the local government's full taxing authority, or if new taxing authority is approved by the voters after the budget committee approved the budget.

Adopting the budget

Governing body resolution or ordinance

A resolution is a formal expression of the opinion or will of an official body. An ordinance has the character of an enactment of law by an established authority. For purposes of the Local Budget Law, either a resolution or ordinance by the governing body at this stage of the budget process provides the legal authority to establish or dissolve funds, make appropriations for expenditures, adopt the budget, impose and categorize taxes, and all other legal actions pertaining to adopting the budget and making tax levies.

Resolution adopting the budget

After the necessary hearing(s), the governing body must enact a resolution or ordinance adopting the budget (ORS 294.456, renumbered from 294.435). The resolution or ordinance adopting the budget should state the total amount of all the budget requirements.

Sample resolutions are shown at the end of this chapter.

Resolution making appropriations

Appropriations provide the local government with legal spending authority throughout the fiscal year. You must make separate appropriations for each fund in which you have budgeted expenditures [ORS 294.456(3), renumbered from 294.435(3)].

The resolution or ordinance making appropriations must identify the appropriations by the categories listed in ORS 294.456⁷ (renumbered from 294.435). Those categories correspond to the object classifications (the major expenditure categories) in the budget, which serve as a basis for the appropriations. Each expenditure line item in the budget detail must be classified within one of the object classifications, and thus, into one of the appropriation categories.

There is an exception to the last paragraph for those funds budgeted by organizational unit or program. For each such fund, you may appropriate one amount for each unit or program. This amount is the total of all amounts for personnel services, materials and services and capital outlay attributable to the unit or program. If the fund has debt service, special payments, interfund revenue transfers, capital outlay or contingency requirements, or if there are operating expenses (personnel services or materials and services expenditures) that cannot be allocated to a specific operating unit or program, separate appropriations must also be made for each of those categories. Chapter 5 explains organizational units and programs.

For funds where the terms "organizational unit" or "program" do not apply, the appropriations must have separate totals for any:

- Personnel services,
- Materials and services,
- Capital outlay,
- Debt service,
- Special payments,

⁷Instead of appropriating by the categories in ORS 294.456, schools and ESDs appropriate their expenditures by the "function" categories of the "Oregon Department of Education's Program Budgeting and Accounting Manual." The function categories are Instruction, Support Services, Enterprise and Community Services, Facilities Acquisition and Construction, Interagency/Interfund Transfers, Debt Service and Contingency. At a minimum, there must be one amount appropriated for each function in which monies are being expended in a fund. Community colleges may appropriate by function or by program, with some exceptions that are explained in the "Oregon Department of Community Colleges and Workforce Development's Community College Accounting Manual."

year's adopted budget, and actual revenue and expenditure data from the two previous years (ORS 294.444, renumbered from 294.419).

"General county resources" means resources from property taxes, state and federal shared revenue, beginning balances available for expenditure and interest not required to be allocated to specific programs or activities.

Estimating and classifying expenditures

Each local government must prepare estimates of expenditures and other budget requirements by line item for the upcoming fiscal year.

Local Budget Law requires that expenditures and other requirements be shown in the budget in certain ways. The budget is broken down into funds which are discussed in Chapter 4. The expenditures in each fund must be organized in one of two ways, either by organizational unit or program, depending on how the district is structured and the services it provides. Subdividing a fund into organizational units or programs makes the budget more understandable.

Organizational unit

Some local government budgets are organized by organizational units. An organizational unit is an administrative subdivision of the local government which is responsible for specific services, functions or activities. These are usually identified as departments, divisions, offices, etc. [ORS 294.311(30)]. For example, a city may be structured into organizational units such as: Police Department, Public Works Department, Office of the City Recorder, etc.

Hospitals, school districts, ESDs, and community colleges may not use organizational units when preparing expenditure estimates. (ORS 294.393, renumbered from 294.356).

Program

Many local budgets are structured by program. A program is a group of related activities aimed at accomplishing a major service or function [ORS 294.311(33)]. Programs could include services and functions such as: fire protection, water, sewers, road maintenance, etc. Most special districts are formed to provide just one or two major services. The budgets of these districts are considered program budgets unless one or more of the funds are organized by organizational unit. School budgets that are organized according to the classification of accounts in the "Oregon Department of Education's Program Budgeting and Accounting Manual for School Districts" are considered program budgets.

