



# 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: <b>Megan Cervantes</b>		Service Address: 398 Chandler Dr Roseburg, OR 97471
Daytime Phone: <b>541.670.3098</b>	Account Number: <b>000030001453</b>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <b>1/15/23</b>	<input checked="" type="checkbox"/> Attached	
Brief Description of Leak Failure and Repair: our house settled onto one of the pipes and broke it, we had to replace it		
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		Date <b>3/21/23</b>

### SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: <b>3/21/23</b>	Meter Read Date to use for Water Leak Credit Evaluation: <b>12/10/22 - 2/10/23</b>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):	<b>10/10/22 - 12/10/22</b>	
Estimated normal billing during leak period: <b>80.20</b>	Leak month billing: <b>\$399.40</b>	
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>	<b>( 80.20 )</b>	
Estimated leak billing of the leak billing period divided by 2=	<b>319.20/2</b>	<b>\$159.60</b>
Leak gallons vs. normal usage gallons:	<b>124800 VS 12100</b>	
Calculated water leak credit amount:		<b>\$159.60</b>
Reviewer's Initials:	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

3/21/23  
ck

Order Online, Pick up in Store!

THANK YOU FOR SHOPPING WITH THE CO-OP  
01/15/23 12:28PM W3 536 SALE

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433774	2 PE	.804PE N	
SEE NOTES 3/4"x10' SCH40 PVCP \$1.61			
2/PER FOOT- \$.805 per PE			
USE SKU 16400 AT \$6.99 PER 10			
FOOT STICK			
127856	1 EA	\$7.79 EA N	
40Z BLU PVC Pipe Cement \$7.79			
127841	1 EA	\$4.99 EA N	
40Z Purple Primer \$4.99			
657288	1 EA	\$1.29 EA N	
1/2x520 PTFE Seal Tape \$1.29			
193847	2 EA	.99 EA N	
3/4" PVC 90 ELL SxS \$1.98			
Size: 3/4"			
197921	2 EA	.99 EA N	
3/4" PVC Male Adapter \$1.98			
Size: 3/4"			
196089	2 EA	.89 EA N	
3/4" PVC Coupling SxS \$1.78			

SUB-TOTAL:\$ 21.42 TAX: \$ .00  
TOTAL: \$ 21.42  
BC AMT: \$ 21.42

BK CARD#: XXXXXXXXXXXX8005  
MID:\*\*\*\*\*3997 TID:\*\*\*3298  
AUTH: 027392 AMT: \$ 21.42  
Host reference #:796207 Bat#

Authorizing Network: VISA

Contactless  
CARD TYPE:VISA EXPR: XXXX  
AID : A0000000031010  
TVR : 0000000000  
IAD : 06011203A00000  
TSI :  
ARC : 00  
MODE : Issuer  
CVM : No CVM  
Name : VISA DEBIT  
ATC :00FC  
AC : CFC4D1BF71290E8E  
TxnID/ValCode: 149745



==>> JRNL#H96207 <<==  
CUST NO:\*2

THANK YOU VISA CARDHOLDER  
FOR YOUR PATRONAGE

Name : X \_\_\_\_\_  
GAWSA 2

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

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

BOARD DIRECTORS PRESENT:

Tracey Parker, Chair  
Steve Lusch, Secretary  
Brenda Kingry, Treasurer  
Tom Fullbright

BOARD DIRECTORS ABSENT:

Carolyn White

GAWSA STAFF PRESENT:

David Campos, General Manager  
Alan Paulson, Operations Manager  
Shannon Miller, Collection System Supervisor  
Dan Radford, Water Distribution Supervisor

ALSO PRESENT:

Bobby Wright, visitor/customer  
Kat Stone, visitor/customer

For the consent agenda, customer Bobby Wright addressed the Board. Mr. Wright's property lies adjacent to GAWSA's pastureland property on Holgate Avenue, which is currently leased to Cody Sandberg. Mr. Wright made the following requests to the Board:

- A gate installed at the beginning of the GAWSA property/Wright property shared road,
- Mr. Wright plans on widening the shared access road. He offered to make a driveway to the GAWSA ponds,
- Replace a culvert running under the road to improve drainage, which would flow through a drainage ditch on his property,
- Permission for Mr. Wright to shoot nutria near the GAWSA ponds, which are becoming a nuisance on his property

Discussion followed. The Board directed Operations Manager Alan Paulson to meet with Mr. Wright at the Holgate property to discuss his requests further and decide what is the best plan. Since the property is currently under lease to Cody Sandberg, it was agreed that GAWSA consult with Mr. Sandberg to make sure he agrees with the requests, especially the shooting of the nutria. Mr. Wright thanked the Board and exited the meeting.

Director Tom Fullbright made a motion to approve a leak adjustment for customer James Putzel, in the amount of \$31.35, which reflects the Authority splitting the difference between the customer's normal billing amount and the amount billed with a water leak. Director Steve Lusch seconded the motion. The motion carried unanimously.

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

Board member Brenda Kingry made a motion to approve the February Board meeting minutes and accounts payable. Director Lusch seconded the motion. The motion carried unanimously.

David Campos presented the General Manager's report. David stated that GAWSA booth at the Home & Garden Show went well. Several attendees, including some of our customers, stopped by the booth and talked with staff. The home show was a great avenue for public outreach.

Regarding the Highway 42 pipe-bursting/manhole replacement project, David informed the Board that Shannon drafted a contract with Cradar Enterprises as the contractor. The draft has been sent to legal counsel for review and edits.

David informed the Board that the upcoming 2023-2024 budget will include some major purchases such as replacement of two service vehicles, major equipment purchases, and sanitary office remodel. David reiterated the need to evaluate water and sewer rates soon, likely by the end of the next fiscal year. A benefit of consolidating water and sanitary districts was cost savings, which would have delayed and reduced the next rates increase. However, recent inflation has eaten away at much of the cost savings from the merger.

David stated that he will be using the services of an interior designer for the planned sanitary office remodel. The remodel was put on hold due to high construction costs. The remodel is being revisited and will be less extensive than was initially planned.

Collections System Supervisor Shannon Miller presented the sanitary operations report. Shannon noted the change in apartment units for the proposed Green Family Housing project, which is being reduced from 89 to 73 units. A flow study is currently being conducted.

Shannon stated that the sanitary operations is currently running lean due to staff absences.

Operations Manager Alan Paulson delivered the water operations report. Alan informed the Board that we have received the mobile water treatment trailer from the state, however it is not operational yet. Sound proofing, along with a disinfection system, still needs to be installed before the trailer system is operational.

Alan stated that a tree fell on the Tipton pump station, doing minor damage to the weatherhead. Pacific Power temporarily shut down the pump station while repairs were made.

A question regarding the wastewater treatment plant operations report, which stated that 4 baby cows were born. David confirmed from Chris Sherlock that the cows belonged to the lessee of the front field. There being no further business before the Board, Director Kingry made a motion to adjourn the meeting. Director Lusch seconded the motion. Board Chair Parker adjourned the meeting at 5:33 pm.

