



# GREEN AREA WATER & SANITARY AUTHORITY

RECEIVED Water Leak Credit Request

JUL 27 2022

BY: *[Signature]*



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: <i>Mortimers, Dives</i>		Service Address: <i>1832 Lancaster Ave Roseburg OR 97471</i>
Daytime Phone: <i>541-513-8717</i>	Account Number: <i>30000437</i>	

### REPAIR DATE

### LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <i>7/26/2022</i>	<input type="checkbox"/> Attached
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Brief Description of Leak Failure & Repair:  
*BROKEN PVC PIPE*

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 *[Signature]*

Date *7/27/2022*

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

Date Form Received:

*7/27/22*

Meter Read Date to use for Water Leak Credit Evaluation:

*7/10 + 8/10/22*

If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:

*78.38*

Estimated leak period based on consumption history (attach service history): *6/11 - 7/26/22*

Estimated normal billing during leak period: *65.95* Leak month billing: *222.70*

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): *(65.95)*  
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak billing of the leak billing period divided by 2= *156.75/2 = 78.38*

Leak gallons vs. normal usage gallons: *62,000 vs. 7,000 gal*

Calculated water leak credit amount: *78.38*

Reviewer's Initials:

*DC*

Approver's Initials:

Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: \_\_\_\_\_ Initials: \_\_\_\_\_

AUG 5 2022



GREEN AREA WATER & SANITARY AUTHORITY

BY: [Signature]

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: KATHARINE NATHANSON
Service Address: 4373 DePriest St. ROSEBURG, OR. 97471
Daytime Phone: 541-679-4520
Account Number: 355000
REPAIR DATE: 8-3-22
LEAK REPAIR RECEIPTS - PLEASE ATTACH: [X] Attached
Brief Description of Leak Failure and Repair: BREAK IN MAIN LINE UNDER HOUSE
Customer Signature: [Signature] Date: 8-4-22

SECTION 2 - TO BE COMPLETED BY AUTHORITY BILLING DEPT

Date Form Received: 8/05/2022
Meter Read Date to use for Water Leak Credit Evaluation: 6/10, 7/10, 8/10/22
If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history): 5/11 - 8/3/22
Estimated normal billing during leak period: 83.25 Leak month billing: 200.10
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (83.25)
Estimated leak billing of the leak billing period divided by 2 = 116.85/2 = 58.43
Leak gallons vs. normal usage gallons: 46,000 vs. 5,000 gal
Calculated water leak credit amount: 58.43
Reviewer's Initials: DC
Approver's Initials:
Credit Granted/Denied checkboxes
If Leak Credit Granted:
Date Applied: Initials:





# GREEN AREA WATER & SANITARY AUTHORITY

## Water Leak Credit Request



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

### SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>Heather Garcia</u>		Service Address: <u>128 Maywood Ct. Roseburg, OR 97471</u>
Daytime Phone: <u>541-643-0257</u>	Account Number: <u>000008710000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>8-7-2022</u>	<input checked="" type="checkbox"/> Attached receipt attached as requested VIA email	
Brief Description of Leak Failure and Repair: <u>called on-call GAWSA on 8/7 after discovering flooded meter and water at bottom of driveway. Leak was on our Shark bite piece had split, replaced Shark bite, leak stopped. It is unknown how long leak occurred before we caught it, but our bill went up</u>		
I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.		
Customer Signature <u>Heather Garcia</u>	Date <u>8-24-2022</u>	

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

Date Form Received: <u>8.24.22</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>8/10/22</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>28.50</u>
Estimated leak period based on consumption history (attach service history):	<u>7/11 - 8/10/22</u>	
Estimated normal billing during leak period: <u>48.65</u>	Leak month billing:	<u>165.65</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<u>( 48.65 )</u>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>57.00 / 2 = 28.50</u>	
Leak gallons vs. normal usage gallons: <u>29,000 vs. 9,000 gal</u>	<b>RECEIVED</b>	
Calculated water leak credit amount:	<b>AUG 24 2022</b> <u>28.50</u>	
Reviewer's Initials: <u>OC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted
		<input type="checkbox"/> Credit Denied
		GAWSA 3
		If Leak Credit Granted: Date Applied: _____ Initials: _____



# GREEN AREA WATER & SANITARY AUTHORITY

## Water Leak Credit Request



RECEIVED  
SEP 06 2022

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

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

### SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>Randy Turner</u>	Service Address: <u>3384 Amber Ln Roseburg, OR</u>	
Daytime Phone: <u>541 643-6570</u>	Account Number: <u>764000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>7-21-22</u>	<input type="checkbox"/> Attached	
Brief Description of Leak Failure and Repair: <u>A leak in the service 1/2" line. Did not locate leak, replaced 120 ft. of service line</u>		
I certify that I am the account holder and that the leak has been repaired. I request that Green Area Water & Sanitary Authority consider my request for a water leak credit.		
Customer Signature: <u>[Signature]</u>	Date: <u>8-10-22</u>	

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

Date Form Received: <u>4/06/2022</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>7/10 + 8/10/22</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):	<u>6/11/22 - 7/21/22</u>	
Estimated normal billing during leak period: <u>63.10</u>	Leak month billing:	<u>117.25</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<u>( 63.10 )</u>	
<small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak billing of the leak billing period divided by 2=	<u>59.15/2 =</u>	<u>27.08</u>
Leak gallons vs. normal usage gallons: <u>25,000 vs 6,000 gal</u>		
Calculated water leak credit amount:	<u>27.08</u>	
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied GAWSA 4
		If Leak Credit Granted: Date Applied: _____ Initials: _____

MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY  
BOARD OF DIRECTORS MEETING  
August 11, 2022

Board Chair Tracey Parker called the regular Board meeting to order at 5:01pm. Present were Board Directors Tracey Parker, Brenda Kingry, Tom Fullbright, Carolyn White and Steve Lusch. Also present were GAWSA employees David Campos, Alan Paulson, and Shannon Miller. Also present was Chris Sherlock, Superintendent of the Winston-Green Regional Wastewater Treatment Plant. District resident Kat Stone was also in attendance.