Object classifications

The estimated expenditures in each fund must be arranged by organizational unit or program. Within each organizational unit or program, the estimates of line item expenditures must be detailed by the following object classifications: personnel services, materials and services and capital outlay. In addition, separate estimates must be made in each fund for special payments, debt service, interfund revenue transfers, operating expenses and general capital outlays that cannot reasonably be allocated to one particular unit or program [ORS 294.388(3), renumbered from 294.352(3)]. Local governments that have only one program must estimate expenditures by the object classifications listed above.

Within each program function, school districts must detail expenditure estimates by object within each object classification [ORS 294.393(1), renumbered from 294.356(1)]. More information on this breakdown can be found in the "Oregon Department of Education's Program Budgeting and Accounting Manual" at <https://district.ode.state.or.us/docs/sfda/manuals/>.

Community colleges must detail expenditure estimates by sub-object classification [ORS 294.393(2), renumbered from 294.356(2)]. More information is in the "Oregon Department of Community Colleges and Workforce Development's Community College Accounting Manual" at http://www.oregon.gov/CCWD/pub_rpts.shtml.

Personnel services

Personnel services includes salaries, benefits, workers compensation insurance, Social Security taxes and other costs associated with having employees.

GAWSA Year-In-Review and Goals for 2022-2023

GAWSA Year 1

- Set up GAWSA as a new entity: filed with federal and state agencies
- Set up new employees of GAWSA
 - Set up new retirement account – Edward Jones
 - Transfer HRA VEBA Accounts
 - Transfer to new employee insurance plans
- Transfer Financial Institution Accounts to GAWSA
- Created GAWSA Logo
- Notified vendors/stakeholders of business entity change, including consolidate vendor accounts where applicable (ongoing)
- Maintained constant communications with customers of upcoming changes
- Consolidated Water and Sewer utility billing – extensive coordinated work with software vendor and cleanup work after consolidation, set up billing statements for changes
- Consolidated office staff to one office
 - Ongoing training of admin staff
 - Promotion of staff to new Customer Service/Finance Supervisor position
- Updated website to include updated water/sewer billing information, added helpful information for customers
- Began process of consolidating accounting records, including create GL codes
- Consolidation of Operations
 - Cross-training of water and sewer utility crews (ongoing)
 - Working towards consolidation of Emergency Response plans
 - Capitalizing on shared personnel to increase labor efficiency
 - Consolidated one-call system
- Preliminary design of administrative office remodel
- New GAWSA consolidated Budget

Goals/Tasks for Year 2

- Continue training of administrative staff – continued reassignment of duties
- Complete consolidation of accounting records for audit and ongoing financial reporting
- Resume quarterly presentation of Budget vs. Actual financial reports
- Create a GAWSA Acting in Capacity (AIC) plan – to be implemented in case of absence of manager
- Create and adopt new GAWSA ordinances, including uniform rules and regulations
 - Soft conversion of utility billing accounts to *owner-responsibility*
- Continued cross-training of water and sewer crews
- Create one unified on-call rotation for water and sewer crews
- Continue to increase work efficiencies by use of consolidated personnel/resources.
- Complete administrative office remodel and relocation

HARMONY PASTURELAND LEASE AGREEMENT

THIS AGREEMENT is made and entered into this _____ day of _____, 2022, by and between Green Area Water and Sanitary Authority, hereinafter referred to as "Authority" and Renee Wambolt, 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, stables and outbuildings located at 828 Harmony to the Lessee, for the sole purpose of pasturing livestock for a period of July 1 through June 30 of the following year until terminated by the provisions of Paragraph 6.

2. CONDITIONS.

- A. The Authority shall deliver the premises herein leased in good condition and the Lessee shall not permit any alterations or deterioration of the property.
- B. Fences, gates, etc. to contain animals on said premises shall be the responsibility of the Lessee. Material cost for any repairs or additions shall be compensated to the Lessee at the discretion of the Lessor.
- C. 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 \$100.00 per month during the term of this agreement. 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.

