

FEB 3 2022



**GREEN AREA
WATER & SANITARY
AUTHORITY**

BY: _____

**Water Leak
Credit Request**



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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>Gary Hilliard</u>	Service Address: <u>2167 Jackie Ave Roseburg, OR 97471</u>	
Daytime Phone: <u>541-637-8485</u>	Account Number: <u>6331000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>1-07-22</u>	<input checked="" type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <u>Break underground</u>		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature: <u>[Signature]</u>	Date: <u>2-3-22</u>	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>2/3/2022</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>1/10/2022</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):	<u>12/11/21 - 1/7/22</u>	
Estimated normal billing during leak period: <u>228.20</u>	Leak month billing:	<u>228.20</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<u>(37.25)</u>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>190.95 / 2 = 95.48</u>	
Leak gallons vs. normal usage gallons: <u>72,200 vs. 5,000 gallons</u>		
Calculated water leak credit amount:	<u>95.48</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: _____

BUDGET ROOTER L.L.C.

All Your Plumbing and Drain Cleaning Needs!

PO Box 958
Roseburg, OR 97470
Austin Moody
541-673-3454
Licensed Plumber
CCB #212152
JOB INVOICE 14643
DATE ORDERED: 01/01/22

BILL TO EMAIL <i>Garry Hilliard</i>	PHONE
ADDRESS <i>2167</i>	
CITY <i>Rsbq OR</i>	<i>Jodie Ave</i>
JOB NAME AND LOCATION	
DESCRIPTION OF WORK <i>fixed leak on water main</i>	

QUANT.	DESCRIPTION OF MATERIAL USED	PRICE	AMOUNT
1	<i>100' per 3/4"</i>		<i>600.00</i>
	<i>Parts</i>	<i>15.00</i>	<i>15.00</i>
	<i>Pejisa</i>		
<input type="checkbox"/> CASH	<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK #	

18% Interest charge on accounts over 60 days.

BILLING NET DUE 10 DAYS

HOURS	TECHNICIANS	LABOR @	AMOUNT	TOTAL MATERIALS
<i>2</i>	<i>Arshin</i>	<i>@ 175</i>	<i>250</i>	<i>75</i>
	<i>HELPERS</i>	<i>@</i>	<i>25</i>	<i>TOTAL LABOR 225</i>
I hereby acknowledge the satisfactory completion of the above described work.			TOTAL LABOR	TAX
SIGNATURE	DATE COMPLETED		<i>20</i>	<i>00</i>
			<i>20</i>	<i>TOTAL</i>



Water Leak Credit Request



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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER			
UTILITY CUSTOMER INFORMATION		(Please type or print clearly)	
Customer Name: Cynthia Shoultz	Service Address: 1274 rolling Hills rd		
Daytime Phone: 541-733-8010	Account Number: 000009025000		
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH		
Date of Repair: 1/4/22	Attached Called and reported to after hours, explained to me that the leak was not on the meter side.	We could hear what sounded like water running.	
Brief Description of Leak Failure & Repair: dial quit spinning when water shut off, the cap on the leak was replaced.	Looked in our yard and saw alot of water	Husband turned water off immediately on 1/3/22 @ 10 pm when leak was discovered	
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.			
Customer Signature: <i>Cynthia Shoultz</i>	Date: <i>2/1/22</i>	<i>OK</i>	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <i>2/7/2022</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>1/10/2022</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):		<i>12/11/21 - 1/4/22</i>
Estimated normal billing during leak period:	<i>31.55</i>	Leak month billing: <i>88.55</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):		<i>(36.55)</i>
(NOTE: if estimating average consumption, attach calculation documentation)		
Estimated leak billing of the leak billing period divided by 2=		<i>57.00/2 = 28.50</i>
Leak gallons vs. normal usage gallons:		<i>23,000 vs. 3,000</i>
Calculated water leak credit amount:		<i>28.50</i>
Reviewer's Initials: <i>DC</i>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
January 13, 2022

Board Chair Tracey Parker called the meeting to order at 5:03pm. Present were Board Directors Tracey Parker, Brenda Kingry, Carolyn White, Tom Fullbright and Steve Lusch. Also present were GAWSA employees David Campos, Kay Huff, Alan Paulson, Shannon Miller, and Dan Radford. Wastewater

The Board reviewed the following leak adjustment credit requests:

Frank & Phyllis Brewer: calculated credit \$72.68

Director Steve Lusch made a motion to approve the submitted leak adjustment request. Director Brenda Kingry seconded the motion. The motion was unanimously approved.

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

General Manager David Campos presented the General Manager's Report. David provided an update on the utility billing conversion/merge. David stated that to accommodate additional sewer-only accounts, it was necessary to purchase to additional location licenses, which was a reasonable cost. David added that they will be performing bill calculation tests. David has also been preparing the additional office space in the water department office to accommodate the consolidation of office staff.

David informed the Board that the preparation of the 2022-23 budget will begin soon. A budget committee will need to be appointed, so David will begin soliciting applications for the committee. David also stated that the Board will need to appoint a Budget Officer. Director Kingry made a motion to appoint David as the Budget Officer. Director Parker seconded the motion. The motion was approved unanimously.

David reminded the Board that the SDAO annual conference will be held February 11-13, and the conference is now fully virtual due to increase COVID.

David presented an Intergovernmental Agreement with Douglas County for Aerial Imaging services, with a cost of \$1,000. David showed a sample of the imaging using the Authority's GIS mapping program. Collections System Supervisor Shannon Miller explained some of the visuals for the Board. Shannon also stated that, as part of the IGA, the imaging will be updated annually. Director Kingry made a motion to approve the Intergovernmental Agreement with Douglas County. Director Lusch seconded the motion. The motion was unanimously approved.