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Steve Lusch, Board Secretary

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Tracey Parker, Board Chair

**Green Area Water & Sanitary Authority**  
**GAWSA Expense Detail**  
**March 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>506-1 · Health Ins Benefits- WA</b>							
Check	03/09/2023	10912	SDIS	April health and supplemental premiums	4,017.74		4,017.74
Total 506-1 · Health Ins Benefits- WA					4,017.74	0.00	4,017.74
<b>506-2 · Health Ins Benefits - SA</b>							
Check	03/09/2023	10912	SDIS	April health and supplemental premiums	4,017.74		4,017.74
Total 506-2 · Health Ins Benefits - SA					4,017.74	0.00	4,017.74
<b>512-1 · Legal Fees - WAdmin</b>							
Check	03/17/2023	10929	NORTHWEST LOCAL GOVERNMEN...	Inv #13361 / preparation of final dissolution docs	302.50		302.50
Check	03/17/2023	10929	NORTHWEST LOCAL GOVERNMEN...	Inv #13361 / comm re: moving meter in lot partition, mobile home park water	330.00		632.50
Total 512-1 · Legal Fees - WAdmin					632.50	0.00	632.50
<b>512-2 · Legal Fees - SAdmin</b>							
Check	03/17/2023	10929	NORTHWEST LOCAL GOVERNMEN...	Inv #13361 / preparation of final dissolution docs	302.50		302.50
Check	03/17/2023	10929	NORTHWEST LOCAL GOVERNMEN...	Inv #13361 / communication re: SSO pipe-burst contract	110.00		412.50
Total 512-2 · Legal Fees - SAdmin					412.50	0.00	412.50
<b>515-1 · Office Supplies - WA</b>							
Check	03/09/2023	10903	CANON SOLUTIONS AMERICA, INC.	Inv #6003391663 / office copier maintenance 1/20 - 2/19	32.60		32.60
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Safeway - coffee creamer for safety mtg	4.49		37.09
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Amazon - water bottle rack and wall clock	76.98		114.07
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Primo Water cooler lease and bottled water	129.73		243.80
Check	03/20/2023	10935	STAPLES	Inv #3215263531 / Electric space heater	26.05		269.85
Check	03/20/2023	10935	STAPLES	Inv #3220009881 / office coffee	67.47		337.32
Check	03/20/2023	10935	STAPLES	Inv #3222597701 / Magenta, yellow, black hp toner cartridges	86.84		424.16
Check	03/20/2023	10935	STAPLES	Inv #3222634311 / Cyan hp toner cartridge	29.95		454.11
Check	03/20/2023	10935	STAPLES	Inv #53380 / locking file cabinet, file folders	40.99		495.10
Total 515-1 · Office Supplies - WA					495.10	0.00	495.10
<b>515-2 · Office Supplies - SA</b>							
Check	03/09/2023	10903	CANON SOLUTIONS AMERICA, INC.	Inv #6003391663 / office copier maintenance 1/20 - 2/19	32.60		32.60
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Safeway - coffee creamer for safety mtg	4.48		37.08
Check	03/20/2023	10935	STAPLES	Inv #3215263531 / Electric space heater	26.04		63.12
Check	03/20/2023	10935	STAPLES	Inv #3220009881 / office coffee	67.46		130.58
Check	03/20/2023	10935	STAPLES	Inv #3222597701 / Magenta, yellow, black hp toner cartridges	86.83		217.41
Check	03/20/2023	10935	STAPLES	Inv #3222634311 / Cyan hp toner cartridge	29.94		247.35
Check	03/20/2023	10935	STAPLES	Inv #53380 / locking file cabinet, file folders	40.99		288.34
Total 515-2 · Office Supplies - SA					288.34	0.00	288.34
<b>516-1 · Communication &amp; IT</b>							
Check	03/09/2023	10906	Water Office	Water office phone/fax/internet/static IP - February	109.97		109.97
Check	03/09/2023	10915	SYSTECH CONSULTING, LLC	Inv #6880 / Managed service plan	577.00		686.97
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Right Networks - QB and Office 365 cloud server	40.98		727.95
Paycheck	03/31/2023	DD1561	Campos, David M	Direct Deposit	50.00		777.95
Total 516-1 · Communication & IT					777.95	0.00	777.95
<b>516-2 · Communication &amp; IT - S</b>							
Check	03/09/2023	10906	Sanitary Office	Sanitary office phone/fax/internet - February	479.51		479.51
Check	03/09/2023	10915	SYSTECH CONSULTING, LLC	Inv #6880 / Managed service plan	577.00		1,056.51
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Right Networks - QB and Office 365 cloud server	40.97		1,097.48
Total 516-2 · Communication & IT - S					1,097.48	0.00	1,097.48
<b>517-1 · Utilities- WA</b>							
Check	03/09/2023	10901	Water Office	Natural gas / water office1/24 - 2/23	115.08		115.08
Check	03/28/2023	10939	PACIFIC POWER	Water office electricity February	170.91		285.99
Check	03/28/2023	10939	PACIFIC POWER	Water office electricity January	165.35		451.34
Total 517-1 · Utilities- WA					451.34	0.00	451.34
<b>517-2 · Utilities- SA</b>							

**Green Area Water & Sanitary Authority**  
**GAWSA Expense Detail**  
**March 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/09/2023	10901	Sanitary Office	Natural gas / sewer office 1/24 - 2/23	262.92		262.92
Check	03/17/2023	10932	PACIFIC POWER	Electricity sanitary office 2/2 - 3/3	291.12		554.04
Total 517-2 · Utilities- SA					554.04	0.00	554.04
<b>518-1 · R &amp; M Office - WA</b>							
Check	03/09/2023	10905	DOUGLAS CO. FARMERS CO-OP	Inv #54366 / 8lb ice melt	11.99		11.99
Check	03/09/2023	10905	DOUGLAS CO. FARMERS CO-OP	Inv #14474 / 50lb ice melt	19.99		31.98
Check	03/09/2023	10907	Water Office	Inv #75000 / water office pest control	26.00		57.98
Check	03/17/2023	10931	OREGON LINEN	Inv #919896 / rug service water office	66.55		124.53
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Costco - return TV wall mount		50.00	74.53
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Costco - return TV wall mount		49.99	24.54
Total 518-1 · R & M Office - WA					124.53	99.99	24.54
<b>518-2 · R &amp; M Office - SA</b>							
Check	03/09/2023	10914	Sanitary Office	Inv #311170 / sewer office pest control - February	45.00		45.00
Total 518-2 · R & M Office - SA					45.00	0.00	45.00
<b>521-1 · Public Relations/Adver - WA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Home show drapery and swag, table cloths, literature, stressballs, coasters, banners, raffle items	740.19		740.19
Check	03/20/2023	10935	STAPLES	Inv #3222598071 / Golf pencils for home show	20.08		760.27
Total 521-1 · Public Relations/Adver - WA					760.27	0.00	760.27
<b>521-2 · Public Relations/Adver - SA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Home show drapery and swag, table cloths, literature, stressballs, coasters, banners, raffle items	740.23		740.23
Check	03/20/2023	10935	STAPLES	Inv #3222598071 / Golf pencils for home show	20.08		760.31
Total 521-2 · Public Relations/Adver - SA					760.31	0.00	760.31
<b>522-1 · Travel &amp; Training - WA</b>							
Check	03/09/2023	10902	BASSETT-HYLAND ENERGY	Inv #CL13711 / fuel Sunriver SDAO conference	12.48		12.48
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Sunriver resort - lodging for SDAO Conference - DC	264.28		276.76
Total 522-1 · Travel & Training - WA					276.76	0.00	276.76
<b>522-2 · Travel &amp; Training - SA</b>							
Check	03/09/2023	10902	BASSETT-HYLAND ENERGY	Inv #CL13711 / fuel Sunriver SDAO conference	12.48		12.48
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Sunriver resort - lodging for SDAO Conference - DC	264.27		276.75
Total 522-2 · Travel & Training - SA					276.75	0.00	276.75
<b>523-1 · Dues &amp; Subscriptions - WA</b>							
Check	03/17/2023	10930	NEWS REVIEW	Acct 2105010 / 12 month newspaper renewal	96.72		96.72
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Anypromo.com membership fee	12.50		109.22
Total 523-1 · Dues & Subscriptions - WA					109.22	0.00	109.22
<b>523-2 · Dues &amp; Subscriptions - SA</b>							
Check	03/17/2023	10930	NEWS REVIEW	Acct 2105010 / 12 month newspaper renewal	96.71		96.71
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Anypromo.com membership fee	12.50		109.21
Total 523-2 · Dues & Subscriptions - SA					109.21	0.00	109.21
<b>525-1 · Misc. Expense - WA</b>							
Check	03/20/2023	10935	STAPLES	Staples finance charge	9.79		9.79
Total 525-1 · Misc. Expense - WA					9.79	0.00	9.79
<b>525-2 · Misc Expense - SA</b>							
Check	03/20/2023	10935	STAPLES	Staples finance charge	9.78		9.78
Total 525-2 · Misc Expense - SA					9.78	0.00	9.78
<b>526-2 · Rental Property Maintenance</b>							
Check	03/10/2023	10899	Harmony Rental	Deposit on porch replacement, quoted \$1932	1,500.00		1,500.00
Check	03/17/2023	10932	PACIFIC POWER	Holgate electricity 2/3 - 3/6	221.46		1,721.46