General Manager David Campos noted that the drafted July Board meeting minutes were changed to reflect that Director Tom Fullbright was in attendance.

Director Steve Lusch made a motion to approve the July regular Board meeting minutes and accounts payable. Director Carolyn White seconded the motion. The motion was unanimously approved.

David Campos presented the General Manager's report. David stated that staff has begun reviewing existing rules and regulations from Roberts Creek Water District and Green Sanitary District, noting areas that need to be addressed and either revised or made uniform for water and sanitary.

David presented a contract from Neuner Davidson Co. for the financial statement audit for the 2021-2022 fiscal year. Since this will be the first audit for GAWSA, the Neuner Davidson expects to conduct more than usual risk analysis and field-testing work, which results in a higher audit fee. After the first year the audit fee should decrease. The contract carries a not-to-exceed amount of \$23,000. Director Tom Fullbright made a motion to approve the audit contract of \$23,000. Director White seconded the motion. The motion passed unanimously.

David informed the Board that, although the Board recently agreed that GAWSA should evaluate its current banking relationship and consider alternatives due to recent fee hikes, Umpqua Bank abruptly revised its fee schedule for GAWSA, significantly reducing the monthly banking fees charged to GAWSA. Considering this, David suggests maintaining our current business banking relationship with Umpqua Bank, and then re-evaluating our banking needs in the future as more time becomes available. The consensus of the Board was to not take any action with our current banking relationship.

David informed the Board that there are a couple items on this year's SDAO Best Practices Checklist that need to be addressed for GAWSA to receive credit on its insurance premiums. First, two Board members need to be enrolled in the SDAO Board Leadership Academy. Director Lusch has already completed the Academy training, and Chair Tracey Parker stated that she will enroll in the Academy. Second, GAWSA will need to adopt a Board Duties and Responsibilities Policy. Directors Lusch and Kingry are preparing a draft policy. Last, ALL Board members must attend a class on Board duties/responsibilities OR the Board must engage in the Board Practices Assessment conducted by SDAO. The Board agreed that the Board Practices Assessment would be the better option to fulfill the requirement.

David stated that he will be attending the SDAO Board Director and Management Staff training seminar on August 16 in Cottage Grove.



MINUTES OF THE GREEN AREA WATER & SANITARY AUTHORITY  
BOARD OF DIRECTORS MEETING  
August 11, 2022

Collections System Supervisor Shannon Miller presented the sanitary operations report. There was a short discussion about how beneficial the sewer CCTV has been for maintaining the collection system.

Operations Superintendent Alan Paulson presented the water operations report. Alan pointed out that chemical costs are up approximately 50% and service parts costs have also increased significantly, aside from backorder issues.

Alan informed the Board that our reported levels from disinfection byproducts testing have been phenomenal.

Wastewater treatment plant superintendent Chris Sherlock presented his monthly report. Chris stated that they are running behind in the application of biosolids but they should be caught up soon.

Chris stated that they will be swapping digesters at the WWTP in the next month to clean and perform any needed maintenance to the digester that is currently online.

Chris added that there are some issues with deterioration of the asphalt at the leachate offload site, which the County should be addressing.

Director Kingry inquired about a recent cattle roundup on the WWTP report. Chris stated that a steer had escaped from one of the pastureland fields.

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 5:23pm.

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Steve Lusch, Board Secretary