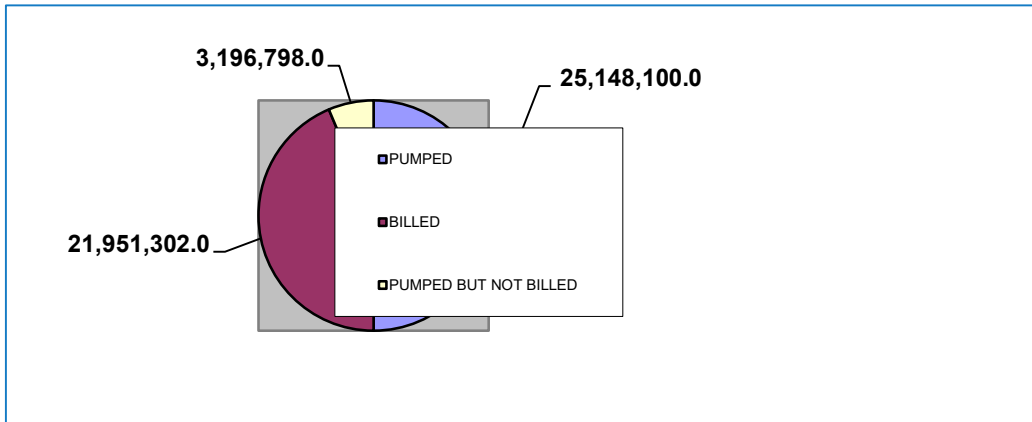
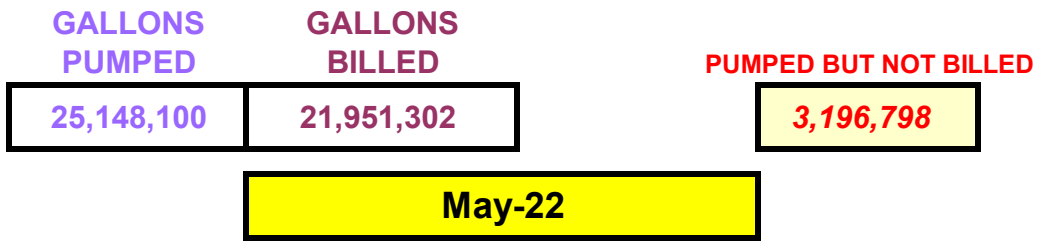
GREEN AREA WATER & SANITARY AUTHORITY LESSEE

Tracey Parker
Board Chair

Date: _____

Date: _____

ATTEST:



30 DAYS IN BILLING CYCLE: 4/11/22 TO 5/10/22

Repairs, leaks, etc. rendering unverifiable consumption

3/17/22	890 TIPTON	REPAIR SERVICE
3/18/22	4392 HANNA ST	LEAK OUR SIDE
3/28/22	4341 HANNA ST	REPAIR SERVICE
3/29/22	2928 OLD HWY 99S	REPAIR SERVICE
4/4/22	110 BALBOA	REPLACE SERVICE
4/6/22	2292 AUSTIN RD	REPAIR SERVICE
4/7/22	416 HARMONY	REPAIR SERVICE

2020-2021	DIFFERENCE	2021-2022	DIFFERENCE	2022-2023	DIFFERENCE
JULY	5,124,050	JULY	14,424,768	JULY	
AUGUST	1,873,280	AUGUST	891,740	AUGUST	
SEPTEMBER	7,835,590	SEPTEMBER	9,399,209	SEPTEMBER	
OCTOBER	1,704,864	OCTOBER	6,648,943	OCTOBER	
NOVEMBER	3,603,559	NOVEMBER	5,345,660	NOVEMBER	
DECEMBER	5,821,078	DECEMBER	5,288,999	DECEMBER	
JANUARY	8,863,858	JANUARY	1,576,335	JANUARY	
FEBRUARY	5,784,803	FEBRUARY	3,286,424	FEBRUARY	
MARCH	6,445,800	MARCH	2,440,450	MARCH	
APRIL	8,701,086	APRIL	3,050,984	APRIL	
MAY	5,314,222	MAY	3,196,798	MAY	
JUNE	6,358,042	JUNE		JUNE	

SANITARY OPERATIONS REPORT

June 16, 2022

Construction Projects

- Brittney Avenue Subdivision, ie Engineering.
 - Nothing new to report.
- Shawn Bateson Development, MIDEA Engineering.
 - Nothing new to report.
- Vanacker Depriest development, line extension, ie Engineering.
 - DEQ Approval received.
- ODOT Hwy 42/99 Access Turnout project design must be reaching completion.

Collection System

- 2021 Inflow & Infiltration Report complete.
- Manhole inspections project, underway, 'P' Basin.
- Temporary TV trailer operational.
 - 'P' Basin, flushing and CCTV underway.
 - Permanent TV trailer, expecting delivery before July 1.
- Cross training with water/sanitary crews, underway.
- Camel water pump crank shaft is bad and is being rebuilt.
- Flushing is being completed with the VacCon while Camel is down.