David received an inquiry from customer Philip Witt, about potentially leasing the Authority's property on Krohn Lane. He would like to store his business equipment on the property. David stated that the lease could be set up like the Authority's other property leases, where the tenant can perform maintenance to offset the rent payments. A discussion followed. David will follow up with Mr. Witt to get additional information move forward with setting up a contract if both parties agree.

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY
BOARD OF DIRECTORS MEETING
January 13, 2022

David presented a lease agreement with Cody Sandberg for the Authority's pastureland property on Holgate. The Board previously approved a six-month lease renewal, but we have decided to just renew the lease for a full year. Director Lusch made a motion to approve the lease renewal for one year. Director Tom Fullbright seconded the motion. The motion was unanimously approved.

Director Lusch raised a question about a recent variance between gallons pumped and gallons billed. Superintendent Alan Paulson stated that it was likely just a timing difference, or an error in the dates queried, because the variance seemed to correct itself the next month.

Collections System Supervisor Shannon Miller presented the sanitary operations report. Director Kingry asked what the development is at Grant Smith Road. Shannon stated that a retirement home with two structures is planned for the lot on the hill.

Shannon informed the Board that Collection System Operator Matt Chasteen has been cross training with at the water treatment plant.

Operations Superintendent Alan Paulson presented the water operations report. Alan stated that the representative for the filter membranes vendor lives in the UK he had encountered some travel issues. We do not yet have a definitive date for his visit.

Alan stated that we will likely order a load of salt within the next month. The salt is used for chlorine production in the water treatment process.

The UV light vendor quoted \$8,000 for a communications board, but we were able to negotiate a price of \$5,000. After replacing one board, we are now having issues with the communications board in UV unit 2.

Alan provided updates on the operators' cross training, water distribution education, and planned system flushing.

Wastewater treatment plant superintendent Chris Sherlock presented his monthly report. Chris stated that a valve in the pumpstation was recently replaced.

Chris stated that a representative from Cummins was out to look at one of the generators that may need repair.

A brief discussion took place on the treatment report data.

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 5:36pm.

Steve Lusch, Board Secretary

Tracey Parker, Board Chair

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE - JANUARY 2022**

DATE	CK #	SANITARY ACCOUNTS PAYABLE FOR JANUARY 2022		AMOUNT
01/13/22	14220	Avista Utilities	Natural gas service - 11/18-12/21	157.12
"	14221	Canon Solutions America	Copier maintenance agmt - December	5.32
"	14222	Mission Communications	Oak Creek PS annual alarm service	359.40
"	14223	Morgan Peterman	SC overpayment - 235 Umpqua View	38.00
"	14224	One Call Concepts	25 locates for December	30.00
"	14225	Oregon Linen	Floor mat service - December	37.18
"	14226	Stapel Pest Solutions	Office/G4 - monthly pest control - Dec	45.00
"	14227	Staples	Office supplies	30.58
"	14228	Streamline	Monthly website maintenance - January	200.00
"	14229	Wells Fargo	Customer calendars	264.44
01/31/22	14275	Avista Utilities	Natural gas service - 12/21-1/24	222.55
"	14276	Canon Solutions America	Copier maintenance agmt - January	11.99
"	14277	Cheryl Woods	Refund SC overpayment - 198 Sisters	152.00
"	14278	City of Winston	Plant payroll expenses - Nov/Dec	40,496.86
"	14279	John or Halie Fisher	Refund SC overpayment - 109 Jensen	84.00
"	14280	Kay Huff	Reimburse January travel	33.04
"	14281	Nicholas or Raven Wiggins	Refund SC overpayment - 166 Lancaster	14.00
"	14282	OR Assoc of Clean Water Agencies	2022 ACWA membership dues	395.00
"	14283	Oregon Linen	Floor mat service - January	37.18
"	14284	Pacific Power	Electricity service 12/2-1/4	2,739.68
"	14285	Peter or Laura Pappas	Refund SDC overpmt - 1507 Green Siding	2,498.00
"	14286	Sierra Springs	Bottled water service - December	28.55
"	14287	Rann Morris or Mary Harris	Refund SC overpayment - 2083 Burdette	76.00
"	14288	Samuel Bass	Refund SC overpayment - 1810/1820 GS	152.00
"	14289	Stapel Pest Solutions	Office/G4 - monthly pest control - Jan	45.00
"	14290	Wells Fargo	7067 - Office supplies	54.97
TOTAL SANITARY ACCOUNTS PAYABLE FOR JANUARY 2022				48,207.86

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR JANUARY 2022		AMOUNT
01/14/22	14230	Amazon Business	HVAC filters	117.46
"	14231	AOP Technologies Inc	Bellows pumps	632.64
"	14232	Auto Parts, Inc	Shop supplies	480.47
"	14233	Avista Utilities	Natural gas service - 11/18-12/21	454.18
"	14234	Batteries Plus	Batteries	32.46
"	14235	Cascade Columbia Distribution Co	Bulk sodium hypochlorite	1,158.11
"	14236	CenturyLink	Security gate phone line 12/11-1/11	40.68
"	14237	Coopers Pest Control	Monthly pest control - Dec	115.00
"	14238	Cummins Sales and Service	Heater kit, hoses	677.25
"	14239	D Scott McKinney	Reimburse personal protective equipment	50.03
"	14240	Dillan McKinney	Reimburse PPE, CDL renewal	219.96
"	14241	Douglas County Solid Waste	Landfill fees - grit/screenings - December	201.16
"	14242	GAWSA	Water service 11/10-12/10	241.00
"	14243	Goin' Postal	Shipping services - December	160.89
"	14244	IDEXX Laboratories	Lab materials	449.85
"	14245	Platt	GFI parts	77.50
"	14246	Quality Control Services	On-site meter calibrations	775.00
"	14247	Shirtcliff Oil Company	Vehicle fuel - Nov/Dec	94.91
"	14248	Sierra Springs	Bottled water service - Nov/Dec	90.84
"	14249	Staples	Office supplies	165.76
"	14250	The Automation Group	Onsite chlorine generator labor/materials	3,499.12
"	14251	Umpqua Research Company	Lab testing services	128.00
"	14252	Umpqua Valley Tractor	Kubota maintenance parts	21.90
"	14253	US Cellular	Cell phone service - 12/14-1/13	35.01
"	14254	USABlueBook	Lab materials	1,436.93
"	14255	Wilson Equipment	GAWSA Gage cutting kit	52.08