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Tracey Parker, Board Chair

**GAWSA  
ACCOUNTS PAYABLE  
AUGUST 2022**

DATE	CK#	VENDOR	DESCRIPTION	AMOUNT
8/1/2022	ACH	Intuit QuickBooks	Monthly subscription	182.00
8/5/2022	ACH	Pacific Power	Electricity - Water office, WTP, Carnes, Pumpstations	8,196.94
8/8/2022	ACH	SAIF	Workers Comp premium 22-23	8,341.10
8/15/2022	ACH	BMS Technologies	Utility billing statements printing/mailing - July	2,039.92
8/8/2022	10580	ESRI	ArcGIS 1-yr renewal	1,500.00
8/11/2022	10581	Atlas Copco Compressors	WTP compressor dryer/repair	5,962.19
"	10582	Avista	Nat. Gas utility - Both offices, Carnes, Highland Vista	128.30
"	10583	B&V Enterprises	CCTV trailer	4,700.00
"	10584	Backflow Specialties	24 non-comp backflow tests	1,320.00
"	10585	Bona Fide Auto Repair	Diagnose engine noise - White Dodge service pickup	319.04
"			Review tank level screen, renew software, review	
"	10586	Camtronics, Inc.	power meter/SCADA options	722.59
"	10587	Canon Solutions America	Office and WTP copier maintenance 6/20 - 7/19	48.85
"	10588	City of Winston	WWTP Personnel Services, June	28,544.93
"	10589	VOID		-
"	10590	Environ-Clean Equipment	Rotary swivel for flusher truck	547.99
"	10591	Exodus Pest Control	Water office pest control	26.00
"	10592	Industrial Tire Service	Tires for 2000 Chevrolet	379.94
"	10593	Ferguson Water Works	2" meter, gasket kit for WWTP changeout	1,040.65
"	10594	IVR Technology Group	July IVR maintenance/tx fees	124.53
"	10595	Metereaders LLC	July water meter readings	2,372.25
"	10596	One Call Concepts	July utility locates	37.20
"	10597	Oregon Linen	Rug service - water office	64.80
"	10598	Oregon Tool & Supply	Socket for flusher truck	87.90
"	10599	Pollock	Septic pump 2640 Austin	250.00
"	10600	Rock-it Man Trucking	Rock haul for inventory 1.5 hrs	200.00
"	10601	Rokus Plumbing	Repair 2 non-comp customer BF devices	383.00
"	10602	Systech Consulting	Managed service plan	2,258.00
"	10603	SDIS	September health/supplemental insurance premiums	26,125.12
"	10604	Stratton Bros, Inc.	Asphalt repair @ various locations	3,006.00
"	10605	True North Equipment	Aggressive wheels CCTV camera	1,565.34
8/15/2022	10606-10613	Various Customer Accounts	Refunds on final bills	303.55
"	10614	Bassett-Hyland Energy Co.	Fleet fuel July, diesel/additive for G4	1,907.43
"	10615	Corix Water Products	Field service parts	4,355.60
"	10616	Douglas Fast Net	Phone/Internet service	811.29
8/18/2022	10617	Douglas Co. Farmers Co-op	Loppers, backpacker sprayer, garbage bags	162.97
8/24/2022	10618	Continental Utility Solutions Inc.	April & July merchant fees, July eChk/ACH fees	3,518.39
"	10619	Wells Fargo Bank CC	Intuit QB - Kay's computer	89.95
"	10620	Auto Parts Inc.	Grease cartridges, coupler for skidsteer	47.76
"	10621	Winston Sanitary Service	Dump fees for Krohn Ln demo, weekly dumpster	6,653.14
"	10622	Xylem Water Solutions	3 raw water pumps - WTP	2,238.00
<b>TOTAL ACCOUNTS PAYABLE FOR AUGUST 2022</b>				<b><u>120,562.66</u></b>

**WINSTON-GREEN WWTF**

<b>DATE</b>	<b>CK #</b>	<b>PLANT ACCOUNTS PAYABLE FOR AUGUST 2022</b>		
08/11/22	14453	Avista Utilities	Natural gas service 6/21-7/21	272.14
"	14454	Card Member Services	AW Chesterton Co	49.90
"	14455	Cascade Columbia Distribution	Bulk Calcium Thiosulfate	17,142.20
"	14456	CenturyLink	Security gate phone line 7/11-8/11	45.02
"	14457	Correct Equipment	Deragger package	13,450.00
"	14458	DC Farmers Co-op	Sprayer/brass parts	46.96
"	14459	Douglas Fast Net	Phone/internet service - July	154.40
"	14460	Napa Auto Parts, Inc	Oil, grease, misc. parts	1,165.29
"	14461	Shirtcliff Oil	Fuel	419.74
"	14462	Stanley Convergent Security Sol	Monthly security service - September	204.95
"	14463	Teledyne Instruments Inc	Tubing	784.00
"	14464	US Cellular	Cell phone service - 6/14-7/14	36.49
"	14465	USABlueBook	Lab materials	697.06
08/31/22	14466	Amazon Capital Services	Digester, golf cart repair, diesel tank	539.07
"	14467	Avista Utilities	Natural gas service 7/21-8/23	2,152.38
"	14468	Brian Laudenscager	Reimbursement-Seaside Conference	1,374.97
"	14469	Card Member Services	Miscellaneous parts, Carbon Dioxide	759.91
"	14470	CenturyLink	Security gate phone line 8/11-9/11	45.23
"	14471	Christopher Sherlock	Reimbursement-PPE	299.99
"	14472	Cooper's Pest Control	Pest control-August	115.00
"	14473	DC Farmers Co-op	Rotor, pump, misc parts, weed killer	1,686.48
"	14474	Douglas County Solid Waste	Grit and screenings	123.14
"	14475	GAWSA	Water charges	238.15
"	14476	Grainger	Tubing	185.66
"	14477	Iconix Waterworks	Pipe	106.00
"	14478	Les Schwab	Golf cart tires	183.57
"	14479	Pacific Power	Utilities July1-August 3	8,678.21
"	14480	Popeye's Pump & Backflow Svc	Backflow testing	165.00
"	14481	Preferred Pump	Motor	3,249.06
"	14482	USABlueBook	Lab materials	956.85
<b>TOTAL PLANT ACCOUNTS PAYABLE FOR AUGUST 2022</b>				<b>55,326.82</b>



**GREEN AREA WATER & SANITARY AUTHORITY**  
**GENERAL MANAGER'S REPORT**  
**September 8, 2022**

**GAWSA Rules & Regulations**

Admin staff is still identifying, and suggesting possible solutions for, specific scenarios that our current rules and regulations do not cover, which limits GAWSA's ability to enforce compliance. We expect to meet with the committee before the October meeting, when we will present a draft Ordinance.