**Green Area Water & Sanitary Authority**  
**GAWSA Expense Detail**  
**March 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/17/2023	10932	PACIFIC POWER	Harmony electricity 2/3 - 3/6	19.14		1,740.60
Total 526-2 · Rental Property Maintenance					1,740.60	0.00	1,740.60
<b>531-1 · Statement Printing/Mailing - WA</b>							
Check	03/15/2023	ACH	BMS TECHNOLOGIES	Inv #82114 / February billing statements printing/mailling	1,036.08		1,036.08
Total 531-1 · Statement Printing/Mailing - WA					1,036.08	0.00	1,036.08
<b>531-2 · Statement Printing/Mailing - SA</b>							
Check	03/15/2023	ACH	BMS TECHNOLOGIES	Inv #82114 / February billing statements printing/mailling	1,036.07		1,036.07
Total 531-2 · Statement Printing/Mailing - SA					1,036.07	0.00	1,036.07
<b>533-1 · Merchant Service Fees - WA</b>							
Check	03/17/2023	10927	CONTINENTAL UTILITY SOLUTIONS, ...	Inv #R13942 / Merchant services February	906.30		906.30
Check	03/17/2023	10927	CONTINENTAL UTILITY SOLUTIONS, ...	Inv #R14035 / ECheck and ACH fees - February	6.50		912.80
Total 533-1 · Merchant Service Fees - WA					912.80	0.00	912.80
<b>533-2 · Merchant Service Fees - SA</b>							
Check	03/17/2023	10927	CONTINENTAL UTILITY SOLUTIONS, ...	Inv #R13942 / Merchant services February	906.31		906.31
Check	03/17/2023	10927	CONTINENTAL UTILITY SOLUTIONS, ...	Inv #R14035 / ECheck and ACH fees - February	6.50		912.81
Total 533-2 · Merchant Service Fees - SA					912.81	0.00	912.81
<b>534-1 · Postage - WA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	USPS.com pre-stamped envelopes	369.60		369.60
Total 534-1 · Postage - WA					369.60	0.00	369.60
<b>534-2 · Postage - SA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	USPS.com pre-stamped envelopes	369.60		369.60
Total 534-2 · Postage - SA					369.60	0.00	369.60
<b>535-1 · Contract Services - Meter Reads</b>							
Check	03/17/2023	10928	METEREADERS, LLC	Inv #10683 / March meter readings	2,370.75		2,370.75
Total 535-1 · Contract Services - Meter Reads					2,370.75	0.00	2,370.75
<b>550-1 · Office Equipment - WA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Amazon - Board room guest chairs	430.66		430.66
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Costco - return 85" TV		750.00	-319.34
Total 550-1 · Office Equipment - WA					430.66	750.00	-319.34
<b>550-2 · Office Equipment - SA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Amazon - Board room guest chairs	430.67		430.67
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Costco - return 85" TV		749.99	-319.32
Total 550-2 · Office Equipment - SA					430.67	749.99	-319.32
<b>551-1 · Building Improvements - WA</b>							
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Sherwin Williams - paint swatches for Board room	17.50		17.50
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Roseburg Precision Painting - 50% pmt for Board room painting	900.00		917.50
Total 551-1 · Building Improvements - WA					917.50	0.00	917.50
<b>606-1 · Health Ins. Benefits - WO</b>							
Check	03/09/2023	10912	SDIS	April health and supplemental premiums	12,092.12		12,092.12
Total 606-1 · Health Ins. Benefits - WO					12,092.12	0.00	12,092.12
<b>606-2 · Health Ins. Benefits - SO</b>							
Check	03/09/2023	10912	SDIS	April health and supplemental premiums	5,997.52		5,997.52
Total 606-2 · Health Ins. Benefits - SO					5,997.52	0.00	5,997.52
<b>610-1 · Vehicle/Equipment O &amp; M - WO</b>							