G4 and Pump Stations

- Pump Stations ran well, with typical operation and maintenance.
- Temporary metering option for G4.
 - Terry at Camtronix helped set up power, installation is underway.

Wastewater Treatment Plant and Properties

- Krohn property
 - Abatement completed.
 - Demo of the buildings has been started.
- Chris gave the GAWSA Crew a tour of the operations of the facility.

Meetings and Conferences

- Matt and I attended the GAWSA meetings.
- Matt attended the DUCC meeting.

Lateral Inspections

- 2 Inspections.
 - 550 Brady, new connection.
 - 4022 Stella.

Submitted by, Shannon L. Miller

Green Area Water & Sanitary Authority

Superintendents Report

June 2022

Fire District #2 is currently performing their yearly Hydrant Flushing program, and are approximately 2/3 of the way through their hydrants. We are working with them to flush our dead end lines.

Our plant compressor has been repaired and is working great. We are still waiting for Atlas Copco to install a dryer for the system, but that is not currently effecting the operation of the units.

Camp Creek Electric is currently working at the Water Plant, They are doing some planned projects such as installing a power meter and replacing some outdated electric switches. The project is running smoothly.

Our System Survey, with the Oregon Health Authority went very well. Jeremy was well prepared and Rebecca, whom conducted the survey was impressed at his knowledge of the plant and how organized he was.

We have taken our settling basin offline for the summer. We do this to clean the basin as well as lower our chances of creating disinfection by products when we get warmer water.

Shannon has had the abatement work completed on the Krohn Ln. property. After the test results come back, we will demo the structures.

Some of our crew took a tour of the sewer treatment facility. It was an educational and interesting experience.

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

Thanks Alan

Weekly Report

For Winston-Green Wastewater

Week of May 6, 2022

- Mowed facility grounds
- General Grounds maintenance
- Service interval performed on Micro-chlor system
- Effluent Filter on for the summer permit
- Cleaned and organized spare parts floor in influent building
- Finished Bio-solids storage barn remodel with center divider and sign (Pictured Below)
 - Storage Barn is now setup fill 1 side each summer while emptying the other side, tested, throughout the year.



Week of May 13, 2022

- Mowed facility grounds
- Acid washed Micrchlor system
- General Grounds maintenance
- Began filling sludge drying beds
 - Although the weather is not ideal for drying beds, the plant is currently out of storage room
- Replaced plant water pump # 1
 - We had just ordered up a spare to have on the shelf
 - The one removed from service is being rebuilt with used spare parts and will be used for an emergency backup
- Quarterly Stormwater Report Submitted

Weekly Report

For Winston-Green Wastewater

Week of May 20, 2022

- Performance Fab Finished fabrication work on digester gas line (Stainless Line pictured Below)
- Trimmed bushes around facility
- Rented Grade All fork lift to remove/ inspect and adjust influent screen
- Repaired condensation traps on gas lines
- RBC's turned off for the year and secondary clarifier # 1 drained
- Repaired floating mixer in Aeration Basin



Week of May 27, 2022

- Repaired Chlorine Leak on pump B
- Began digging up digester #1 line so that they can be re aligned
 - 3 lines have sank causing excess pressure to be exerted onto the valves. This pressure caused one of the valves to break last winter
- Ordered a replacement pump for our plant water system
- Preventative maintenance performed
- Reached out to Carollo to begin discussing plant loading characteristics. The plan moving forward is to have them perform a load study on the plant and to see what, if any, improvements need to take place in order to keep up with the current growth of Winston and Green.

Winston- Green WWTF Staff Report

May 2022

General

1.) Plant Influent Flow (MG	<u>2022</u>		<u>2021</u>	
<i>Winston</i>	29.32	53%	16.51	48%
<i>Green</i>	24.22	47%	18.23	52%
<i>Rainfall</i>	2.66		0.62	
<i>Chlorine (Gallons)</i>	15,680		10,530	

Laboratory

- 1.) May 2022 DMR, No permit violations
- 2.) Performed Maintenance on all 4 samplers
- 3.) Received DMR QA 42 tests,

Operations

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

Bio-Solids

- 1.) Drying Beds: 22,200 gallons
- 2.) Land Application: None
- 3.) Dried Biosolids Hauled: None

Leachate

- 1.) 352,00 gallons, Douglas County was able to recirculate leachate within the landf