**SDAO Board Practices Assessment**

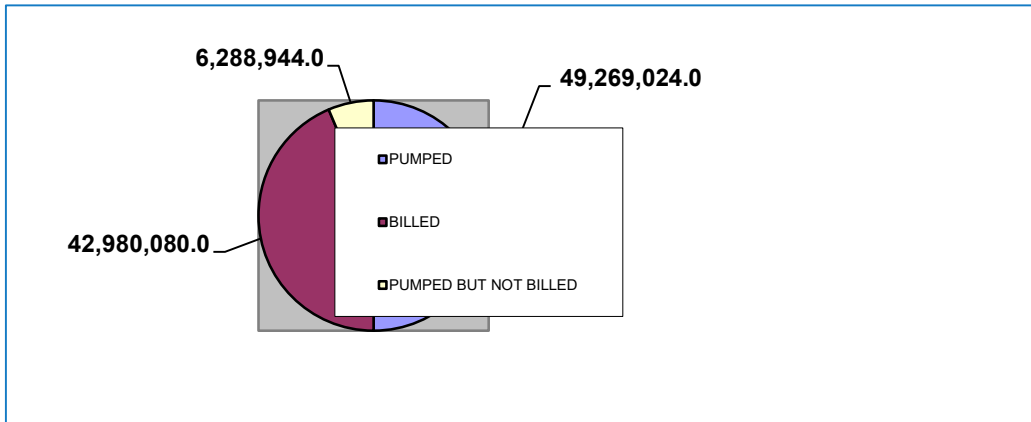
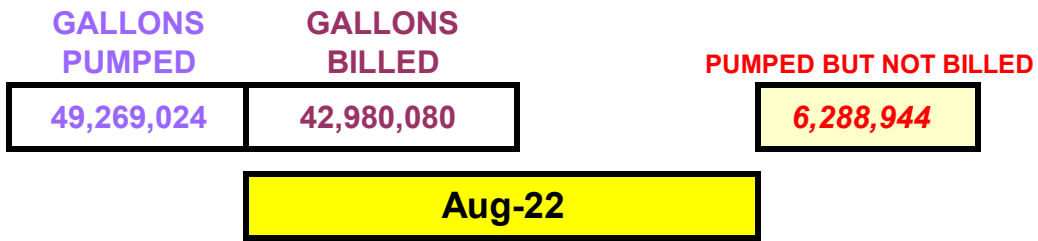
We have scheduled to do the Board Practices Assessment with Mark Knudson, the SDAO consultant, at the October Board meeting. Please plan for a longer meeting.

**Sanitary Office Remodel**

I would like to discuss the status of the office remodel and present an alternative, as suggested by a staff member.

**Office Staff**

I wanted to acknowledge that Cathy Sjogren has been doing a fantastic job as she is settling into her new role as our utility clerk. The water billing and its processes are much more complex than the sewer billing and Cathy has done a great job learning and getting up to speed with the water side and the analysis of the monthly meter readings. She has identified a few accounts with stopped meters that went unnoticed for quite some time. Cathy is a great asset to GAWSA.



**30 DAYS IN BILLING CYCLE: 7/11/22 TO 8/10/22**

**Repairs, leaks, etc. rendering unverifiable consumption**

7/18/22	427 REDWOOD	REPLACED METER BOX & VALVE
7/22/22	4341 HANNA	REPAIRED SERVICE
7/26/22	4968 MELODY	REPAIRED SERVICE
8/4/22	2699 LANDERS	REPLACED SERVICE
8/10/22	4324 OLD HWY 99	REPLACE SERVICE
8/10/22	180 HAGLE LN	REPAIR 4" PVC MAIN

2020-2021	DIFFERENCE	2021-2022	DIFFERENCE	2022-2023	DIFFERENCE
JULY	5,124,050	JULY	14,424,768	JULY	7,208,464
AUGUST	1,873,280	AUGUST	891,740	AUGUST	6,288,944
SEPTEMBER	7,835,590	SEPTEMBER	9,399,209	SEPTEMBER	
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	4,577,755	JANUARY	
FEBRUARY	5,784,803	FEBRUARY	6,488,224	FEBRUARY	
MARCH	6,445,800	MARCH	5,547,050	MARCH	
APRIL	8,701,086	APRIL	7,211,784	APRIL	
MAY	5,314,222	MAY	5,995,498	MAY	
JUNE	6,358,042	JUNE	6,966,924	JUNE	

# **SANITARY OPERATIONS REPORT**

**September 8, 2022**

## ***Construction Projects***

- Vanacker Depriest development, line extension, ie Engineering.
  - Nothing new to report.

## ***Collection System***

- Manhole inspections project, underway, 'L' Basin complete.
- Temporary TV trailer.
  - 'L' Basin, flushing and CCTV nearly complete.
  - 2 sticks of pipe remain in 'L' Basin, and the computer for the TV trailer got sick.
  - Systech is working on an upgrade of software and hardware for the TV computer.
- Cross training with water/sanitary crews, beginning concentrated training this month.
- Camel water pump fully rebuilt, complete, and truck operating well.
- Flushing project has been delayed by equipment breakdowns, will be back up soon.

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

- GAWSA Pump Stations ran well, with typical operation and maintenance.
- Rising River RV Park Pump Station had a failure, staff operated it by hand.
  - Temporarily repaired until supplies arrive to update float system, running in auto.
- Gave tours of the G4 Pump Station to a few vendors to discuss solutions to lingering problems.