**GAWSA
SANITARY DIVISION
ACCOUNTS PAYABLE - JANUARY 2022**

DATE	CK #	PLANT ACCOUNTS PAYABLE FOR JANUARY 2022 cont.		
01/30/22	14256	Aerzen USA Corporation	Equipment maintenance supplies	705.53
"	14257	Amazon Business	SCADA equipment, chop saw part	588.52
"	14258	Analytical Services, Inc	Lab testing services	955.00
"	14259	AOP Technologies Inc	Connector, valve and module kits	424.55
"	14260	Bean Electric, LLC	Electrical services	647.36
"	14261	CenturyLink	Security gate phone line 1/11-2/11	40.25
"	14262	Coopers Pest Control	Monthly pest control - Jan	115.00
"	14263	Cummins Sales and Service	Onan generator parts/labor	2,257.33
"	14264	Fastenal Company	Lab materials, misc fittings/parts	572.54
"	14265	Hydro-Dyne Engineering, Inc	Misc supplies	88.45
"	14266	J L Analytical Services, Inc	Lab testing services	635.00
"	14267	North Central Laboratories	Lab materials	74.36
"	14268	Pacific Power	Electricity service 12/3-1/5	11,061.75
"	14269	Stanley Convergent Security Sol	Monthly security service - February	204.95
"	14270	Staples	Office supplies	198.98
"	14271	The Automation Group	On-site Autodialer service	1,529.78
"	14272	Umpqua Research Company	Lab testing services	135.00
"	14273	US Cellular	Cell phone service - 1/14-2/13	36.07
"	14274	VAG USA	Bushing Shaft - Swing Check parts	3,201.57
TOTAL PLANT ACCOUNTS PAYABLE FOR JANUARY 2022				34,880.18
TOTAL ACCOUNTS PAYABLE FOR JANUARY 2022				<u>83,088.04</u>

**GAWSA
WATER DIVISION
ACCOUNTS PAYABLE
JANUARY 2022**

DATE	CK#	WATER ACCOUNTS PAYABLE FOR JANUARY 2022	AMOUNT
1/4/2022	10268	Continental Utility Solutions Inc. Purchase 350 additional location licenses	525.00
"	10269	Lowe's Home Improvement White epoxy adhesive	284.70
"	10270	Edward Jones Co. Quarterly retirement contribution	23,744.76
1/10/2022	10271	Douglas Fast Net Final bill for Green Sanitary District	1,232.31
1/13/2022	10272	Atlas Copco Compressors Plant compressor repair	1,003.40
"	10273	AWWA Membership Dues - David	248.00
"	10274	Bassett-Hyland Energy Co. Fuel service December water/sewer	841.42
"	10275	Bona-Fide Auto Repair Repair Alan's service truck	735.22
"	10276	Canon Solutions America Copier maintenance agreement 11/20 - 12/19	41.00
"	10277	Chuck Swarm Auto Repair Transmission Flush/service on sanitary service trucks	683.90
"	10278	Cintas Refill first-aid kit - water plant	23.76
"	10279	Douglas Co. Farmers Co-op Miox parts, misc parts and cleaning supplies	98.88
"	10280	DCUCC 2022 Membership dues	300.00
"	10281	Exodus Pest Control Water office pest control	26.00
"	10282	Ferguson Waterworks 12 inline ball valves, gasket kits	1,042.01
"	10283	Flury Supply Discharge hose for trash pump	84.17
"	10284	Industrial Tire Service Backhoe front tires	399.02
"	10285	IVR Technology Group December IVR maintenance/tx fees	137.13
"	10286	Northstar Chemical Citric acid 50% solution	4,094.40
"	10287	OAWU M&T Conference Registration - JW, JM, WH	1,035.00
"	10288	Oregon Linen Water office rug service	58.13
"	10289	Popeye's Pump & Backflow 5 noncomp backflow tests	225.00
"	10290	Rock-It Man Trucking Rock haul - inventory	170.00
"	10291	SAIF Worker's comp premium installment	861.13
"	10292	SDIS February Health Insurance Premiums	26,495.16
"	10293	Systech Consulting Managed IT service plan	1,129.00
"	10294	The Service Center 3 keys made	27.35
1/24/2022	10295-10307	Various Customer Accounts Refunds on final water bills	388.92
TOTAL WATER ACCOUNTS PAYABLE FOR JANUARY 2022			38,507.68

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

Billing Conversion

We have successfully combined the water and sewer accounts, and although we sent out bills late, for the most part customers have been excited about the change. This conversion/merge ended up being significant more labor-intensive than was expected, not only by myself but also by our CUSI Implementation Manager. We are still ironing out issues with a handful of accounts.