**Green Area Water & Sanitary Authority**  
**GAWSA Expense Detail**  
**March 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/09/2023	10900	NAPA AUTO PARTS	Inv #966-885018/885019 / PO 18104 / fuses for silver Dodge	21.78		21.78
Check	03/09/2023	10902	BASSETT-HYLAND ENERGY	Inv #CL13711 / fuel service trucks, vac tron 2/1 - 2/15	238.17		259.95
Check	03/09/2023	10902	BASSETT-HYLAND ENERGY	Inv #CL14075 / fuel service trucks 2/16 - 2/28	135.36		395.31
Check	03/28/2023	10940	BASSETT-HYLAND ENERGY	Inv #CL14452 / Fuel 3/1 - 3/15	265.90		661.21
Total 610-1 · Vehicle/Equipment O & M - WO					661.21	0.00	661.21
<b>610-2 · Vehicle/Equipment O &amp; M - SO</b>							
Check	03/09/2023	10902	BASSETT-HYLAND ENERGY	Inv #CL13711 / fuel service trucks 2/1 - 2/15	278.06		278.06
Check	03/09/2023	10902	BASSETT-HYLAND ENERGY	Inv #CL14075 / fuel service trucks 2/16 - 2/28	171.54		449.60
Check	03/09/2023	10904	CHUCK SWARM & FAMILY AUTO R...	Inv #21462 / PO 17836 / oil change, diagnostic 2016 Chevy service truck	109.90		559.50
Check	03/09/2023	10904	CHUCK SWARM & FAMILY AUTO R...	Inv #24366 / PO 18126 / oil change 2016 Chevy service truck	59.95		619.45
Check	03/09/2023	10904	CHUCK SWARM & FAMILY AUTO R...	Inv #24317 / PO 18119 / repair parking brake 2016 Chevy service truck	376.40		995.85
Check	03/09/2023	10908	FLURY SUPPLY	Inv #2405 / PO 18114 / water filler adapter - flusher truck	27.46		1,023.31
Check	03/17/2023	ACH	CARDMEMBER SERVICE	PO 18095 / OKS Auto - generator non-ethanol fuel	46.38		1,069.69
Check	03/20/2023	10936	WEBFOOT TRUCK & EQUIPMENT, I...	Repair International 2554 Vac-Con	2,343.32		3,413.01
Check	03/28/2023	10940	BASSETT-HYLAND ENERGY	Inv #CL14452 / Fuel 3/1 - 3/15	165.50		3,578.51
Check	03/28/2023	10941	GREEN COLLISION REPAIR CENTER	Inv #8673 / PO 18130 / Door repair 2016 Chevrolet	1,806.12		5,384.63
Total 610-2 · Vehicle/Equipment O & M - SO					5,384.63	0.00	5,384.63
<b>611-1 · Dues/Fees/Subscriptions- WO</b>							
Check	03/09/2023	10910	OAWU	Inv #34825 / Membership dues 2023-2024	1,350.00		1,350.00
Check	03/09/2023	10911	ONE CALL CONCEPTS, INC.	Inv #3020699 / February tickets	29.40		1,379.40
Total 611-1 · Dues/Fees/Subscriptions- WO					1,379.40	0.00	1,379.40
<b>611-2 · Dues/Fees/Subscriptions- SO</b>							
Check	03/09/2023	10911	ONE CALL CONCEPTS, INC.	Inv #3020699 / February tickets	29.40		29.40
Total 611-2 · Dues/Fees/Subscriptions- SO					29.40	0.00	29.40
<b>612-1 · Communication &amp; IT - Ops</b>							
Check	03/09/2023	10906	Carnes Road Site	Carnes shop internet - February	84.39		84.39
Check	03/09/2023	10906	DOUGLAS FAST NET	WTP phone/fax/internet/alarm line - February	128.11		212.50
Paycheck	03/31/2023	DD1562	Carlson, Trev W	Direct Deposit	50.00		262.50
Paycheck	03/31/2023	DD1565	Hope, Will T	Direct Deposit	50.00		312.50
Paycheck	03/31/2023	DD1566	Manson, Joshua T.	Direct Deposit	50.00		362.50
Paycheck	03/31/2023	DD1568	Paulson, Alan D.	Direct Deposit	50.00		412.50
Paycheck	03/31/2023	DD1569	Radford, Daniel L.	Direct Deposit	50.00		462.50
Paycheck	03/31/2023	DD1572	Wolford, Jeremy J.	Direct Deposit	50.00		512.50
Total 612-1 · Communication & IT - Ops					512.50	0.00	512.50
<b>612-2 · Communication &amp; IT - SO</b>							
Paycheck	03/31/2023	DD1563	Chasteen, Matthew S.	Direct Deposit	50.00		50.00
Paycheck	03/31/2023	DD1567	Miller, Shannon L.	Direct Deposit	50.00		100.00
Total 612-2 · Communication & IT - SO					100.00	0.00	100.00
<b>613-1 · Travel &amp; Training - WO</b>							
Check	03/03/2023	10896	WILL T. HOPE	Meals per diem Sunriver OAWU M&T conference	452.00		452.00
Check	03/03/2023	10897	JOSH T. MANSON	Meals per diem Sunriver OAWU M&T Conference	452.00		904.00
Check	03/03/2023	10898	JEREMY WOLFORD	Meals per diem Sunriver OAWU M&T Conference	452.00		1,356.00
Check	03/03/2023	10898	JEREMY WOLFORD	Mileage reimbursement - Sunriver	220.08		1,576.08
Check	03/17/2023	ACH	CARDMEMBER SERVICE	Inv #34697 / PO 18120 / OAWU Cert review class - WH & TC	610.00		2,186.08
Check	03/17/2023	ACH	CARDMEMBER SERVICE	PO 18092 / Shilo Inn lodging for OAWU class - WH & TC	146.42		2,332.50
Check	03/17/2023	ACH	CARDMEMBER SERVICE	PO 18094 / Shell Oil - fuel for Venza - OAWU class	40.18		2,372.68
Total 613-1 · Travel & Training - WO					2,372.68	0.00	2,372.68
<b>615-1 · Misc Expense - WO</b>							
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	U231FC000128 Finance charge	136.94		136.94
Total 615-1 · Misc Expense - WO					136.94	0.00	136.94
<b>620-1 · R &amp; M Water Distribution</b>							
Check	03/09/2023	10909	HIGHLANDS	Inv #U2316000671 / PO 18072 / Highland PS parts	301.52		301.52
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316001903 / PO 18086 / parts for Love's re-tap	618.13		919.65



**Green Area Water & Sanitary Authority**  
**GAWSA Expense Detail**  
**March 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316005070 / PO 18099 / 12" expansion joint for River Place	1,920.00		2,839.65
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316005026 / PO 18100 / Meter box for 200 Emils way	362.31		3,201.96
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316005892 / PO 18113 / 6" flange pack	37.74		3,239.70
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316007134 / PO 18121 / Knife River meter replacement	37.74		3,277.44
Check	03/17/2023	ACH	CARDMEMBER SERVICE	PO 18122 / Lowes - 3 100' garden hoses and adapter	256.10		3,533.54
Total 620-1 · R & M Water Distribution					3,533.54	0.00	3,533.54
<b>621-1 · R &amp; M - Dist Shop</b>							
Check	03/20/2023	10937	WINSTON SANITARY SERVICE	Inv #287404 / Carnes shop 200G dumpster	90.60		90.60
Total 621-1 · R & M - Dist Shop					90.60	0.00	90.60
<b>622-1 · Tools &amp; Supplies - Distribution</b>							
Check	03/09/2023	10905	DOUGLAS CO. FARMERS CO-OP	Inv #13407 / PO 18106 / powerlock measuring tape	12.49		12.49
Total 622-1 · Tools & Supplies - Distribution					12.49	0.00	12.49
<b>624-1 · Utilities - Water Dist WO</b>							
Check	03/09/2023	10901	HIGHLANDS	Natural gas @ Highland PS 1/24 - 2/23	20.26		20.26
Check	03/09/2023	10901	Carnes Road Site	Natural gas @ Carnes Shop 1/24 - 2/23	715.45		735.71
Check	03/28/2023	10939	PACIFIC POWER	Tipton PS/Roseburg intertie electricity 2/14 - 3/15	83.31		819.02
Check	03/28/2023	10939	PACIFIC POWER	Carnes shop electricity February	318.17		1,137.19
Check	03/28/2023	10939	PACIFIC POWER	Highland PS electricity February	319.67		1,456.86
Check	03/28/2023	10939	PACIFIC POWER	Glengary PS electricity February	39.77		1,496.63
Check	03/28/2023	10939	PACIFIC POWER	Tipton PS/Roseburg intertie electricity 1/14 - 2/13	83.31		1,579.94
Check	03/28/2023	10939	PACIFIC POWER	Carnes shop electricity January	299.51		1,879.45
Check	03/28/2023	10939	PACIFIC POWER	Highland PS electricity January	293.78		2,173.23
Check	03/28/2023	10939	PACIFIC POWER	Glengary PS electricity January	38.94		2,212.17
Total 624-1 · Utilities - Water Dist WO					2,212.17	0.00	2,212.17
<b>626-1 · Water Samples - WO</b>							
Check	03/17/2023	10934	UMPQUA RESEARCH	Inv #M069236	192.00		192.00
Check	03/17/2023	10934	UMPQUA RESEARCH	Inv #M069305	135.00		327.00
Check	03/17/2023	10934	UMPQUA RESEARCH	Inv #M069615	192.00		519.00
Check	03/17/2023	10934	UMPQUA RESEARCH	Inv #M069650	135.00		654.00
Total 626-1 · Water Samples - WO					654.00	0.00	654.00
<b>627-1 · Backflow Tests- WO</b>							
Check	03/09/2023	10913	SO BACKFLOW TECHS	Inv #61492 / 5 non-comp backflow tests	150.00		150.00
Check	03/17/2023	10933	POPEYE'S PUMP & BACKFLOW	Inv #17139 / 4 backflow tests - GAWSA-owned	240.00		390.00
Total 627-1 · Backflow Tests- WO					390.00	0.00	390.00
<b>628-1 · Inventory Adjustment W</b>							
Check	03/09/2023	10905	DOUGLAS CO. FARMERS CO-OP	Inv #54201 / PO 18105 / PVC parts for inventory	25.88		25.88
Check	03/09/2023	10905	DOUGLAS CO. FARMERS CO-OP	Inv #13407 / PO 18106 / PVC parts for inventory	19.88		45.76
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2216057541 / PO 18051 / AEP black valve box w/ lids	2,823.60		2,869.36
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2212061851 / PO 18052 / 50 3/4" meters, 500 meter rubbers	3,766.00		6,635.36
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Credit Memo U2216005159 / return parts		528.07	6,107.29
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316001652 / PO 18085 / 30 lids	613.80		6,721.09
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316003908 / PO 18098 / 8" saddle for inventory	140.28		6,861.37
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316005029 / PO 18101 / parts for inventory	803.78		7,665.15
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316005041 / PO 18102 / 1 Zenner nitro 2 gal XPPB	143.35		7,808.50
Check	03/20/2023	10938	LONG'S BUILDING SUPPLY	Inv #365845 / PO 18107 / 1" x 20' pvc pipe qty 2	59.34		7,867.84
Check	03/20/2023	10938	LONG'S BUILDING SUPPLY	Inv #365915 / PO 18110 / 1" x 20' pvc pipe	29.67		7,897.51
Check	03/20/2023	10938	LONG'S BUILDING SUPPLY	Inv #365920 / PO018111 / pvc parts for inventory	30.16		7,927.67
Check	03/28/2023	10943	ROCK-IT MAN TRUCKING	Inv #653617 / PO 18131 / Rock haul for inventory 3.0 hrs	360.00		8,287.67
Total 628-1 · Inventory Adjustment W					8,815.74	528.07	8,287.67
<b>641-2 · R &amp; M Lines &amp; Manholes - SO</b>							
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316006073 / PO 18116 / Clean out adapters and MIP plug	79.68		79.68
Total 641-2 · R & M Lines & Manholes - SO					79.68	0.00	79.68
<b>642-2 · Tools &amp; Supplies - SO</b>							