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

- Nothing new to report.

## ***Meetings and Conferences***

- I attended the DUCC meeting.

## ***Lateral Inspections***

- 2 Inspections.
  - 2071 Freeman.
  - 281 Harmony, residence replacement.

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

September 2022

Operations are running smoothly. The crew has been focused on routine maintenance of facilities and the distribution system. We've been doing a little shuffling due to vacation schedules. Members of the crew continue to study and cross train.

We have had some equipment failures. Our Scissor lift had the joy stick fail, and was repaired. Our raw turbidity meter has failed, and repair parts are no longer available. We are currently getting quotes for a new meter. Our old leak locator has failed and is unrepairable, so we are looking at replacement options.

The water treatment plant is running smoothly. We have cleaned both of our sedimentation ponds.

We will continue to sample for cyanotoxins through October 24th, which continue to not be an issue for us.

Our last disinfection by products sampling for the distribution system were excellent and the OHA has changed our sampling schedule from quarterly to twice a year.

The crew attended a demonstration for a bar screen, put on by Aqualitec. Their representative then accompanied us to G4, to see our facility. Shannon and I also recently talked to a representative from Flyght Pumps, to look at pump options for G4.

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



# Winston-Green Regional Wastewater Treatment Plant

## Week of August 5<sup>th</sup>

- Hauled biosolids
- Onsite chlorine system having problems with the heat and keeps faulting out
- Chlorine line found to be broken inside filter collection box
  - In order to fix this issue, it will require the plant to bypass flow to our backwash basin for an hour or possibly have both Winston and Green temporarily shut off flow
- Clean Wet Well
- Sand once again found its way into our plant water system. It is still unknown where or how it is getting in
- Pressure Washing
- Annual oil changes performed on primary and secondary clarifiers

## Week of August 12<sup>th</sup>

- Cleaned Wet Well
- Blower Build roll up door broken
  - Parts have been ordered
- Digester # 1 is heating up and staff will begin feeding it on Monday 8-15-22
- Filled Drying Beds
- Finished Hauling biosolids to field # 5
- Annual lab QAQC testing came back
  - The benchmark for pH was missed
  - Staff suspects a faulty prob, unfortunately the prob is backordered. We are currently looking into alternatives
- Secondary Clarifier # 2 which is used for sludge storage is finally empty
- Cleaned influent Pump # 1 and 3

## Week of August 19<sup>th</sup>

- Yamaha Utility Cart front end rebuild
  - This cart is a 2004 and is getting torn down and parts replaced/ fixed
- Digester # 1 startup has begun. Staff has been slowly transferring digester solids from # 2 to 1 and has been slowly feeding it primary solids
- New diesel fueling setup created
  - The new setup will allow for the cycling of our onsite diesel instead of possibly letting it get old and not usable
- Filled drying beds
- Staff has not been hauling biosolids due to the digester startup and lack of solids being created
- Chlorine Leak patched
  - The fix will take place at a later date, unfortunately it will require an overhaul of our chlorine manifold

# Winston-Green Regional Wastewater Treatment Plant

## Week of August 26<sup>th</sup>

- Filled Drying Beds
- Finished new diesel fill and diesel transfer setup
- Gas leaks discovered on Digester # 1
  - These leaks prompted us to shut down this digester in order to repair the leaks
- Call outs dues to power bumps/ outages
- Backwash pump # 1 control transformer shorted out.
  - Bean electric is working on sourcing another one
- Cleaned Wet Well
- Cleaned Influent Pumps

# Winston- Green WWTF Monthly Numbers

August 2022

## General

1.) Plant Influent Flow (MG	<u>2022</u>		<u>2021</u>	
<i>Winston</i>	15.98	46%	15.86	47%
<i>Green</i>	18.79	54%	18.09	53%
<i>Rainfall</i>	0.00		0.00	
<i>Chlorine (Gallons)</i>	20,594		15,972	

## Bio-Solids

- 1.) Drying beds  
192,522 Gallons
- 2.) Land Application  
76,500 Gallons

## FLOW ALLOCATION CHART

MONTH	WINSTON MG	GREEN MG	LANDERS LN. MG	TOTAL MG	RAINFALL
Jan.22	38.71	30.97	0.956	70.63	3.29
Feb.22	18.32	19.47	0.445	38.24	0.85
Mar.22	28.65	28.44	0.723	57.81	3.07
Apr.22	36.50	29.80	0.808	67.11	5.16
May.22	29.32	24.22	0.526	54.07	2.66
June.22	27.72	22.73	0.520	50.96	3.92
July.22	18.19	18.56	0.392	37.14	0.50
Aug.22	15.98	18.79	0.390	35.17	0.00
Sept.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	306.72	290.03	7.390	604.14	35.12
GREEN + LANDERS		297.42			
APPORTIONMENT	50.77%	49.23%			
			100%		