Office Staff

We have moved Cathy to the water office. She is now training in UMS and learning the water side of billing. Currently things are somewhat hectic in the office, but I expect Cathy to get up to speed quickly and things will settle down soon. We have also moved our closing time to 5:00pm.

Krohn Lane Property Lease

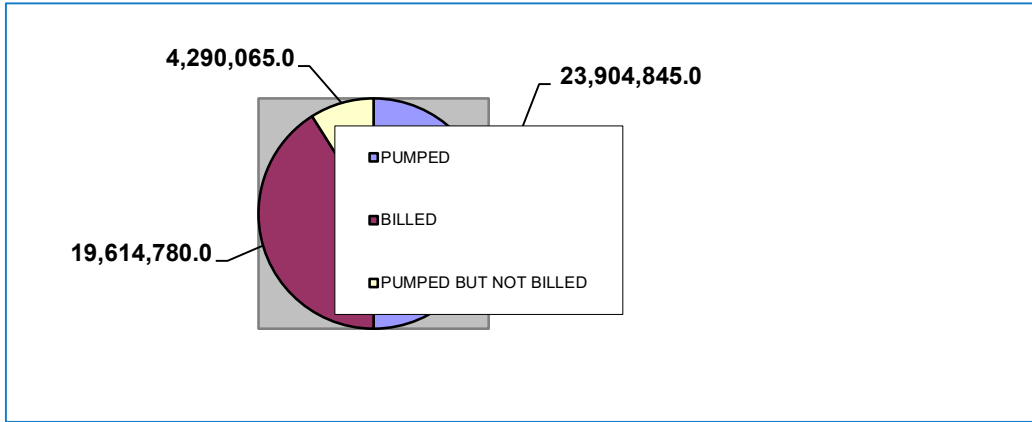
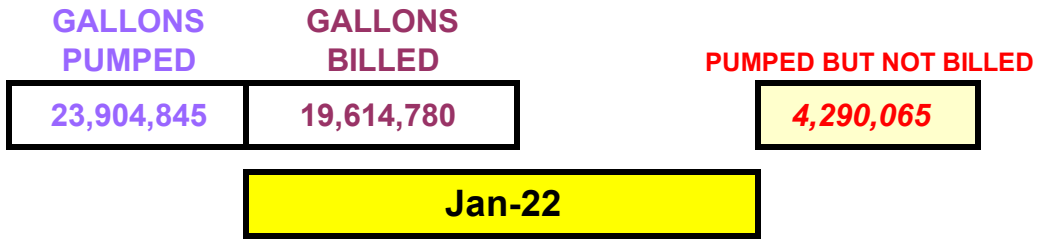
After speaking with Philip Witt, he agreed to move forward with a lease agreement. I will have our attorney draft the agreement. As for the structures on the property, once we have the asbestos abated, we can demolish/remove.

Sanitary Office Remodel

Rogers Engineering has not started on our project yet. In a way, this worked out because I wanted to make some adjustments to our original sketch. After discussing the layout with him, we made a few more changes that should improve the layout.

Budget Committee

Of the customers I spoke with about serving on the Budget Committee, all of them expressed interest and I anticipate receiving applications from all of them.



30 DAYS IN BILLING CYCLE: 12/11/21 TO 1/10/22
 Repairs, leaks, etc. rendering unverifiable consumption

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	4,290,065	JANUARY	
FEBRUARY	5,784,803	FEBRUARY		FEBRUARY	
MARCH	6,445,800	MARCH		MARCH	
APRIL	8,701,086	APRIL		APRIL	
MAY	5,314,222	MAY		MAY	
JUNE	6,358,042	JUNE		JUNE	

SANITARY OPERATIONS REPORT

February 10, 2022

Construction Projects

- Winery Lane Inspired Healthcare Capital.
 - Design nearing completion.
- 265 Grant Smith commercial park development.
 - Inspection reports sent to engineer.
 - Asbuilts and Engineer sign-off should be done next week.

Collection System

- Continuing lateral curb crossing project.
- Manhole inspections project, underway.
- Temporary TV trailer operational.
 - Started 'O' Basin.
- Cross training with water/sanitary crews, underway.
- Crawford Estates(1969 Castle 3 lots).
 - Looks like Mr. Crawford is working on completing this project.

G4 and Pump Stations

- Pump Stations ran well, with typical operation and maintenance.
- Cross training with water crew.
 - Replaced mechanical split seal on pump 3 at G4.
 - Unplugged pumps at G4.
 - Unplugged pump 2 at Briarwood PS.
 - TV trailer at 'O' Basin.
- Temporary metering option for G4.
 - Meter order, vendor delayed.
- G4 communication and controls redundancy project with Camtronix.
 - Delayed to the 22nd of February.

Treatment Plant, Farm, and Ranch

- Phase 1 and Phase 2 of DC Landfill Leachate Treatment Design.
 - Bids are still at County Counsel for approval.

Meetings and Conferences

- Matt and I attended the GAWSA meetings.
 - I attended the GAWSA safety meeting.
- Matt and I attended the DCUCC meeting.

Lateral Inspections

- 3 Inspections.
 - 2285 Castle, lateral replacement.
 - 4687 Melody, new connection, new lateral.
 - 4513 Stella, TV and lateral replacement.

One Call Locates

- 33 Locates.

Green Area Water & Sanitary Authority

Superintendents Report

February 2022

We will be starting our annual valve turning towards the end of the month and into March. We generally do this prior to our Flushing program.

We performed some directional flushing in the district, to help with water quality. We will be doing our main system flush in April when Fire District #2 performs their yearly Hydrant Flushing. We will work with them to flush our dead end lines.

The crew continues to cross train, and it is going well. We have crew member's taking various class as well as three crew members attending a short school at the beginning of March.

