



**ROBERTS CREEK  
WATER DISTRICT**

**RECEIVED**

JUL - 1 2021

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

**Water Leak  
Credit Request**



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

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

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

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <i>Georgia Saunders</i>		Service Address: <i>5433 Grange Road Roseburg OK 97471</i>
Daytime Phone: <i>(541) 315-1019</i>	Service Number: <i>5271000</i>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <i>6.4.2021</i>	<input type="checkbox"/> Attached <i>(Naeger's Plumbing)</i> Total Repair - \$241.50	
Brief Description of Leak Failure & Repair: <i>Capped Exterior Faucet - line burst underground</i>		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
Customer Signature: <i>Georgia D. Saunders</i>	Date: <i>1 July 21</i>	

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

Date Form Received: <i>7/1/21</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>6/10/21</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history):		<i>5/11/21 - 6/10/21</i>
Estimated normal billing during leak period:	<i>28.70</i>	Leak month billing: <i>228.20</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): <small>(NOTE: if estimating average billing, attach calculation documentation)</small>		<i>( 28.70 )</i>
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=		<i>199.50 / 2 = 99.75</i>
Calculated water leak credit amount: ----- <i>72,000 - 2,000 gal</i> -----		<i>99.75</i>
Reviewer's Initials: <i>DC</i>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

MINUTES OF THE FIRST GREEN AREA WATER & SANITARY AUTHORITY  
BOARD OF DIRECTORS MEETING  
July 1, 2021

Office Manager David Campos called the meeting to order at 12:30 pm. Present were newly elected Board Members Brenda Kingry, Steve Lusch, Carolyn White, Tom Fullbright and Tracey Parker. Also, present was Mark Knudson, senior consultant for Special Districts Association, District Manager of Green Sanitary Kay Huff, Superintendent Alan Paulson, Plant Operations Supervisor Shannon Miller from Green Sanitary and Office Assistant Beth Dewsnup.

David welcomed Mark Knudson from Special Districts and thanked him for his tremendous help during this transition and said he has been a great resource. Mr. Knudson responded by saying that we are set in the right direction.

The first item on the agenda was the swearing in of Board Members. The oath was read together by all members in unison, witnessed and notarized by Office Assistant Beth Dewsnup.

David presented **Resolution 2021-07-01**, a resolution establishing Board terms, Board offices, meeting times and location; and naming financial institutions, insurance carrier of record, and Agent of Record.

The Board members rolled dice to determine Board positions and terms, as referenced in Resolution 2021-07-01.

Director Steve Lusch motioned to appoint Tracey Parker as Board Chair. Director Brenda Kingry seconded the motion. Approval of the motion was unanimous.

Board Chair Tracey Parker motioned to appoint Director Steve Lusch as Secretary. Director Tom Fullbright seconded the motion. Approval of the motion was unanimous.

Director Carolyn White motioned to elect Brenda Kingry as Board Treasurer. Director Steve Lusch seconded the motion. Approval of the motion was unanimous.

The approval was made to establish Board Meetings every second Thursday of the month at 5:00 pm at 4336 Old Hwy 99 S, Roseburg, OR 97471. Also approved were the banking institutions: Umpqua Bank and the Oregon Local Government Investment Pool (LGIP).

Special Districts Insurance Services was named the Insurance Carrier of Record for the Authority.

Director Steve Lusch motioned to name Office Manager David Campos as Registered Agent, and Brenda Kingry seconded the motion. Approval of the motion was unanimous.

David presented **Resolution 2021-07-02**, a resolution of the Authority agreeing to assume outstanding indebtedness and to continue furnishing similar services to the inhabitants of the Roberts Creek Water District and Green Sanitary District.

Director Tom Fullbright motioned to approve, and Director Brenda Kingry seconded the motion. Approval of the motion was unanimous.

David presented **Resolution 2021-07-03**, a resolution receiving cash assets of the districts.

Director Steve Lusch motioned to adopt the resolution. Director Carolyn White seconded the motion. Approval of the motion was unanimous.