# WINSTON-GREEN WWTF

2011

SYSTEM CLASSIFICATION: IV PERMIT # 100554  
 COUNTY: DOUGLAS

POPULATION: 10000 TYPE: RBC / ACTIVATED SLUDGE

FILE # 98400

D A T E	TOTAL FLOW MGD	INF PH	INF CBOD mg/l	INF SS mg/l	NH3 N EFF	TKN EFF	NO2 EFF	NO3 EFF	TOTAL P EFF	EFF PH	EFF TEMP MAX	EFF CBOD mg/l	% REM CBOD	LBS CBOD DIS	EFF SS mg/l	% REM SS	LBS DIS SS	CL2 RES mg/l	CL2 USED GAL.	ECOLI COL	BIOSOLIDS			
																					LAND gallons	DRYING BEDS gallons	RAIN FALL inches	
1	1.128	7.3	192	418	0.1	4.1	0.1	18.2	4.2	6.9	24.9	4.1	98%	39	2.8	99%	26	0.05	610	70.3				
2	1.134	7.3								7.0	24.8							0.02	608	4.1				
3	1.128	7.3	212	429	0.08					6.8	25.0	3.9	98%	37	2.6	99%	24	0.06	614			9,000	55,130	
4	1.145	7.4								6.9	24.5							0.04	615			9,000		
5	1.130	7.3								7.0	24.5							0.05	619			4,500		
6	1.164	7.4								6.8	24.6							0.05	610					
7	1.158	7.5								7.0	24.7							0.05	615					
8	1.133	7.0	203	400	0.13					6.6	24.9	5.0	98%	47	3.4	99%	32	0.07	629					
9	1.164	7.6								6.8	24.7							0.07	681			22,500		
10	1.118	7.1	182	385	0.08	4.00	0.07	19.2	4.1	7.0	24.8	4.8	97%	45	1.6	100%	15	0.07	682	32.8				
11	1.121	7.8								6.9	24.7							0.06	684	2.0		18,000	10,500	
12	1.108	7.1	185	361						6.8	24.5	4.4	98%	41	2.2	99%	20	0.06	681			9,000	35,412	
13	1.141	7.3								6.8	24.4							0.05	699					
14	1.181	7.3								6.9	24.5							0.05	701					
15	1.100	6.8	191	428	0.05	2.88	0.06	15.6	3.8	6.5	24.7	3.6	98%	33	2.8	99%	26	0.05	683	36.4		4,500		
16	1.132	7.2								7.1	24.7							0.05	684	42.2				
17	1.092	7.8	173	384	0.29					7.6	24.9	3.3	98%	30	2.6	99%	24	0.07	689				34,300	
18	1.082	7.4								7.1	25.2							0.06	637					
19	1.038	7.6	206	409						7.3	25.1	4.1	98%	35	2.8	99%	24	0.07	582					
20	1.087	7.6								7.2	24.9							0.06	637					
21	1.081	7.7								7.3	24.9							0.04	625					
22	1.161	7.7	192	407	0.08	4.07	0.11	15.1	3.7	7.4	25.0	3.9	98%	38	3.2	99%	31	0.04	668				12,250	
23	1.092	7.7								7.6	25.3							0.05	686	7.3			11,840	
24	1.100	7.7	178	357	0.62					7.4	25.3	3.8	98%	35	2.0	99%	18	0.06	682				9,990	
25	1.109	7.5								7.3	25.3							0.07	681	20.3			11,100	
26	1.137	7.6	155	292						7.4	25.3	4.7	97%	45	4.8	98%	46	0.05	682					
27	1.109	7.7								7.3	25.0							0.04	678					
28	1.167	7.7								7.4	24.6							0.05	661					
29	1.120	7.6	183	373	0.07	3.53	0.10	14.9	4.6	7.2	24.9	4.3	98%	40	2.4	99%	22	0.06	747					
30	1.111	7.6	165	328	1.88					7.2	25.3	3.6	98%	33	4.0	99%	37	0.05	765	<1				
31	1.105	7.5								7.3	25.2							0.06	759	12.2			12,000	
TOT	34.78													497			346		#####			76,500	192,522	0.00
MAX	1.181	7.8	212	429	1.88	4.08	0.11	19.2	4.6	7.6	25.3	5.0	98%	47	4.8	100%	46	0.07	765	70.3		22,500	55,130	0.00
MIN	1.038	6.8	155	292	0.05	2.88	0.06	14.9	3.7	6.5	24.4	3.3	97%	30	1.6	98%	15	0.02	582	<1		4,500	9,990	0.00
AVG	1.122	7.5	186	382	0.34	3.71	0.09	16.6	4.1	7.1	24.9	4.1	98%	38	2.9	99%	27	0.05	664	11.8		10,929	21,391	0.00

LBS AVG

EXCESS THERMAL LOAD WEEKLY AVG. Mkcals/day	EFF TEMP @ WEEKLY AVG.
1	28.9
7	28.7
14	28.6
21	30.1
28	29.8
25	25

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>
8/2	8:01 AM	582	8.47	8/4	7:00 AM	642	8.62	8/5	7:01 AM	638	8.65
8/2	9:07 AM	582	8.42	8/4	11:01 AM	642	8.53	8/5	8:12 AM	638	8.55
8/2	10:13 AM	582	8.41	8/4	12:05 PM	642	8.50				
8/2	11:29 AM	582	8.39	8/4	1:10 PM	642	8.43				

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

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
8/7	8:08 AM	670	8.59	8/8	9:45 AM	690	8.57	8/9	10:00 AM	704	8.59
8/7	10:44 AM	670	8.48	8/8	10:45 AM	690	8.55				
8/7	1:27 PM	670	8.31	8/8	12:27 PM	690	8.48				