The plant received a shipment of Salt.

We are still experiencing issues with our U.V. units, as well as one of our air compressors. We are working with the equipment manufacturers to resolve the issues.

We are currently working on budget items for the 22/23 budget cycle.

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 January 14, 2022

- Staff replaced discharge valve on influent pump # 3
 - Once the new valve was installed staff was able to disassemble the backcheck valve for inspection and found it to be broken. Parts were ordered to fix it along with spare parts for the other check
- Cummins onsite to work on get-set # 2
 - It is down a cylinder. He is confident that its an injector that is bad. Cummins is working on sourcing parts to get it fixed
- Salt delivery
- Captor delivery
- Ordered a device to hook our dial out system to cellular
- Ordered A new brush for our influent bar screen. When this brush arrives, we will schedule to rent a piece of machinery to lift it out of its channel, replace the brush, and adjust the tension of the screen.
- Replaced Coolant heater on Gen-set # 2
 - When the coolant heater malfunctioned it also took out the solenoid and temperature sensor, both have been ordered.

Week of January 21, 2022

- Genset # 2 Update
 - Cummins is waiting to hear back on if injectors are currently available
- SCADA remote monitor/ computer installed in Blower Building
 - This will allow staff to access the plants SCADA system from the Blower Building and make process changes from there
- Spoke to Rebuild It Services about Clarifier # 3, they are working on scheduling a time to come back and raise the scum arm. This will require us to take the clarifier offline for 2 or 3 days.
- Finished the installation of influent pump number 3 discharge valve
 - Staff ended up have to cut and adjust the support for the valve and discharge pipe
- Chlorine leak at chlorine manifold. Staff replace the leaking line and removing and replaced a Y-Strainer that was leaking as well

Week of January 28, 2022

- Genset # 2 Update
 - Cummins was able to source rebuilt injectors, they are scheduled to come out the first week in February for the repairs
- Staff took our main pump station offline for repairs
 - An O-ring was replaced on the discharge valve of Pump # 3
 - A Replacement discharge valve was installed on Pump # 1
- Worked on Annual Bio-Solid's report
- Staff worked on the facility's Safety Manual

Winston-Green W.W.T.F.

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

February 8, 2022

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

FROM: Christopher Sherlock

RE: Winston-Green Flow Allocation

The flow allocation for January 2022 is as follows:

APPORTIONMENT

Winston	50.91%
Green	49.09%

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.21	46.19	31.35	0.870	78.40	4.00
Mar.21	29.72	24.94	0.546	55.21	1.85
Apr.21	18.12	18.59	0.316	37.02	0.68
May.21	16.51	18.23	0.300	35.04	0.62
June.21	18.21	18.27	0.293	36.77	1.20
July.21	16.17	18.21	0.329	34.70	0.00
Aug.21	15.86	18.09	0.388	34.33	0.00
Sept.21	16.41	18.63	0.501	35.54	2.85
Oct.21	19.05	22.33	0.570	41.96	3.64
Nov. 21	21.15	22.09	0.595	43.83	2.40
Dec.21	36.70	34.01	0.964	71.68	6.78
TOTAL	292.79	275.70	6.627	575.12	27.31
GREEN + LANDERS		282.33			
APPORTIONMENT	50.91%	49.09%			
			100%		

Winston- Green WWTF Staff Report

January 2022

General

1.) Plant Influent Flow (MG	<u>2022</u>	<u>2021</u>
<i>Winston</i>	38.710 56%	45.589 58%
<i>Green</i>	30.965 44%	33.577 42%
<i>Rainfall</i>	3.29 Inches	5.14 Inches
<i>Chlorine (Gallons)</i>	39,318	16,688
<i>Leachate</i>	1,265,000 Gallons	1,133,000 Gallons