**Green Area Water & Sanitary Authority**  
**GAWSA Expense Detail**  
**March 2023**

Type	Date	Num	Name	Memo	Debit	Credit	Balance
Check	03/09/2023	10916	WYATT'S GLOVE COMPANY	Inv #5861 / PO 18125 / gloves for Shannon	114.00		114.00
Check	03/17/2023	ACH	CARDMEMBER SERVICE	PO 18087/18088 / various tools, gauges, pop up shade tent	211.91		325.91
Check	03/17/2023	ACH	CARDMEMBER SERVICE	PO 18109 / Amazon dual port battery charger	39.99		365.90
Check	03/20/2023	10938	Brianwood PS	Inv #365542 / PO 18091 / supplies for Brainwood PS cleanup	20.37		386.27
Check	03/20/2023	10938	LONG'S BUILDING SUPPLY	Inv #365717 / PO 18096 / curb marking paint and supplies	42.97		429.24
Total 642-2 · Tools & Supplies - SO					429.24	0.00	429.24
<b>647-2 · G4 Pumpstation - SO</b>							
Check	03/09/2023	10906	G4 Pump Station	G4 alarm line - February	14.14		14.14
Check	03/17/2023	10932	PACIFIC POWER	Electricity G4 PS 2/2 - 3/3	1,822.22		1,836.36
Total 647-2 · G4 Pumpstation - SO					1,836.36	0.00	1,836.36
<b>648-2 · O&amp;M Pumpstations - SO</b>							
Check	03/17/2023	10932	PACIFIC POWER	Electricity Oak Creek PS 2/2 - 3/3	99.25		99.25
Check	03/17/2023	10932	PACIFIC POWER	Electricity Brianwood PS 2/2 - 3/3	33.38		132.63
Total 648-2 · O&M Pumpstations - SO					132.63	0.00	132.63
<b>654-8 · Collection System Improvements</b>							
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316006076 / PO 18117 / Hwy 42 pipe-bursting materials	8,014.78		8,014.78
Check	03/09/2023	10909	CORIX WATER PRODUCTS, INC.	Inv #U2316006077 / PO 18118 / Stiffener HDPE	716.09		8,730.87
Total 654-8 · Collection System Improvements					8,730.87	0.00	8,730.87
<b>701-1 · WTP Tools &amp; Supplies</b>							
Check	03/09/2023	10903	CANON SOLUTIONS AMERICA, INC.	Inv #6003391663 / water plant copier maintenance 1/20 - 2/19	21.72		21.72
Total 701-1 · WTP Tools & Supplies					21.72	0.00	21.72
<b>702-1 · WTP Utilities</b>							
Check	03/28/2023	10939	PACIFIC POWER	WTP electricity February	9,479.45		9,479.45
Check	03/28/2023	10939	PACIFIC POWER	WTP electricity January	9,400.13		18,879.58
Total 702-1 · WTP Utilities					18,879.58	0.00	18,879.58
<b>704-1 · WTP Chemicals</b>							
Check	03/28/2023	10942	NORTHSTAR CHEMICAL, INC.	Inv #246612 / PO 18135 / Citric acid 205 gal, Phosphoric acid 8,052 lbs.	14,329.66		14,329.66
Check	03/28/2023	10942	NORTHSTAR CHEMICAL, INC.	Inv #248022 / PO 18134 / Aluminum Chlorohydrate 42,540 lbs.	24,885.90		39,215.56
Total 704-1 · WTP Chemicals					39,215.56	0.00	39,215.56
<b>712-2 · O&amp;M Regional WWTP</b>							
Check	03/17/2023	10926	CITY OF WINSTON	January 2023 WWTP Personal Services	22,145.31		22,145.31
Total 712-2 · O&M Regional WWTP					22,145.31	0.00	22,145.31
<b>TOTAL</b>					<b>161,599.38</b>	<b>2,128.05</b>	<b>159,471.33</b>

**GREEN AREA WATER & SANITARY AUTHORITY**  
**Plant Expense Detail**  
**March 30 - 31, 2023**

Expense	Check	Name	Memo	Amount
<b>650-2 · O &amp; M Regional WWTP</b>				
<b>71-0110 · Office Supplies</b>				
	14643	Staples Credit Plan	Inv: 3234021641 / Office supplies	205.94
Total 71-0110 · Office Supplies				<u>205.94</u>
<b>71-0130 · Equipment Maintenance/Repair</b>				
	14634	Cole Industrial, Inc.	Inv: OR36543 / Boiler switch	1,055.16
	14644	The Automation Group, Inc.	Inv: W12908 / Pump repair	3,441.02
Total 71-0130 · Equipment Maintenance/Repair				<u>4,496.18</u>
<b>71-0140 · Equipment Operation &amp; Material</b>				
	14641	Shirtcliff Oil Company	Inv: 1074663 / Fuel	99.12
Total 71-0140 · Equipment Operation & Material				<u>99.12</u>
<b>71-0160 · Phone</b>				
	14633	CenturyLink	Security gate ph line 3/11-4/11	45.13
Total 71-0160 · Phone				<u>45.13</u>
<b>71-0190 · Building Maintenance</b>				
	14635	Coopers Pest Control	Inv: 21062 / Pest control for March	115.00
	14640	Quality Fence Co.	Inv: R-7500 / Repair fence	350.00
	14642	Stanley Convergent Security Solutions	Inv: 6003199570 / Monthly security svc 4/1-4/30	204.95
Total 71-0190 · Building Maintenance				<u>669.95</u>
<b>71-0200 · Electricity</b>				
	14639	Pacific Power	Acct: 38013711-001 7 / Utilities 2/3-3/6	11,065.24
Total 71-0200 · Electricity				<u>11,065.24</u>
<b>71-0210 · Water &amp; Other Utilities</b>				
	14636	GAWSA	Acct: 1193000 / Water charges 2/10-3/10	520.30
Total 71-0210 · Water & Other Utilities				<u>520.30</u>
<b>71-0220 · Chemicals</b>				
	14637	Hexagon Technologies, Inc.	Inv: 33310 / Cationic emulsion polymer	6,419.55
Total 71-0220 · Chemicals				<u>6,419.55</u>
<b>71-0240 · Lab</b>				
	14638	J L Analytical Services, Inc	Inv: 6797 / Shipping for cooler return	15.49
	14645	USABlueBook	Inv: 284777 / Lab materials	64.51
	14645	USABlueBook	Inv: 286540 / Lab materials	796.13
	14645	USABlueBook	Inv: 296642 / Lab materials	73.11
Total 71-0240 · Lab				<u>949.24</u>
Total 650-2 · O & M Regional WWTP				<u>24,470.65</u>
<b>Total Expense</b>				<b><u>24,470.65</u></b>

**GREEN AREA WATER & SANITARY AUTHORITY**  
**GENERAL MANAGER'S REPORT**  
**April 12, 2023**

**Water Office Lighting**

Camp Creek Electric recently replaced all interior and exterior light fixtures at the water office. The electricians noted that several fixtures ran very hot it was a good thing they were all replaced. Once Systech Consulting installs the Board room projector, Camp Creek will finish with installation of additional power outlets in the Board room.