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.21	18.21	18.27	0.293	36.77	1.20
July.21	16.17	18.21	0.329	34.70	0.00
Aug.21	15.86	18.09	0.388	34.33	0.00
Sept.21	16.41	18.63	0.501	35.54	2.85
Oct.21	19.05	22.33	0.570	41.96	3.64
Nov. 21	21.15	22.09	0.595	43.83	2.40
Dec.21	36.70	34.01	0.964	71.68	6.78
TOTAL	295.06	284.52	7.098	586.67	31.90
GREEN + LANDERS		291.61			
APPORTIONMENT	50.29%	49.71%			
			100%		

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>
5/1 7:05 AM 372 8.34	5/3 7:50 AM 366 8.36	5/8 8:10 AM 286 8.33
5/1 9:15 AM 372 8.22	5/3 9:10 AM 366 8.28	5/8 10:23 AM 286 8.28
5/1 10:21 AM 372 8.19	5/3 10:15 AM 366 8.27	5/8 11:22 AM 286 8.24
5/1 11:30 AM 372 8.16	5/3 11:20 AM 366 8.25	5/8 1:28 PM 286 8.28
5/1 1:30 PM 372 8.10		
5/1 2:38 PM 372 8.12		
Total Gallons: 33,000 6	Total Gallons: 22,000 4	Total Gallons: 22,000 4
<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>
5/9 6:43 AM 234 8.37	5/10 7:00 AM 170 8.36	5/12 7:19 AM 99 8.24
5/9 8:39 AM 234 8.33	5/10 8:37 AM 170 8.33	5/12 8:55 AM 99 8.23
5/9 10:28 AM 234 8.28	5/10 9:43 AM 170 8.33	5/12 3:36 PM 99 8.30
Total Gallons: 16,500 3	Total Gallons: 16,500 3	Total Gallons: 16,500 3
<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>
5/14 6:56 AM 118 8.20	5/15 7:05 AM 111 8.13	5/16 6:50 AM 222 8.13
5/14 8:49 AM 118 8.12	5/15 9:16 AM 111 8.04	5/16 8:23 AM 222 8.08
5/14 10:12 AM 118 8.05		5/16 9:22 AM 222 8.05
5/14 11:34 AM 118 8.01		5/16 10:25 AM 222 8.09
5/14 12:52 PM 118 7.96		
5/14 2:09 PM 118 7.96		
5/14 3:20 PM 118 7.97		
Total Gallons: 38,500 7	Total Gallons: 11,000 2	Total Gallons: 22,000 4
<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>
5/17 6:55 AM 274 8.16	5/19 7:15 AM 298 8.19	5/21 7:30 AM 338 8.20
5/17 9:37 AM 274 8.09		5/21 9:14 AM 338 8.12
5/17 10:35 AM 274 8.04		5/21 10:45 AM 338 8.12
Total Gallons: 16,500 3	Total Gallons: 5,500 1	Total Gallons: 16,500 3
<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>
5/23 9:20 AM 342 8.20	5/25 6:50 AM 356 8.34	5/26 10:50 AM 384 8.21
5/23 10:37 AM 342 8.12	5/25 8:23 AM 356 8.28	5/26 12:40 PM 384 8.09
5/23 11:31 AM 342 8.11	5/25 9:32 AM 356 8.22	5/26 1:55 PM 384 8.14
5/23 12:27 PM 342 8.09	5/25 10:26 AM 356 8.19	
	5/25 11:20 AM 356 8.17	
	5/25 3:25 PM 356 8.04	
Total Gallons: 22,000 4	Total Gallons: 33,000 6	Total Gallons: 16,500 3
<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>
5/28 7:00 AM 410 8.25	5/29 7:00 AM 380 8.26	5/30 6:20 AM 398 8.27
	5/29 8:49 AM 380 8.24	5/30 10:16 AM 398 8.23
	5/29 10:09 AM 380 8.21	
	5/29 11:35 AM 380 8.22	
	5/29 2:02 PM 380 8.20	
Total Gallons: 5,500 1	Total Gallons: 27,500 5	Total Gallons: 11,000 2
<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>	<u>Date</u> <u>Pick up</u> <u>mg/l</u> <u>PH</u>

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: 64
TOTAL GALLONS/MONTH: 352,000
\$7,040

