

## Kathy Payne

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**From:** Dawn Richardson  
**Sent:** Monday, December 19, 2022 4:32 PM  
**To:** Kathy Payne  
**Subject:** RE: City Council Approval

I forgot to add, the adjustment would come to \$2258.22 for October, and \$2833.38 for November bringing the total credit to \$5091.60 for both months.  
We are only allowed to adjust two consecutive months, so that is what I did.

Thanks again,  
Dawn Richardson  
Administrative Billing Specialist  
City of St. Helens  
Ph: 503.397.6272  
Fax: 503.397.3490  
[www.sthelensoregon.gov](http://www.sthelensoregon.gov)

-----Original Message-----

From: Dawn Richardson  
Sent: Monday, December 19, 2022 4:28 PM  
To: Kathy Payne <[kpayne@sthelensoregon.gov](mailto:kpayne@sthelensoregon.gov)>  
Subject: City Council Approval

Hi Kathy,  
Since this leak adjustment would total over \$1000.00 the admin rules state we are required to get approval from city council. Forest Park Apartments (#11) had a large leak bringing their bill from around \$120 per month, to over \$4000 per month. The adjustment I processed covers a full sewer adjustment (since the leak was going into the ground) and half the water overage, which is standard. Let me know if you need anything else or have any questions.

Thank you,  
Dawn Richardson  
Administrative Billing Specialist  
City of St. Helens  
Ph: 503.397.6272  
Fax: 503.397.3490  
[www.sthelensoregon.gov](http://www.sthelensoregon.gov)

**LEAK ADJUSTMENT REQUEST - Residential**

Prepared By: Dawn Richardson

Date Filled Out: 12/19/22

Customer Name: Forest Park - Unit #11

Account #: 21-03477-000

Date of Bill: 11/15/22

<b>Enter Billing Specifics:</b>       RESIDENTIAL	<b><u>System Name</u></b>	<b><u>Detail</u></b>	<b><u>Amount</u></b>	<b><u>Volume</u></b>	<b><u>Rate</u></b> (Rates as of 12/1/15)	
	Water	Consumption	2,002.11	37,396	5.3538 Apartments	
	Water	Fixed	56.85			
	Water	Utility Assist	-		No	
	Sewer	Consumption	1,912.58	37,396	5.1144 Consumption	
	Sewer	Fixed	86.75		Standard Fixed	
	Public Safety	Fixed	15.00			
	Storm	Fixed	14.39	-		
<b>Original Bill Amount =</b>			<b>4,087.68</b>			
<b><u>Previous Years Average</u></b>		<b><u>LEAK ADJUSTMENT (50% Leak Amount)</u></b>				
<u>Month / Year</u>	<u>Consumption</u>	<b><u>System Name</u></b>	<b><u>Detail</u></b>	<b><u>Amount</u></b>	<b><u>Volume</u></b>	<b><u>Rate</u></b>
11/15/21	595	Water	Consumption	973.48	18,183	5.3538
11/15/20	1,650					
11/15/19	845					
Average =	1,030	Sewer	Consumption	1,859.90	36,366	5.1144
		<b>2,833.38</b>				
Adjustment Dollars: 2,833.38 Adj Water Volume 18,183 Adj Sewer Volume		<b>Notes:</b> Customer had holes in mainline pipe. NW Plumbing repaired line. Adjusting half of water usage and full sewer adjustment.				
Finance Director Authorization & Date Above						
Entered By & Date Above						