**Metereaders Contract renewal**

I received a biennial contract agreement from Metereaders LLC for water meter reading services. The current contract expires June 30, 2023. In the past, the renewal included a per-meter rate increase of \$0.02. The contract renewal includes an increase of \$0.05 per meter. This translates to an annual increase of approximately \$1,900.00. The cost per year will be approximately \$30,300. We have utilized Metereaders for the past twenty-six years and they do a great job. We would like to continue utilizing Metereaders for as long as feasibly possible. I recommend approving the biennial contract at \$0.80 per meter.

**Krohn Lane Lease Renewal**

I have included an addendum to the Krohn Lane lease with Happy Hills Tree Service. The addendum extends the lease for one year. I recommend Board approval of the lease renewal.

**Holgate Limited Access Permit**

We are working with legal counsel to draft a limited access permit, which would allow Bobby Wright to exterminate nutria near the ponds at the Holgate property. Cody had some concerns, which are being considered and worked into the agreement where necessary.

**Public Records Request**

A Public Records Request was recently made, which asked for ledger detail of our delinquency billings, which include door hanger notice fees and non-pay shut-off fees. As part of the request, the individual asked for names and addresses of customers to be included in the ledger detail. While personal identifiable information is exempt under Oregon Revised Statutes 193.355(28), our current policy requires that such requests, where an exemption from disclosure applies, be submitted to Board for consideration. I will provide the details of the request at the Board meeting.

**Green Area Water & Sanitary Authority**  
**Customer Payment History - Summary**

Sort Order : Payment Source  
 From: 3/1/2023 Through: 3/31/2023

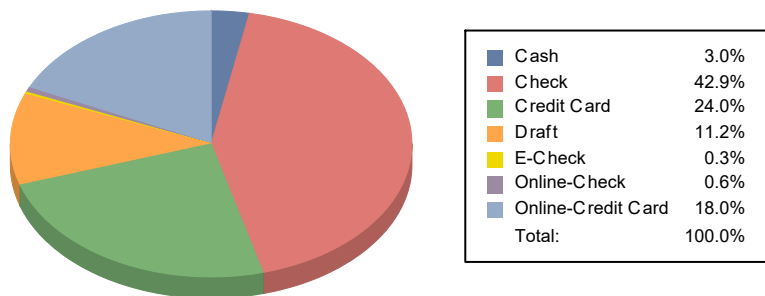
Payment Method	Quantity	Payment Amount
Cash	97	\$9,803.43
Check	1,402	\$128,768.77
Credit Card	785	\$60,839.88
Draft	367	\$33,856.22
E-Check	9	\$878.95
Online-Check	19	\$1,492.12
Online-Credit Card	587	\$45,826.55

Summary totals do not include reversed/transferred payments.

Service	Trans. Amount
Miscellaneous	\$(12,619.15)
Second Level Charge	\$(840.00)
Service Charge	\$(82,593.13)
Sewer	\$(127,655.85)
Water	\$(57,757.79)
<b>Totals</b>	<b>\$(281,465.92)</b>

Payment Method	Quantity	Payment Amount
<b>Payment Source</b>		
<b>Amount</b>		
Autopay		
Credit Card		\$(33,275.71)
Draft		\$(33,856.22)
		<b>\$(67,131.93)</b>
Customer Portal		
Online-Check		\$(1,492.12)
Online-Credit Card		\$(45,826.55)
		<b>\$(47,318.67)</b>
IVR		
Credit Card		\$(2,597.40)
E-Check		\$(284.50)
		<b>\$(2,881.90)</b>
Lockbox		
Cash		\$(149.40)
Check		\$(112,406.54)
		<b>\$(112,555.94)</b>
Manual		
Cash		\$(9,654.03)
Check		\$(16,362.23)
Credit Card		\$(24,966.77)
E-Check		\$(594.45)
		<b>\$(51,577.48)</b>
<b>Totals</b>		<b>\$(281,465.92)</b>

### Payment Breakdown



# Green Area Water & Sanitary Authority Transaction List - Summary

Sort order: Customer No.

From: 3/1/2023 Through: 3/31/2023

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	(\$230.85)
	Water Delinquency	(\$15.00)
	Miscellaneous Delinquency	(\$45.00)
	Service Charge Charge	(\$185.67)
		<b>(\$476.52)</b>
Delinquency	Water Interest	\$40.00
	Water Penalty	\$2,315.00
	Miscellaneous Penalty	\$10.00
	Service Charge Interest	\$640.00
	Service Charge Penalty	\$110.00
	Service Charge Shutoff	\$225.00
	Sewer Interest	\$40.00
	Sewer Penalty	\$165.00
		<b>\$3,545.00</b>
Misc Chrg.	Miscellaneous (AF)	\$575.00
	Miscellaneous (BF)	\$450.00
	Miscellaneous (CLF)	\$100.00
	Miscellaneous (RF)	\$25.00
	Miscellaneous (SOL)	\$75.00
		<b>\$1,225.00</b>
<b>Grand Total:</b>		<b>\$4,293.48</b>



RECEIVED

MAR 31 2023

BY: \_\_\_\_\_

# METEREADERS, LLC

Contract Meter Reading • Utility District Management  
18167 SW Boones Ferry Rd (503) 624-7010  
Portland, OR 97224 [www.metereaders.com](http://www.metereaders.com)

March 30, 2023

David Campos  
Office Manager  
Green Area Water & Sanitary Authority  
4366 Old Highway 99 South  
Roseburg, OR 97470

Dear Mr. Campos,

We are nearing the end of our current contract for meter reading services with the Green Area Water & Sanitary Authority. Metereaders, LLC would like to exercise our option to renew our current contract for the next two years beginning July 1, 2023, to June 30, 2025. We are submitting a modest price adjustment from \$0.75 to \$0.80 cents per meter.

It has been a pleasure to be of service to the Green Area Water & Sanitary Authority for these past 26 years. We look forward to our continued business relationship in the years to come.

Sincerely,

Bruce Reid  
Assistant Coordinator  
Metereaders, LLC  
[bruce@metereaders.com](mailto:bruce@metereaders.com)  
(503) 317-6176



**FIRST AMENDMENT TO COMMERCIAL LEASE AGREEMENT**

**Date:** *April 13, 2023*

**Between:** **Green Area Water & Sanitary Authority**  
**4336 Old Highway 99 S**  
**Roseburg, Oregon 97471**  
(541) 679-6451 (“Lessor”)

**And:** **Happy Hills Tree Service, Inc.**  
2354 Castle Ave.  
Roseburg, Oregon 97471 (“Lessee”)

The Commercial Lease Agreement (“the Agreement”) between the parties dated April 1, 2022 is hereby amended as follows:

**TERM.** Pursuant to paragraph 2.2 of the Agreement, the term of the lease is extended for one (1) additional year, terminating on March 31, 2024.