**Total Gallons: 16,500 3      Total Gallons: 16,500 3      Total Gallons: 5,500 1**

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
8/11	9:20 AM	608	8.56	8/18	1:13 PM	646	8.33	8/19	7:01 AM	628	8.54
8/11	10:25 AM	720	8.51	8/18	2:11 PM	646	8.32	8/19	8:50 AM	628	8.49
8/11	11:42 AM	720	8.46	8/18	3:28 PM	646	8.32	8/19	10:12 AM	628	8.46
8/11	1:30 PM	720	8.36								
8/11	2:38 PM	720	8.35								

**Total Gallons: 27,500 5      Total Gallons: 16,500 3      Total Gallons: 16,500 3**

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
8/21	7:00 AM	590	8.55	8/22	11:22 AM	552	8.44	8/23	7:05 AM	624	8.51
8/21	8:00 AM	590	8.49	8/22	12:30 PM	552	8.38	8/23	8:20 AM	624	8.49
8/21	9:00 AM	590	8.46								
8/21	10:00 AM	590	8.42								

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

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
8/25	7:14 AM	616	8.55	8/26	7:35 AM	588	8.51	8/28	7:20 AM	624	8.56
8/25	9:48 AM	616	8.46	8/26	9:26 AM	588	8.45	8/28	9:00 AM	624	8.46
				8/26	10:50 AM	588	8.42	8/28	10:00 AM	624	8.45
								8/28	11:05 AM	624	8.43

**Total Gallons: 11,000 2      Total Gallons: 16,500 3      Total Gallons: 22,000 4**

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>
8/31	7:01 AM	626	8.60								
8/31	8:44 AM	626	8.51								
8/31	10:02 AM	626	8.48								

**Total Gallons: 16,500 3      Total Gallons: 0 0      Total Gallons: 0 0**

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

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

# Leachate Load Tickets -

<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>						
<b>Total Gallons:</b>				<b>0</b>	0	<b>Total Gallons:</b>				<b>0</b>	0	<b>Total Gallons:</b>				<b>0</b>	0
<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>						
<b>Total Gallons:</b>				<b>0</b>	0	<b>Total Gallons:</b>				<b>0</b>	0	<b>Total Gallons:</b>				<b>0</b>	0
<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>	<u>Date</u>	<u>Pick up</u>	<u>mg/l</u>	<u>PH</u>						
<b>Total Gallons:</b>				<b>0</b>	0	<b>Total Gallons:</b>				<b>0</b>	0	<b>Total Gallons:</b>				<b>0</b>	0

TOTAL TICKETS: 48  
**TOTAL GALLONS/MONTH:** 264,000  
 \$5,280

# BOARD DUTIES AND RESPONSIBILITIES POLICY MANUAL

Green Area Water and Sanitary Authority



## TABLE OF CONTENTS

<b>SECTION 1: Overview</b>	Page 4
<b>SECTION 2: The Board</b>	Page 4
2.1 Board Members	
2.2 Oath of Office	
2.3 Board Officers	
2.4 Vacancies	
2.5 Board Member Conduct	
<b>SECTION 3: Board Meetings</b>	Page 6
3.1 Required Meetings	
3.2 Notice	
3.3 Agenda	
3.4 Executive Sessions	
3.5 Special and Emergency Meetings	
3.6 Minutes	
3.7 Procedural Rules	
3.8 Order and Decorum	
3.9 Public Participation/Comment	
3.10 Virtual Attendance	
<b>SECTION 4: COMMITTEES</b>	Page 13
4.1 General	
4.2 Standing Advisory Committees	
4.3 Ad Hoc Advisory Committees	
<b>SECTION 5: ADMINISTRATION</b>	Page 14
5.1 Delegation	
5.2 Management	
5.3 Board Member Expenses and Compensation	
<b>SECTION 6: ETHICS</b>	Page 16
6.1 Governing Statutes	
6.2 Conflicts of Interest	
6.3 Prohibited Actions	

## **TABLE OF CONTENTS (Cont'd)**

<b>SECTION 7: COMMUNICATIONS</b>	Page 18
7.1 Communications with the Media	
7.2 Communications with District Staff	
7.3 Confidentiality	
<b>SECTION 8: BUDGET</b>	Page 19
8.1 Governing Statutes and the Budget Process	
<b>SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING</b>	Page 20
9.1 General	
9.2 Minimum Requirements	
<b>ACKNOWLEDGMENT OF RECEIPT AND COMPLIANCE</b>	Page 22

## SECTION 1: OVERVIEW

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

## SECTION 2: THE BOARD

### 2.1 Members of the Board

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

### 2.2 Oath of Office

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

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

### 2.3 Board Officers

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

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

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

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

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

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

## 2.4 Vacancies

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

## 2.5 Board Member Conduct

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

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

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

## **SECTION 3: BOARD MEETINGS**

### **3.1 Required Meetings**

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

### **3.2 Notice**

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

- A. Notice of regular meetings shall be provided at least five calendar days prior to the meeting.
- B. Notice shall include the key topics expected to be discussed or decided at the meeting.
- C. Notice shall be given in at least two of the following ways:
  - 1. By publication in newspaper of general circulation in the community.
  - 2. By publication on the district website.
  - 3. By email notification to any distribution list maintained by the district of individuals who have requested to be notified, including members of the media.
  - 4. By physical posting in at least one public place, such as a community bulletin board or in a public area of the district office.