Bio-Solids

- 1.) Storing Bio-Solids
- 2.) Worked on Annual Bio-Solids Report

WINSTON-GREEN WWTF

January 2022

SYSTEM CLASSIFICATION: IV PERMIT # 100554
 COUNTY: DOUGLAS

POPULATION: 10000

TYPE: RBC / ACTIVATED SLUDGE
 FILE # 98400

D A T E	BIOSOLIDS										BIOSOLIDS			ECOLI COL	DRYING BEDS	RAIN FALL	
	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 DIS SS	% REM SS	LBS DIS SS	CL2 RES mg/l				CL2 USED GAL.
1	3.075	7.4				7.1	12.8					0.05	1300			0.00	
2	2.780	7.3				7.3	13.2					0.04	1443	29.4		0.00	
3	6.731	7.3	240	143	5.88	7.2	13.1	14.2	94%	797	6.4	96%	359	0.09	1769	8.5	1.96
4	6.422	7.1				7.0	11.8					0.05	1799			0.77	
5	5.128	7.1				6.9	12.5					0.03	1777			0.05	
6	4.020	7.1	116	86	0.65	7.0	12.9	13.5	88%	453	4.0	95%	134	0.03	1673		0.14
7	3.570	7.2				7.1	12.9					0.07	1592			0.06	
8	3.136	7.2				7.1	13.1					0.07	1489			0.02	
9	2.877	7.2				7.1	13.2					0.05	1463	47.3		0.01	
10	2.552	7.4	270	154	2.98	7.1	13.4	19.6	93%	417	5.4	96%	115	0.08	1391	20.1	0.00
11	2.388	7.2				7.1	13.5					0.05	1244			0.00	
12	2.302	7.3	321	208	4.45	7.2	13.5	17.8	94%	342	4.6	98%	88	0.05	1145		0.04
13	2.164	7.3				7.1	13.7					0.04	1267			0.02	
14	2.038	7.4	412	220		7.1	13.9	17.3	96%	294	4.8	98%	82	0.04	1293		0.00
15	2.007	7.6				7.2	13.9					0.04	1279			0.01	
16	1.948	7.3				7.2	13.9					0.03	1268			0.00	
17	1.881	7.0				7.1	13.9					0.04	1258	66.3		0.01	
18	1.824	7.3	452	232	3.77	7.3	14.3	21.2	95%	322	3.8	98%	58	0.05	1013	6.3	0.01
19	1.717	7.4	491	282	7.23	7.1	14.5	24.9	95%	357	5.2	98%	74	0.05	1226		0.01
20	1.676	7.2				7.1	14.6					0.03	1231			0.00	
21	1.637	7.4	493	277		7.1	14.3	14.6	97%	199	4.8	98%	66	0.03	1208		0.00
22	1.629	7.4				7.0	14.2					0.04	1200			0.00	
23	1.627	7.3				7.1	14.0					0.04	1206	71.2		0.01	
24	1.595	7.4	638	306	3.59	7.3	14.1	32.8	95%	436	5.6	98%	74	0.05	1204	1.0	0.01
25	1.548	7.4				7.3	13.8					0.09	970			0.00	
26	1.704	7.5	550	338	10.40	7.0	13.8	28.0	95%	398	6.6	98%	94	0.04	960		0.00
27	1.515	7.3				7.0	13.8					0.07	948			0.01	
28	1.455	7.7	506	354		7.0	13.8	10.6	98%	129	6.8	98%	83	0.04	921		0.01
29	1.516	7.5				6.9	13.8					0.04	928			0.01	
30	1.543	7.2				7.0	13.9					0.04	930	21.3		0.12	
31	1.466	7.3	600	283	2.44	7.0	14.1	34.4	94%	421	9.0	97%	110	0.05	923	7.5	0.01
TOT	77.471									4565			1337		39,318		3.29
MAX	6.731	7.7	638	354	10.40	7.3	14.6	34.4	98%	797	9.0	98%	359	0.09	1799	71.2	1.96
MIN	1.455	7.0	116	86	0.65	6.9	11.8	10.6	88%	129	3.8	95%	58	0.03	921	1.0	0.00
AVG	2.499	7.3	424	240	4.60	7.1	13.6	20.7	95%	380	5.6	97%	111	0.05	1268	16.0	0.11

85

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

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>
1/1	6:20 AM	210	7.93	1/2	6:43 AM	206	8.03	1/3	6:41 AM	193	7.97
1/1	7:30 AM	210	7.91	1/2	8:39 AM	206	7.93	1/3	8:43 AM	193	7.96
1/1	8:00 AM	210	7.90	1/2	8:54 AM	206	7.91	1/3	9:39 AM	193	7.96
1/1	8:27 AM	210	7.89	1/2	9:37 AM	206	7.92	1/3	10:42 AM	193	7.95
1/1	8:56 AM	210	7.89	1/2	10:05 AM	206	7.92	1/3	11:55 AM	193	7.97
1/1	9:34 AM	210	7.87	1/2	10:30 AM	206	7.90	1/3	12:54 PM	193	7.96
1/1	9:52 AM	210	7.88	1/2	11:05 AM	206	7.84	1/3	1:52 PM	193	7.96
1/1	10:22 AM	210	7.87	1/2	11:30 AM	206	7.78	1/3	2:54 PM	193	7.99
1/1	10:50 AM	210	7.84	1/2	12:03 PM	206	7.76				
1/1	11:18 AM	210	7.82	1/2	1:02 PM	206	7.86				
1/1	12:45 PM	210	7.90	1/2	1:53 PM	206	7.84				
1/1	1:05 PM	210	7.90	1/2	2:13 PM	206	7.83				
1/1	1:40 PM	210	7.91	1/2	2:51 PM	206	7.85				
1/1	2:06 PM	210	7.90	1/2	3:10 PM	206	7.84				
1/1	2:36 PM	210	7.90	1/2	3:50 PM	206	7.85				
1/1	3:05 PM	210	7.90								
1/1	4:02 PM	210	7.91								

Total Gallons: 93,500 17 Total Gallons: 82,500 15 Total Gallons: 44,000 8

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
1/4	6:52 AM	224	8.00	1/5	6:40 AM	114	7.82	1/6	6:32 AM	124	7.75
1/4	8:27 AM	224	7.93	1/5	6:59 AM	114	7.79	1/6	6:49 AM	124	7.70
1/4	9:26 AM	224	7.90	1/5	7:41 AM	114	7.78	1/6	7:43 AM	124	7.68
1/4	10:23 AM	224	7.91	1/5	8:04 AM	114	7.76	1/6	8:11 AM	124	7.70
1/4	11:20 AM	224	7.90	1/5	8:44 AM	114	7.77	1/6	8:42 AM	124	7.70
1/4	12:26 PM	224	7.88	1/5	9:04 AM	114	7.79	1/6	9:04 AM	124	7.68
1/4	1:24 PM	224	7.81	1/5	9:41 AM	114	7.76	1/6	9:41 AM	124	7.65
1/4	1:34 PM	224	7.86	1/5	10:03 AM	114	7.75	1/6	10:04 AM	124	7.64
1/4	2:15 PM	224	7.86	1/5	11:00 AM	114	7.74	1/6	10:37 AM	124	7.62
1/4	2:41 PM	224	7.85	1/5	11:15 AM	114	7.73	1/6	10:56 AM	124	7.60
1/4	3:05 PM	224	7.81	1/5	12:45 PM	114	7.69	1/6	11:32 AM	124	7.62
1/4	3:40 PM	224	7.88	1/5	1:00 PM	114	7.69	1/6	12:54 PM	124	7.65
				1/5	1:37 PM	114	7.70	1/6	1:06 PM	124	7.64
				1/5	2:00 PM	114	7.68	1/6	1:47 PM	124	7.64
				1/5	2:36 PM	114	7.71	1/6	2:12 PM	124	7.64
				1/5	3:00 PM	114	7.71	1/6	2:38 PM	124	7.67
				1/5	3:34 PM	114	7.73	1/6	3:11 PM	124	7.67
				1/5	4:00 PM	114	7.67	1/6	3:42 PM	124	7.67