All other terms of the Agreement are confirmed and ratified as if fully set forth herein.

IT IS HEREBY AGREED:

**GREEN AREA WATER & SANITARY  
AUTHORITY**

**HAPPY HILLS TREE SERVICE, INC.**

\_\_\_\_\_  
Tracey Parker, Board Chair

\_\_\_\_\_  
Philip Witt, Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FIRST AMENDMENT TO COMMERCIAL LEASE AGREEMENT – Happy Hills Tree Service, Inc.**

# SANITARY OPERATIONS REPORT

April 13, 2023

## ***Construction Projects***

- Green Family Housing, 73 units, 4 buildings, ie Engineering, number of units updated.
  - Project still in final design and wetland approval process.
  - Flow study of proposed increase in system demand complete. Current infrastructure is adequate to convey the increase in demand through the proposed tie-in location. Flow meter used to confirm the existing flow during rain event.
- Tatone Harmony Duplexes, line extension, ie Engineering.
  - DEQ Approval letter received.
  - Construction expected this Summer.

## ***Collection System***

- Hwy 42 Emergency Crossing.
  - 160' of 12" HDPE delivered.
  - HDPE Manhole delivered.
  - ODOT Permit in the works.
- Manhole inspections project moving to 'I' Basin.
- TV annual project.
  - 'I' Basin, flushing and CCTV underway.
  - TV discovery of 45 feet of badly broken main line, scheduled for repair.
  - Systech is working on an upgrade estimate for OS and hardware for the TV computer.
- Duke's Root Control did a demonstration for us, about 800 feet of main line.
- Updating GIS with some new features.
- Manhole rehab list underway for I&I.

## ***G4 and Pump Stations***

- GAWSA Pump Stations ran well, with typical operation and maintenance.
  - Power outage on April 7<sup>th</sup> at G4. Generator transferred as expected.
- Generator at G4 annual maintenance complete, however the communication card needs replaced, scheduled for the 18<sup>th</sup>.

## ***Wastewater Treatment Plant and Properties***

- Nothing new to report.

## ***Meetings and Conferences***

- DCUCC 1 Call meeting, Matt attended.

## ***Lateral Inspections***

- 2 Inspections.
  - 142 Quincetree Ct. New Connection.
  - 1750 Rolling Hills

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

April 2023

The crew has completed turning valves on the distribution system mainlines, and are finishing up the hydrant valves currently.

Our crew will be replacing a hydrant valve this week, due to a leaking stem. We will replace the hydrant for the fire district while we are replacing the valve.

Fire district #2 has replaced a broken hydrant on Grange Rd. and are preparing to replace two more broken hydrants on Hwy 99.

Fire District #2 will start flushing hydrants in our area, May 22<sup>nd</sup>. We will perform our annual flushing program to coincide with this.

We had a valve fail on our backwash system at the treatment plant. The crew replaced the valve and a back-up valve was ordered.

Camp Creek Electric will be at the plant, performing some scheduled work.

As the weather breaks, we will be taking our settling basin offline and cleaning our basin. We do this every spring.

I met with our neighbor regarding a few issues on the Holgate property. We discussed the moving of a gate, a sign for the neighbors farm, road maintenance, a culvert replacement and drainage issues, as well as predator control. The meeting was positive and I believe we will continue to have a good working relationship with the neighbor.

I am in contact with our Engineer regarding some budget numbers that we are working on, including a couple of small projects and new Master Plans for both Water & Sanitary.

**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 Report – March 2023

**March 3<sup>rd</sup>**

- Replaced water seal on RAS pump # 3
  - This is a new brand of water seal, much more user friendly to use
- Annual Fluids and filter change on Bobcat S630
- TAG onsite working on Influent Pump # 4 VFD
  - One of the cooling fans shorted out
  - TAG is working on finding replacement parts
- Adjustments made to RBC operations
- Cleaned Influent Pumps 1 and 2
- Safety Meeting
- Began pumping supernate off of digester # 2
- Tanker truck Annual maintenance done
  - An air leak in one of the air tanks discovered. Truck was taken to Bentleys and they were able to repair the tank

**March 10<sup>th</sup>**

- Fixed CL2 System A
- Cleaned Influent Pumps
- Calibrated LEL, Lower Explosive Limit, sensors in digester building
- Drained and cleaned Brine Day Tank
- Changed water filters on Chloring Generation Systems
- Repaired Chloring line going to RAS/ WAS line
- Annual maintenance performed on Kubota RTV

**March 17<sup>th</sup>**

- TAG onsite to work on Influent pump # 4 cooling fans
- Cleaned Influent Pumps 2 and 3
- Made process changes to the plant to encourage the nitrification for summer permit
- Discovered Chlorine leak going to secondary clarifier # 4
  - Staff has began digging potholes looking to the location of the leak
- Preventative Maintenance on wash water pump # 2
- Removed and cleaned debris from wash water pump # 1
- Dump Run

**March 24<sup>th</sup>**

- Correct Equipment Onsite for DeRagger startup
  - They will be back on 4-13-23 to finish up setup and install selector switches on each pump for DeRagger systems
- Chlorine Leak is proving difficult to find
- Tag onsite to finish up cooling fan installation
- Variable Frequency Drives that were ordered in June 2022 are still on backorder

WINSTON-GREEN REGIONAL WASTEWATER TREATMENT FACILITY  
Weekly Report – March 2023

- Ground Maintenance
- AB mixer # 1 cable broke
  - Mixer was taken out of the basin and cable replaced

**March 31<sup>st</sup>**

- Digester # 1 bubbler level sensor failure
  - Staff removed parts from the Digester #2 system in order to repair system # 1
- Front gate malfunction, wont close
  - This has been an ongoing intermittent issue that is difficult to track down and fix
- Plant peaked at 6 mgd flow
- Cleaned influent pump # 3
  - Influent Pumps 1 & 2 have not needed cleaned since the deraggers were installed
- Acid Washed Microchlor chlorine generation system
- Cleaned Chlorine Contact Chambers

# Winston- Green WWTF Monthly Numbers

March 2023

## General

1.) Plant Influent Flow (MG	<u>2023</u>		<u>2022</u>	
<i>Winston</i>	47.20	56%	28.65	50%
<i>Green</i>	36.57	44%	28.44	50%
<i>Rainfall</i>	4.49		3.07	
<i>Chlorine (Gallons)</i>	26,942		19,051	
2.) Leachate Total : 1,677,500 Gallons				

## Bio-Solids

1.) Storing solids

## FLOW ALLOCATION CHART

MONTH	WINSTON MG	GREEN MG	LANDERS LN. MG	TOTAL MG	RAINFALL
Jan.23	40.77	33.62	0.764	75.15	2.64
Feb.23	25.91	26.31	0.524	52.74	3.43
Mar.23	47.21	36.57	0.914	84.69	4.49
Apr.22	36.50	29.80	0.808	67.11	5.16
May.22	29.32	24.22	0.526	54.07	2.66
June.22	27.72	22.73	0.520	50.96	3.92
July.22	18.19	18.56	0.392	37.14	0.50
Aug.22	15.98	18.79	0.390	35.17	0.00
Sept.22	15.54	18.82	0.523	34.88	1.04
Oct.22	16.72	19.81	0.378	36.90	1.54
Nov. 22	21.62	25.09	0.443	47.15	4.61
Dec.22	32.73	35.58	0.711	69.01	6.21
TOTAL	328.20	309.89	6.893	644.98	36.20
GREEN + LANDERS		316.78			
APPORTIONMENT	50.89%	49.11%			
			100%		