MINUTES OF THE FIRST GREEN AREA WATER & SANITARY AUTHORITY  
BOARD OF DIRECTORS MEETING  
July 1, 2021

David presented an Intergovernmental Agreement between Roberts Creek Water District, Green Sanitary District, and the Green Area Water & Sanitary Authority, to transfer public employees.

Director Brenda Kingry motioned to approve. Director Steve Lusch seconded the motion. Approval of the motion was unanimous.

David presented the 2021-2022 Budget, and reviewed some highlights of the budget. Director Tom Fullbright motioned to approve the 2021-2022 Budget. Director Steve Lusch seconded the motion. Approval of the motion was unanimous.

For the Good of the Order, Director Tom Fullbright mentioned that Office Manager David Campos was doing an excellent job.

Davis Campos thanked Kay Huff for her help with the budget and the feasibility statement.

David informed the Board that the first Green Area Water & Sanitary Authority meeting will be held on July 8<sup>th</sup> at 5:00 pm and the old Roberts Creek Water district office.

Brenda questioned hours of operation now that we are merged and David and Kay both responded that the hours would stay the same for now. The sanitary office for now will continue operating 8:00 am -5:00 pm. The water office continues the same hours of 8:00 am to 4:00 pm.

The subject of a drive-up window was mentioned during remodel and Kay said there will still be a drop box at the office. A suggestion was made by David that we may think about putting a drop box at the water office somewhere on the street or the parking area.

Director Steve Lusch made a motion to appoint David Campos as Green Area Water & Sanitary District General Manager. Director Brenda Kingry seconded the motion. Approval of the motion was unanimous. Director Lusch also motioned for David to conduct a salary analysis for the General Manager and Operations Manager positions. Director Tom Fullbright seconded the motion. Approval of the motion was unanimous. Mark Knudson amended the motion to add that he recommends having a 3<sup>rd</sup> party, such as HR Answers, conduct an independent study, including a Pay Equity study. Approval of the motion was unanimous.

Brenda asked how not having PERS will affect employees. Shannon Miller mentioned that he will have to work a few years longer to reach retirement, but that the retirement benefits offered by the Authority are better than PERS.

Director Steve Lusch mentioned that Kay has done so much for the district, all agreed.

David thanked Mark for attending the meeting and thanked the Board and stated that he is excited for the new opportunity to serve as General Manager.

There being no further business, Director Steve Lusch made a motion to adjourn the meeting and Director Brenda Kingry seconded the motion. Approval of motion was unanimous.

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Board Secretary

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Board Chair

**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**JUNE 2021**

Avista Utilities	Natural gas at office/plant/Carnes	78.67
Bassett-Hyland Co.	Fuel for company vehicles	670.84
Between The Buns	GAWSA Board Meeting Lunch	152.00
BMS Technologies	May statement fees	1,646.46
C&S Fire Safe Services	Annual fire extinguisher inspections and maintenance	364.50
Canon Solutions America	Plant/Office copier service agreement 4/20 - 5/19	37.70
Cardmember Service	Streamline website fee, Zoom Webinar and Office 365 subscriptions, safety meeting food, eval gift card, janitorial supplies, OSCPA Member dues, Gov't accounting/audit conference, Oregon Ethics class	1,898.92
Cascade Columbia	47,200# hi-grade salt	9,701.00
Cintas	Safety kit - Carnes, refill first aid kit	52.12
Consolidated Supply Co.	Inserts, compression nuts/gaskets, traffic boxes/lids	1,159.27
Continental Utility Solutions, Inc.	April & May merchant services	3,069.89
David Birch	3 non-comp backflow tests	135.00
Douglas County Clerk	Elections costs for Measure 10-182 and 4 Board positions (RCWD)	2,579.87
Douglas Co. Farmers Co-op	Parts for Plant 2" line break, PVC bushings, couplings, adapters, shackle, contractor bags	194.99
Exodus Pest Control	Office monthly pest control	26.00
Green Sanitary District	Office/plant/Carnes shop sewer services	114.00
H2O Backflow Testing	8 non-comp backflow tests	360.00
Iconix Water Products	Inventory parts, parts for Plant 2" break, materials for Carnes Rd project	5,874.09
IVR Technology Group	May IVR maintenance and transaction fees	124.31
Long's Building Supply	10 bags redimix, float, flat washers, nuts, bolts	89.85
Metereaders LLC	May meter readings	2,284.17
Nothwest Local Gov't Legal Advisors	Elections communications, post-election procedures	2,121.59
Northstar Chemical	Citric acid, phosphoric acid	5,755.74
Oregon DEQ	Name change for permit	121.00
Oregon Linen	Office rug service	58.13
Payroll: Office	Payroll	12,146.26
Plant	Payroll + draws	23,919.11
Commissioners	Board Compensation	184.50
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,085.13
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	11,629.54
Allstate	Supplemental insurance (EE paid)	210.20
Edward Jones	EE Quarterly Retirement Contribution	16,273.44
Pacific Power	Electricity service for Plant, Shop, Highland PS, Roberts Creek PS, Tipton	19,367.85
Quick Attach Attachments	Pick up broom	5,350.00
Refunds	Overpayment & Service Deposit refunds	342.10
SAIF	Premium installment 21-22	615.06
SDIS	July health/supplemental insurance premiums	15,235.11
Verizon Wireless	Tablet line	95.33
RCWD Crew Staff	Cell phone stipend for June	400.00
Winston Sanitary Service	Carnes Rd. dumpster	79.59