Total Gallons: 66,000 12 Total Gallons: 99,000 18 Total Gallons: 99,000 18

<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>
1/7	7:00 AM	199	7.79	1/8	7:00 AM	208	7.81	1/9	6:43 AM	208	7.93
1/7	7:30 PM	199	7.72	1/8	8:00 AM	208	7.79	1/9	7:15 AM	208	7.84
1/7	8:33 AM	199	7.72	1/8	9:00 AM	208	7.76	1/9	8:27 AM	208	7.85
1/7	8:45 AM	199	7.70	1/8	10:00 AM	208	7.80	1/9	8:48 AM	208	7.83
1/7	9:31 AM	199	7.72	1/8	2:00 PM	208	7.80	1/9	9:32 AM	208	7.84
1/7	10:00 AM	199	7.79					1/9	9:54 AM	208	7.81
1/7	11:00 AM	199	7.78					1/9	10:39 AM	208	7.79
1/7	12:00 PM	199	7.73					1/9	11:03 AM	208	7.77
1/7	1:30 PM	199	7.72					1/9	11:36 AM	208	7.73

Leachate Load Tickets -

1/9	12:35 PM	208	7.79
1/9	1:23 PM	208	7.74
1/9	1:32 PM	208	7.80
1/9	1:53 PM	208	7.79
1/9	2:33 PM	208	7.80
1/9	2:51 PM	208	7.78
1/9	3:30 PM	208	7.79

Total Gallons:	49,500	9	Total Gallons:	27,500	5	Total Gallons:	88,000	16			
Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
1/10	6:50 AM	238	7.90	1/11	7:15 AM	272		1/12	7:40 AM	274	8.05
1/10	7:59 AM	238	7.84	1/11	8:37 AM	272	7.90	1/12	8:45 AM	274	7.98
1/10	9:27 AM	238	7.83	1/11	9:42 AM	272	7.88	1/12	9:50 AM	274	7.95
1/10	10:26 AM	238	7.81	1/11	10:41 AM	272	7.84	1/12	10:55 AM	274	7.94
1/10	11:26 AM	238	7.70	1/11	11:41 AM	272	7.80	1/12	1:50 PM	274	7.93
1/10	12:27 PM	238	7.78	1/11		272	7.80	1/12	3:10 PM	274	7.91
1/10	1:26 PM	238	7.81	1/11	1:38 PM	272	7.80	1/12	5:02 PM	274	7.99
1/10	2:28 PM	238	7.81	1/11	2:47 PM	272	7.83				
1/10	3:30 PM	238	7.80	1/11	3:42 PM	272	7.87				

Total Gallons:	49,500	9	Total Gallons:	49,500	9	Total Gallons:	38,500	7			
Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
1/13	8:25 AM	298	8.04	1/14	7:18 AM	318	8.06	1/15	7:14 AM	338	7.97
1/13	9:30 AM	298	7.95	1/14	8:22 AM	318	7.98	1/15	8:15 AM	338	8.03
1/13	10:30 AM	298	7.92	1/14	9:30 AM	318	7.98	1/15	9:10 AM	338	8.04
1/13	11:35 AM	298	7.97	1/14	10:40 AM	318	7.97	1/15	10:00 AM	338	8.03
1/13	1:19 PM	298	7.93	1/14	11:35 AM	318	7.86	1/15	11:10 AM	338	7.99
1/13	2:17 PM	298	7.93	1/14	12:45 PM	318	7.97	1/15	11:50 AM	338	7.92
1/13	3:15 PM	298	7.64	1/14	1:49 PM	318	7.98	1/15	1:00 PM	338	7.97
				1/14	2:40 PM	318	7.95	1/15	2:00 PM	338	8.03

Total Gallons:	38,500	7	Total Gallons:	44,000	8	Total Gallons:	44,000	8			
Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
1/16	7:03 AM	336	8.17	1/17	6:30 AM	340	8.16	1/18	6:49 AM	358	8.21
1/16	8:16 AM	336	8.09	1/17	8:22 AM	340	8.14	1/18	8:29 AM	358	8.12
1/16	9:14 AM	336	8.07	1/17	9:22 AM	340	8.10	1/18	3:00 PM	358	8.11
1/16	10:16 AM	336	8.08	1/17	10:17 AM	340	8.08				
1/16	11:14 AM	336		1/17	11:13 AM	340	8.07				
1/16	12:27 PM	336	8.06	1/17	12:07 PM	340	7.97				
1/16	1:53 PM	336	8.06	1/17	1:07 PM	340	8.09				
1/16	2:50 PM	336	8.06	1/17	2:03 PM	340	8.07				
1/16	3:47 PM	336	8.06	1/17	2:58 PM	340	7.98				

Total Gallons:	49,500	9	Total Gallons:	49,500	9	Total Gallons:	16,500	3			
Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH	Date	Pick up	mg/l	PH
1/19	6:58 AM	390		1/20	6:52 AM	382	8.25	1/21	5:30 AM	412	8.25
1/19	8:15 AM	390	8.13	1/20	1:30 PM	382	8.12	1/21	7:53 AM	412	8.21
1/19	9:14 AM	390	8.11					1/21	2:00 PM	412	8.22
1/19	10:18 AM	390	8.05					1/21	3:20 PM	412	8.13
1/19	11:18 AM	390	8.02								