# Winston-Green WWTF

March 2023

SYSTEM CLASSIFICATION: IV PERMIT # 100554  
 COUNTY: DOUGLAS

FILE # 98400

D A T E	POPULATION: 10000										TYPE: RBC / ACTIVATED SLUDGE							BIOSOLIDS		
	TOTAL FLOW MGD	INF PH	INF BOD mg/l	INF SS mg/l	NH3 N EFF	EFF PH	EFF TEMP MAX	EFF BOD mg/l	% REM BOD	LBS BOD DIS	EFF SS mg/l	% REM SS	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	CL2 USED LBS	ECOLI COL	LAND gallons	DRYING BEDS gallons	RAIN FALL inches
1	3.208	7.0	278	204	6.37	6.7	11.9	32.1	88%	859	32	84%	859	0.03	880	58.7			0.01	
2	2.874	7.3				7.1	11.8						0.05	875	58.4			0.14		
3	2.801	7.3	250	146		6.9	12.0	8.6	97%	201	9	94%	201	0.05	853	56.9				
4	2.755	7.1				7.0	11.9						0.02	852	56.8			0.13		
5	2.698	7.3				7.1	12.0						0.02	845	56.4			0.14		
6	2.409	7.4	302	184	4.33	7.1	12.2	9.3	97%	187	9	95%	187	0.03	806	53.8	67.0		0.02	
7	2.196	7.4				7.1	12.2						0.06	773	51.6	90.9		0.05		
8	2.146	7.3	343	208	3.65	7.1	12.4	9.1	97%	163	9	96%	163	0.04	766	51.1			0.04	
9	2.173	7.4				7.1	12.3						0.03	769	51.3			0.31		
10	3.122	7.5	363	229		7.0	12.3	14.5	96%	378	15	94%	378	0.04	879	58.6			0.33	
11	2.622	7.3				7.1	12.3						0.03	818	54.6					
12	2.459	7.3				6.9	12.6						0.04	821	54.8					
13	3.999	7.2	303	178	0.77	7.0	12.6	10.2	97%	340	10	94%	340	0.03	1016	67.8			0.88	
14	3.522	7.3				7.1	11.7						0.04	1078	71.9					
15	2.885	7.1	157	101	1.73	6.9	12.3	12.9	92%	310	13	87%	310	0.09	1028	68.6	<1			
16	2.553	7.2				7.0	12.5						0.09	925	61.7	<1				
17	2.358	7.1	257	155		6.8	12.7	7.4	97%	146	7	95%	146	0.08	809	54.0			0.01	
18	2.215	7.1				6.9	12.8						0.08	776	51.8					
19	2.241	7.2				6.9	13.0						0.05	780	52.0	18.5		0.11		
20	2.124	7.1	376	219	2.16	6.8	13.3	7.6	98%	135	8	97%	135	0.08	761	50.8	30.1		0.01	
21	1.953	7.3				7.1	13.5						0.09	722	48.2					
22	1.935	7.2	374	207	3.77	7.0	13.4	22.4	94%	361	22	89%	361	0.03	730	48.7				
23	1.970	7.4				7.1	13.5						0.05	737	49.2			0.31		
24	2.641	7.1	368	202		7.1	13.2	8.0	98%	176	8	96%	176	0.04	841	56.1			0.58	
25	3.077	7.0				6.8	12.7						0.06	881	58.8			0.23		
26	2.784	7.0				6.8	12.9						0.04	854	57.0			0.04		
27	2.887	7.1	174	119	1.09	6.9	12.5	4.6	97%	111	5	96%	111	0.05	1021	68.1	10.9		0.47	
28	4.785	6.9				6.6	12.1						0.09	1168	77.9			0.47		
29	3.533	7.0				6.8	12.6						0.09	1016	67.8	10.6				
30	2.873	7.1				6.7	12.5						0.09	943	62.9					
31	2.633	7.1	240	137	1.10	6.9	12.7	4.6	98%	101	5	97%	101	0.02	919	61.3			0.21	
TOT	84.431									3,467			3,467		26,942	1798			4.49	
MAX	4.785	7.5	376	229	6.37	7.1	13.5	32.1	98%	859	32	97%	859	0.09	1168	77.93	90.9		0.88	
MIN	1.935	6.9	157	101	0.77	6.6	11.7	4.6	88%	101	5	84%	101	0.02	722	48.17	<1		0.01	
AVG	2.724	7.2	291	176	2.77	6.9	12.5	11.6	96%	267	12	93%	267	0.05	869	57.99	12.0		0.22	

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



Process	Capacity Basis	Capacity	Units	Previous Plan Capacity Trigger	Updated Trigger Years
Influent Pump Station	PHF	5	mgd	<2007	NA
Screens	PDF	5.5	mgd	<2007	<2023
Grit Removal	MMWWF	3.3	mgd	2012	<2023
Primary Clarifier	PHF	6.7	mgd	<2007	NA
Primary Clarifier	MMWWF	3	mgd	2010	<2023
Primary Clarifier (Firm)	ADWF	1.4	mgd	2013	2032
Secondary	MMDWF	2	mgd	2007	
Secondary	MMDW BOD load <sup>1</sup>	3268	ppd	2007	2024
Secondary	MMDW cBOD load	2514	ppd	2007	<2023
Secondary	MMWWF	3.9	mgd	2017	
Secondary	MMWW BOD load <sup>2</sup>	4765	ppd	2017	2028
Tertiary Filtration	MMDWF	2.5	mgd	2014	>2050
Disinfection	PHF	7.1	mgd	<2007	NA
Disinfection	PDF	5.3	mgd	<2007	<2023
Disinfection	ADWF	0.9	mgd	<2007	<2023
Thickening	MMWW TSS load	6655	ppd	2023	>2050
Digestion SLR	MMWW TSS load	6774	ppd	2024	>2050
Digestion HLR	MMWW TSS load		ppd	>2028	

**Notes:**  
1. This capacity assumes collected BOD data is really cBOD  
2. This capacity assumes 1.3\*cBOD projection

**City of Winston and Green Area Water and Sanitary Authority Flow and Load Study Update:  
Preliminary Process Capacity Estimate Summary**

Process	Capacity Basis	Units	Existing Capacity <sup>1</sup>	2023 Projected Flow & Loads	Percentage of Existing Capacity
Influent Pump Station	PHF	mgd	5	N/A	N/A
Screens	PDF	mgd	5.5	9.2	<b>167%</b>
Grit Removal	MMWWF	mgd	3.3	4.9	<b>147%</b>
Primary Clarifier	PHF	mgd	6.7	N/A	N/A
Primary Clarifier	MMWWF	mgd	3	4.9	<b>162%</b>
Primary Clarifier (Firm)	ADWF	mgd	1.4	1.2	89%
Secondary	MMDWF	mgd	2	1.6	81%
Secondary	MMDW BOD load <sup>2</sup>	ppd	3268	3232	99%
Secondary	MMDW cBOD load	ppd	2514	3232	<b>129%</b>
Secondary	MMWWF	mgd	3.9	4.9	<b>124%</b>
Secondary	MMWW BOD load <sup>3</sup>	ppd	4765	4442	93%
Tertiary Filtration	MMDWF	mgd	2.5	1.6	65%
Disinfection	PHF	mgd	7.1	N/A	N/A
Disinfection	PDF	mgd	5.3	9.2	<b>173%</b>
Disinfection	ADWF	mgd	0.9	1.2	<b>138%</b>
Thickening	MMWW TSS load	ppd	6692	4409	66%
Digestion SLR	MMWW TSS load	ppd	6840	4409	65%
Digestion HLR	MMWW TSS load	ppd	N/A	N/A	N/A

**Notes:**

- Existing Capacities are based on the previous flow and load study update completed in 2008.
- This capacity assumes collected BOD data is really cBOD
- This capacity assumes 1.3\*cBOD projection