<b>TOTAL GEN. FUND PAYABLES for June 2021</b>	<b>147,603.33</b>
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None	-
<b>TOTAL CAP PROJECTS PAYABLES for June 2021</b>	<b>-</b>

## GENERAL MANAGER'S REPORT

To: Board of Directors, Green Area Water & Sanitary Authority

Date: July 8, 2021

### BILLING SYSTEM CONVERSION

Agreements have been signed to merge the sewer billings with the existing water billing system. We have received the implementation guide from CUSI and plan to get started on this project next week.

### NEW SIGNAGE

We will schedule to have the logo's replaced on the service vehicles and will place some temporary signage on Authority administrative buildings. Office staff had completed new GAWSA letterhead. David will work with our website provider to make some updates to the website, and coordinate with BMS Technologies, our bill statement printer/mailer, to update the water billing statements. There is no feasible way to alter the sewer billing postcards so they will still have Green Sanitary District listed on the bills until billing is combined.

Staff will notify vendors and other stakeholders of the transition to the new authority.

### IT SERVICE TRANSITION

The service agreement for Systech Consulting has been signed. Staff will coordinate with Systech to have any necessary hardware/software set up so that they are ready to assist us with any of our conversion/merging projects.

### COMPENSATION AND PAY EQUITY ANALYSIS

David will review all current job descriptions and work with staff to draft job descriptions for new positions. Once the job descriptions are complete, we will plan to contract with an HR firm for an independent analysis.

It is my recommendation that no position changes be made until the analysis is complete, so that there are clear expectations for the new staff positions.

With that said, until the analysis is complete, I am recommending a COLA of 3% to the existing salary scales.

### FINANCIALS

I do not have financial statements to present this month for June, but I will present year-end totals and budgetary comparisons for both water and sanitary districts next month. As we work to consolidate reporting, the data and format presented going forward may change.



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Report Options	Inflation Calculator
<p>Convert:</p> <input type="text" value="\$ 1000"/> <p>in:</p> <input type="text" value="2021"/> <p>to dollars in:</p> <input type="text" value="2020"/> <p><input type="button" value="Calculate"/></p>	<p> 2021 - 2020 </p> <p>Inflation Calculator Report</p> <p>\$1,000.00 in 2021 has the same buying power as \$967.60 in 2020.</p> <p>2021 : \$1,000.00</p> <p>2020 : \$967.60</p>

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# *Staff Report*

WWTF 21-05

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**Date:** July 6, 2021

**Prepared by:** Christopher Sherlock

**Title:** **SKID STEER PURCHASE**

**Background:** The current skid steer is a 2012 Bobcat and has become too small for the plants needs.

**Analysis:** Staff looked at 3 different replacement options. Kubota, John Deere and Bobcat. Out of the 3 only John Deere and Bobcat offered the larger lifting capacity needed. Staff also looked at the different emission systems that each machine had. The Bobcat is able to make emission standards without a Diesel Particulate Filter (DPF), meaning no regen process is required. During a normal DPF regeneration, exhaust temperatures reach above 1,100 degrees. This can lead to a potential fire hazard when the machine is cutting brush or grass. For this reason, staff recommends the Bobcat.