## LEAK ADJUSTMENT REQUEST - Residential

Prepared By: Dawn Richardson

Date Filled Out: 12/19/22

Customer Name: Forest Park - Unit #11

Account #: 21-03477-000

Date of Bill: 10/15/22

Enter Billing Specifics:		<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u> (Rates as of 12/1/15)
RESIDENTIAL		Water	Consumption	1,596.83	29,826	5.3538 Apartments
		Water	Fixed	11.37		
		Water	Utility Assist	-		No
		Sewer	Consumption	1,525.42	29,826	5.1144 Consumption
		Sewer	Fixed	17.35		Standard Fixed
		Public Safety	Fixed	15.00		
		Storm	Fixed	14.39	-	
<b>Original Bill Amount =</b>				<b>3,180.36</b>		
<u>Previous Years Average</u>		<u>LEAK ADJUSTMENT (50% Leak Amount)</u>				
<u>Month / Year</u>	<u>Consumption</u>	<u>System Name</u>	<u>Detail</u>	<u>Amount</u>	<u>Volume</u>	<u>Rate</u>
10/15/21	705	Water	Consumption	775.87	14,492	5.3538
10/15/20	1,212					
10/15/19	610					
Average =	842	Sewer	Consumption	1,482.35	28,984	5.1144
		2,258.22				
Adjustment Dollars: 2,258.22		<b>Notes:</b> Customer had holes in mainline pipe. NW Plumbing repaired line. Adjusting half of water usage and full sewer adjustment.				
Adj Water Volume 14,492						
Adj Sewer Volume						
Finance Director Authorization & Date Above						
Entered By & Date Above						

## CITY OF ST. HELENS UTILITIES



265 Strand Street

St. Helens, OR 97051

Phone: 503-397-6272

Email: [jamiee@ci.st-helens.or.us](mailto:jamiee@ci.st-helens.or.us) or [dawnr@ci.st-helens.or.us](mailto:dawnr@ci.st-helens.or.us)

### REQUEST FOR BILLING LEAK ADJUSTMENT FORM

The City of St. Helens Utilities has a policy of issuing partial adjustments for water leaks that are repaired by customers in a timely manner. Adjustments issued are based on your average usage for the same period in previous years. This average is deducted from the total consumption used during the time of the leak and an adjustment will be credited to your account.

### DESCRIBE THE REPAIRS OR SPECIFIC CIRCUMSTANCE OF YOUR REQUEST

Dug main line up about 2 ft. from meter and  
found 2 small pin holes on the bottom of pipe.


ACCOUNT # 21-03477-000

ACCOUNT NAME: Forest Park - Unit #11

PHONE NUMBER (541) 263-5679 (accountant)

SERVICE ADDRESS: 2545 Columbia Blvd St. Helens OR 97051

MAILING ADDRESS: P.O. Box 490 Enterprise, OR 97828

X  accountant  
WATER CLERK \_\_\_\_\_



Northwest Plumbing Services  
PO Box 492  
St. Helens, Oregon 97051

**BILL TO**

Forest Park  
13221 Southwest 68th Parkway #310  
Tigard, OR 97223 USA

INVOICE  
19406319

INVOICE DATE  
Nov 21, 2022

**JOB ADDRESS**

Forest Park  
2545 Columbia Blvd  
St Helens, OR 97051

Completed Date:

Payment Term: Due Upon Receipt

**DESCRIPTION OF WORK**

Plumber repaired a leak in the main water line.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
LABOR JP	Labor - Plumbing	2.00	\$175.00	\$350.00

**Materials**

MATERIAL	DESCRIPTION	QUANTITY	YOUR PRICE	YOUR TOTAL
Misc Mat	Uponor LF4511313 1-1/4" Adapter	1.00	\$30.00	\$30.00
993132	UPONOR Q4771310 1-1/4"X1" PROPEX PLS PLASTIC COUPLING	1.00	\$5.92	\$5.92
988724	UPONOR LF4521010 1" PROPEX PEXXMIP MALE BRS ADAPTER	1.00	\$14.96	\$14.96
86560	UPONOR Q4761000 1" PROPEX PLS PLASTIC 90 ELBOW	2.00	\$4.63	\$9.26

SUB-TOTAL \$410.14

TOTAL DUE \$410.14

BALANCE DUE \$410.14

Thank you for choosing Northwest Plumbing Services