WINSTON-GREEN WWTF

May 2022

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

POPULATION: 10000 TYPE: RBC / ACTIVATED SLUDGE

FILE # 98400

D A T E	TOTAL FLOW MGD	INF PH	INF CBOD mg/l	INF SS mg/l	NH3 N EFF	TKN EFF	NO2 EFF	NO3 EFF	TOTAL P EFF	EFF PH	EFF TEMP MAX	EFF CBOD mg/l	% REM CBOD	LBS CBOD DIS	EFF SS mg/l	% REM SS	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	ECOLI COL	BIOSOLIDS		
																					LAND gallons	DRYING BEDS gallons	RAIN FALL inches
1	1.888	7.0								6.9	16.6							0.04	526	<1		0.17	
2	1.975	6.8	216	274						6.6	16.3	4.7	98%	77	3.4	99%	56	0.08	528	3.1		0.09	
3	1.787	7.1								6.7	16.4							0.04	536				
4	1.662	7.1	179	331	0.22	5.43	0.02	13.6	2.6	6.8	17.0	2.7	98%	37	1.0	100%	14	0.04	252				
5	1.889	7.3								6.7	16.6							0.04	540			0.35	
6	1.802	6.9	234	240	0.74					6.4	16.7	2.1	99%	32	1.2	100%	18	0.06	532			0.14	
7	2.036	7.1								6.6	16.4							0.03	545			0.30	
8	2.458	7.1								6.8	16.1							0.04	567			0.44	
9	2.235	6.9	196	223	0.31					6.5	16.0	3.1	98%	58	1.2	99%	22	0.03	564			22,200 0.06	
10	1.973	7.3								7.0	16.3							0.09	544	1.0		0.01	
11	1.827	7.0	187	306		9.92	0.12	14.5	2.9	6.6	16.6	2.7	99%	41	1.6	99%	24	0.05	528				
12	1.930	7.3								7.1	16.0							0.04	545	11.0		0.34	
13	2.110	7.2	188	287	0.04					6.8	16.4	2.3	99%	40	1.2	100%	21	0.04	555			0.29	
14	2.252	7.2								6.5	16.9							0.04	566			0.04	
15	2.024	7.4								7.1	17.1							0.04	550				
16	1.895	7.1	152	274	0.08					7.0	17.1	3.5	98%	55	1.6	99%	25	0.05	549			0.16	
17	1.758	7.5								7.4	17.1							0.08	524	8.4			
18	1.667	7.0								6.8	17.2							0.02	521	1.0			
19	1.598	7.2	194	389		8.15	0.08	13.3	1.9	6.7	17.1	3.0	98%	40	2.2	99%	29	0.06	519				
20	1.532	7.1	218	336	0.04					6.8	17.2	1.8	99%	23	1.2	100%	15	0.06	512				
21	1.459	7.2								6.7	17.4							0.09	454				
22	1.510	7.2								6.8	17.6							0.04	446				
23	1.448	6.9	264	335	0.05	6.44	0.03	17.0	2.9	6.5	18.2	4.7	98%	57	2.6	99%	31	0.03	457				
24	1.362	7.2								6.8	18.5							0.06	451	6.3			
25	1.361	7.1	197	418	0.20					6.8	18.6	4.0	98%	45	2.0	100%	23	0.06	456	15.6			
26	1.303	7.4								6.9	18.6							0.07	454			0.01	
27	1.298	7.3								6.8	18.5							0.02	453			0.01	
28	1.383	7.2								6.6	18.1							0.03	461			0.18	
29	1.405	7.2								6.8	17.8							0.02	457			0.07	
30	1.395	7.1								6.9	18.2							0.03	483				
31	1.320	7.0	266	428	0.04	6.91	0.02	15.4	3.0	6.6	18.9	4.6	98%	51	1.2	100%	13	0.05	605				
TOT	53.54													557			293		#####			22,200 2.66	
MAX	2.458	7.5	266	428	0.74	9.92	0.12	17.0	3.0	7.4	18.9	4.7	99%	77	3.4	100%	56	0.09	605	15.6		22,200 0.44	
MIN	1.298	6.8	152	223	0.04	5.43	0.02	13.3	1.9	6.4	16.0	1.8	98%	23	1.0	99%	13	0.02	252	<1.0		22,200 0.01	
AVG	1.727	7.1	208	320	0.19	7.37	0.05	14.8	2.7	6.8	17.2	3.3	98%	46	1.7	99%	24	0.05	506	3.5		22,200 0.17	

LBS AVG

33.75

EXCESS THERMAL LOAD WEEKLY AVG. Mkcals/day	EFF TEMP @ WEEKLY AVG.
1	-10.1 16.6
8	-13.4 16.3
15	-5.3 17.2
22	1.6 18.3

I certify that I am familiar with the information contained in this report and that to the best of my knowledge such information is true, complete and accurate.

Christopher W. Sherlock
 SUPERINTENDENT T IV

GAWSA 23