**Cost:**

Bobcat: \$76,852

John Deere: 74,740.28

Note: Both of the costs above include a 6-way Dozer Blade attachment along with steel tracks that go over the tires.

**Recommendation:** Staff recommends Green approve the purchase of the Bobcat Skid Steer for a total price of \$76,852

**Financial Impact:** The cost that Green Area Water and Sanitary Authority would incur is \$38,426, leaving the remaining \$38,426 to be paid by The City of Winston.



# *Staff Report*

WWTF 21-06

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- Date:** June 29, 2021
- Prepared by:** Christopher Sherlock
- Title:** **Secondary Clarifier #3 Rebuild**
- Background:** The plant utilizes 2 secondary clarifiers for part of its treatment process. One clarifier was built in 1999 and the other in 2012.
- Analysis:** The manufacture recommends that the main drives be rebuilt somewhere during the service life of 20 to 25 years. This rebuild interval ensures that the drive is not beyond rebuilding and allows for the general structure of the clarifier to be media blasted and coated.
- Recommendation:** Staff recommends Green approve the rebuilding and rehabilitation of Secondary Clarifier # 3 by Rebuild-It Services Group.
- Financial Impact:** The total cost of this rebuild is \$142,110. The Cost that Green Area Water and Sanitary Authority would incur is \$71,055 leaving The City of Winston responsible for the remainder \$71,055



# SANITARY OPERATIONS REPORT

July 8, 2021

## **Construction Projects**

- Douglas County Carnes Road 2020/2021 Update.
  - Laterals damaged during CenturyLink/Lumen Fiber installation in the late 90s.
    - Invoice sent to Lumen via Sedgwick claims. Awaiting Notary Form.
  - Knife River started on new storm excavation lateral crossings on West side Linnell South night shift for traffic safety. Design changed, eliminating remaining potential conflicts.
- 265 Grant Smith commercial park development.
  - Pinnacle Engineering plans reviewed and sent to DEQ Design Review for approval.
  - DEQ has approved the design with standard conditions.
- Green Siding MH, 4209 Carnes,
  - New Manhole with multiple laterals in easement for new shop and to fix subdivision issue, nothing new to report.
- 732 Little Valley sewer service extension.
  - EGR & Associates are the engineers on the project, design complete, Rosemary is getting Stratton Brothers to do the job. Environment One Pump System purchased, June 2000, declared surplus.
- Shawn Bateson, Old Summerwood Phase 5
  - Subdivision in County for approval.
  - Owner and engineer meeting for sewer design.
- Douglas County asphalt work, we will raise lids as needed, DC crew in contact when ready.

## **Collection System**

- Curb crossing project underway, updating GIS.
- Investigating problem list, TV/flushing for AutoCAD old as-built station confirmations/updating.

## **G4 and Pump Stations**

- Pump Stations ran well, with typical operation and maintenance.
- Servicing Pump #2 flush valve.

## **Treatment Plant, Farm, and Ranch**

- 144 M St. Tyree Oil Project, Summer 2021, ground water disposal project is underway.
  - Carbon Filters and metering in place.
  - Lab testing on schedule, results turned in to Chris Sherlock.

## **Meetings and Conferences**

- Matt attended the 1-Call Meeting.

## **Lateral Inspections**

- 4 Inspections.
  - 550 Happy Valley Phase 1, New Installation.
  - 3707 Carnes.
  - 3755 Krohn, New Lateral.
  - 108 Oly, New Installation.
  - 2202 Castle.

## **One Call Locates**

- 63 Locates.

Submitted by,

Shannon L. Miller