Leachate Load Tickets -

1/19	12:14 PM	390	8.02
1/19	1:12 PM	390	8.02
1/19	3:15 PM	390	8.05

Total Gallons: 44,000	Total Gallons: 11,000	Total Gallons: 22,000
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<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>
1/22	6:30 AM	414	8.23	1/23	6:51 AM	398		1/24	10:52 AM	492	8.27
1/22	8:00 AM	414	8.19	1/23	8:36 AM	398	8.22	1/24	11:59 AM	492	8.19
1/22	10:00 AM	414	8.18	1/23	9:32 AM	398	8.19	1/24	1:06 PM	492	8.18
				1/23	10:27 AM	398	8.17	1/24	2:05 PM	492	8.18
				1/23	11:24 AM	398	8.15				
				1/23	12:52 PM	398	8.19				
				1/23	1:51 PM	398	8.18				
				1/23	2:46 PM	398	8.07				
				1/23	3:40 PM	398	8.17				

Total Gallons: 16,500	Total Gallons: 49,500	Total Gallons: 22,000
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<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>
1/25	9:40 AM	464	8.28	1/26	12:33 PM	426	8.36	1/27	7:11 AM	448	8.44
1/25	10:44 AM	464	8.22	1/26	1:47 PM	426	8.24	1/27	8:42 AM	448	8.33
1/25	11:40 AM	464	8.18	1/26	3:00 PM	426	8.04	1/27	9:44 AM	448	8.28
1/25	12:40 PM	464	8.21					1/27	10:47 AM	448	8.26
								1/27	11:51 AM	448	8.23
								1/27	1:10 PM	448	8.27

Total Gallons: 22,000	Total Gallons: 16,500	Total Gallons: 33,000
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<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>
1/28	6:48 AM	386	8.42	1/29	7:55 AM	468	8.36	1/30	7:50 AM	456	8.37
1/28	9:57 AM	386	8.35	1/29	9:17 AM	468	8.29	1/30	9:20 AM	456	8.25
1/28	12:29 PM	386	8.28					1/30	10:17 AM	456	8.20
1/28	3:30 PM	386	8.27					1/30	11:15 AM	456	8.17
								1/31	11:00 AM	498	8.34
								1/31	1:18 PM	498	8.23
								1/31	3:35 PM	498	8.15

Total Gallons: 22,000	Total Gallons: 11,000	Total Gallons: 38,500
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TOTAL TICKETS: 243
TOTAL GALLONS/MONTH: 1,336,500
 \$26,730



Staff Report

WWTF 22-01

Subject: Motion to Approve

Date: February 8, 2022

Prepared by: Christopher Sherlock

Title: **GAS LINE REPLACEMENT**

Background: The gas line on Digester # 1 was replaced in 2014 with a composite plastic. It is unknown why plastic was chosen at the time, but it is known now that plastic poses a potential static electric hazard and therefore needs to be replaced.

Analysis: The original gas line was made up of 304 stainless steel and did not last due to the corrosive gas. In 2012 when Digester # 2 was built they used 316L stainless steel for the gas line and this has proven to hold up well to the digester gas. Digester #1 needs to go online so that repairs may be made to Digester # 2 and in order for this to happen the gas line needs replaced.

Recommendation: Staff found it difficult to find fabricators/ welders that were capable of welding and fabricating stainless steel pipe. We found that most companies had a work load too great to provide an estimate or it was outside of their scope of work. So unfortunately, we were only able to get one estimate from Performance Fab.

Performance Fab: \$36,232

Financial Impact: The total amount to replace the gas line is \$36,232. The cost that Green Area Water and Sanitary would incur is \$18,116, leaving The City of Winston responsible for the remainder \$18,116.

Performance Fab, LLC
 2885 NE Diamond Lake Blvd
 Roseburg, OR 97470
 541-900-1400
 performancefabllc@gmail.com
 performancefabandmachine.com

Estimate

PERFORMANCE FAB

ADDRESS
Accounting Section of Douglas County's Department of Management and Finance, Douglas County Court House 1036 SE Douglas Ave Roseburg, OR 97470

ESTIMATE #	DATE	EXPIRATION DATE
1794	02/07/2022	03/31/2022

PROJECT NAME

boiler methane replacement

ACTIVITY	QTY	RATE	AMOUNT
Shop Labor assemble, weld-out and fabrication of 316 stainless steel pipe	94	70.00	6,580.00
Field Labor assemble, weld-out and fabrication of 316 stainless steel pipe	170	70.00	11,900.00
Material 316L SS 4" sch40 pipe, 316L SS 6" to 4" connector, 316L SS 4" sch40 90 deg elbow, 316L SS 3/4" x 6" x 8 hole pipe flange, 316L SS sch40 45 deg elbow, 316L SS 1" pipe threaded socket, 316L SS 4" expansion joints w/flanged ends, 316L SS 4" butt weld fittings, 316L SS 3/4" unthreaded pipe flanges w/4 holes, 316L SS 3/4 flat flange pipe cap, 316L SS 4" pipe flange w/6 holes	1	16,552.00	16,552.00
Consumables oxygen, argon, acetylene, welding wire/rod, grinding discs, flapper discs, zip wheels, fuel	1	1,200.00	1,200.00

Steel prices are subject to change based on mill prices or inventory availability.

TOTAL

\$36,232.00

Accepted By

Accepted Date