### **3.3 Agenda**

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

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

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

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

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

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

### 3.4 Executive Sessions

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

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

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

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

### 3.5 Special and Emergency Meetings

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

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

### 3.6 Minutes

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

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

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

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

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

### 3.7 Procedural Rules

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

#### A. **Motions** - General

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



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

### 3.8 Order and Decorum

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

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

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

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

### 3.9 Public Participation/Comment

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

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

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

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

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

## **SECTION 4: COMMITTEES**

### **4.1 General**

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

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

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

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

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

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

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

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

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

#### 4.2 Standing Advisory Committees

A. The board may create standing advisory committees as needed for each major service area.

1. Terms for standing advisory committees will be decided when created.

2. The district manager may, at his or her discretion, appoint a staff liaison to be present at committee meetings.

3. Standing advisory committees will make a report and respond to questions from the board once a year, unless more frequent reports are requested by the board.

#### 4.3 Ad Hoc Advisory Committees

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

### **SECTION 5: ADMINISTRATION**

#### 5.1 Delegation

The primary responsibility of the board is to make policy-level decisions for the district, and to hire, evaluate and manage the General Manager. Administrative authority for the daily

operations of the district and the management of all district personnel shall be delegated to the General Manager to the extent reasonably possible. No individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district unless expressly authorized by the board. No individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records law unless expressly authorized by the board. If any board member should be delegated by the board to exercise any administrative authority for the district, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the board and the General Manager. Any board communications relative to district business must be directed to the board chair, who will then communicate the question, request, or concern to the General Manager.

## 5.2 Management

The board shall be responsible for the following supervisory duties:

### A. General Manager:

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

### B. Financial:

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

### C. District Plans and Objectives:

1. Become familiar with and abide by all laws and policies governing the operation

of the district.

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

#### D. Compliance and Legal

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

### 5.3 Board Member Expenses and Compensation

#### A. Compensation

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

#### B. Reimbursement

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

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

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

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

## **SECTION 6: ETHICS**

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

### **6.1 Governing Statutes**

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

### **6.2 Conflicts of Interest**

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

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

### 6.3 Prohibited Actions

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

- A. Disclosing confidential information or making use of special knowledge or information before it is made available to the general public.
- B. Promoting relatives, clients or employees for boards and commissions without making appropriate disclosures.
- C. Seeking employment of relatives with the district without making appropriate disclosures.
- D. Accepting a gift or gifts exceeding \$50 in total value within any single year from any source with a legislative or administrative interest in the district.
- E. Taking an action that benefit special interest groups at the expense of the district as a whole.
- F. Any other action or request for preferential treatment that places the interests of the board member, a board member's relatives, associates, co-workers, clients, or friends above the best interests of the district.

## **SECTION 7: COMMUNICATIONS**

### 7.1 Communications with the Media

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

### 7.2 Communication with Staff

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

- A. The board will work with the district staff as a team in the spirit of mutual respect and support.
- B. Outside of board meetings, board members will not attempt to influence a district employee or the General Manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, board members discussing these matters with staff outside of board meetings in a *non-coercive* manner is appropriate.



- C. Board members will, wherever possible, limit individual contact with district staff to the General Manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine manager authority, or prevent the board as a whole from receiving information. The General Manager will determine the most effective way to respond to board requests.
- D. When expressing criticism to staff, either at a public meeting or through other communication, board members will be professional and mindful of the role and responsibility of staff members.
- E. Any written materials or information requested of staff by board members will be submitted to the entire board and include a notation stating who requested the information.
- F. The Board Chair will refer comments or questions regarding district personnel or administration to the General Manager. The General Manager may, at his or her discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

### 7.3 Confidentiality

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

## **SECTION 8: BUDGET**

### 8.1 Governing Statutes and the Budget Process

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

#### A. Budget Process

1. The board appoints a budget officer (ORS 294.331)
2. The board appoints a budget committee consisting of all board members plus an equal number of electors of the district (ORS 294.414).
3. Vacancies on the budget committee are filled by appointment of a majority of the board.
4. The budget officer prepares (or supervises preparation of) a budget message, explaining the proposed budget and any significant changes to the district's fiscal policy or financial position, and a proposed budget to present to the budget committee.
5. The budget officer gives public notice of the budget committee meeting as required by ORS 294.401.
6. The budget committee meets, and the budget officer delivers the budget message. The committee will meet thereafter as needed to revise and complete the budget. At least one meeting must provide the opportunity for questions and comments from any interested person. (ORS 294.426)
7. The budget committee considers the budget and any comments made by the public and makes any changes. Once satisfied the budget committee, by motion, second, and majority vote, approves the budget and the amount or rate of any relevant tax. The approval/results of the vote are recorded in the minutes of the meeting. (ORS 294.428)
8. The budget committee schedules a hearing, and the budget officer publishes a summary and Notice of Budget Hearing and Financial Summary 5 to 30 days before the scheduled hearing (ORS 294.448).
9. The board will hold one or more budget hearings on the date specified by notice, to listen to public testimony on the budget approved by the committee. (ORS 294.453).
10. The board adopts the budget, makes appropriations, imposes, and categorizes taxes. The board may make changes to the approved budget before it is adopted. (ORS 294.456)
11. The board certifies taxes to the county assessor.

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

## **SECTION 9: BOARD MEMBER DEVELOPMENT AND TRAINING**

### **9.1 General**

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

### **9.2 Minimum Recommendations**

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

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

**GAWSA**

**BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM**

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

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

\_\_\_\_\_  
Board Member's Name (Print)

\_\_\_\_\_  
Board Member's Signature

\_\_\_\_\_  
Date