

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
October 10, 2018**

President Tracey Parker called the meeting to order at 6:00 pm. Present were Commissioners Tom Fullbright, Phil Bigler, and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Carolyn White was absent.

Commissioner Lusch made a motion to approve the following leak adjustment requests:

LEAK ADJUSTMENT REQUEST

Brandell Burton 364 Corona Loop 6413-001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June-Aug 2018	42,400	\$ 191.55	$\$191.55 - 118.95 = \$70.70 / 2 =$ \$ 35.35 credit
June-Aug 2017	23,200	\$ 120.85	

Amal Petrov 320 Dark Horse St 9198-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July Sept 2018	89,900	\$ 302.50	$\$302.50 - 87.10 = \$215.40 / 2 =$ \$ 107.70 credit \$100 Cap
July-Sept 2017	17,600	\$ 87.10	

Rhonda Day 2067 Green Ave 8771-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Aug 2018	16,500	\$ 91.60	$\$91.60 - 47.90 = \$43.70 / 2 =$ \$ 21.85 credit
July-Aug 2017	2,300	\$ 47.90	

Commissioner Fullbright Seconded the motion and approval was unanimous.

Commissioner Fullbright asked whether there were any changes made to any of the minutes/financials/payables reports. Office Manager David Campos stated that he had made one change to the September minutes, which was the deletion of a paragraph from a previous meeting's minutes that was originally left in error. Commissioner Fullbright made a motion to approve the September minutes, September/October payables, and September financial statements. Commissioner Bigler seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. The District has received three quotes from companies for installation of surveillance systems at the District office/plant/shop/river intake. The initial cost quotes came in at approximately \$10,000. David asked whether the river intake surveillance should be included in the SDAO safety and security grant application. It was discussed that the river intake does carry safety and security risks so it should be included.

This year's theme for the SDIS Best Practices Checklist is safeguarding District Property. The checklist requires photos of District covered buildings and structures, adoption of a preventative maintenance policy, and online training in Facilities Emergencies or Arson Prevention. It was discussed that the policy does not need to be adopted by Resolution.

A representative from Continental Utility Solutions, Inc. will be visiting the District on November 1 to give office staff a more in-depth demo of their UMS utility billing software. A brief discussion followed.

Superintendent Alan Paulson gave his report. He has signed a change order for the installation of a flex coupling on the CIP tank at the plant. The contractor, Harvey & Price, cracked the flange on the tank and will repair the flange at the same time. According to the contractor, there should have been a flex coupling there already. The change order will put the project over the \$50,000 threshold for BOLI prevailing wage requirements. The contractor has been notified and the proper paperwork will be filed.

The control valve for the backwash system at the plant has been repaired.

New day tanks for the MIOX system have been purchased, and while the old tanks are out, the floor will be re-finished with epoxy covering. It is a harsh environment that is susceptible to corrosion.

MIOX has come up with a permanent fix for their outdated power supply, which replaces the whole upper cabinet. The cost is approximately \$16,000. Until the new fix is purchased, a backup system will be set up in case the MIOX goes down and the 12% solution can be delivered.

The UV lights were just changed at 13,000 hours. The manufacturer suggests replacing the bulbs at 5,000 hours. The replacement cost is approximately \$4,000. A brief discussion followed.

The on-call tablet will be used for the new GIS interface. The factory training will take place soon and then we can begin the process of mapping District assets.

The property below the speedway tank may be developed soon. There is talk that the DFPA may move its shop there, and they would develop the land in-between the tank and the freeway.

The sediment basin is back online now, mainly due to leaf stain in the water.

A UCC class will be touring the plant on November 6.

Some of the staff/crew will be doing a first-aid class. President Parker suggested the District invest in AED's for medical emergencies. A brief discussion followed.

Umpqua Basin Water is extending their main on Happy Valley Rd, so next year we will budget for establishing an intertie.

President Parker called the meeting into executive session at 6:32 pm in accordance with ORS 192.660(2)(i) for an employee evaluation.

President Parker called the meeting back into regular session at 6:37 pm. Commissioner Fullbright made a motion to give Jeremy Wolford a \$100 gift card and "thank you" letter since Jeremy is at the top of his pay scale. Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:39 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
OCTOBER 2018

Avista Utilities	Natural gas at office/plant/Carnes	74.35
Bassett-Hyland Co.	Fuel for company vehicles	635.75
BMS Technologies	Statement fees, online billpay fees	1,731.87
Cardmember Service (Visa)	Seal bearing kit/speed controls, Office supplies, mtg food, bidder pref law class, David CPE, Lorman subscription	982.88
Carson Plumbing	1 non-comp test & repair	406.42
Corix Water Products	Various service parts inventory: Couplings, C-900's repair bands, pipe, meter stops, bushings, unions, etc.	6,317.79
David Campos	Reimburse mileage for September	46.60
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Muriatic acid, straw bale, lawn mix, pvc couplings, unions, adapters, ball valve	156.84
Douglas County Tax Collector	Property taxes	146.71
Douglas Fast Net	Internet	131.50
Exodus Pest Control	Office pest control service	23.00
Fastenal	Safety glasses, saw blade	219.20
First American Title Co	Lien Releases - S Park Court	133.00
GC Systems	Cla Valve repair	7,246.00
Green Sanitary District	Monthly sewer service for plant, carnes, office	114.00
H2O Backflow Testing	2 non-comp backflow tests	90.00
Industrial Tire Service	Flat fix, tires for service truck	704.25
Kelley Imaging Systems	Quarterly copier service contract	202.22
Long's Building Supply	Big stretch, galv nipple, poly pipe female, clamps	15.25
TSYS	Monthly debit/credit card fees previous mo.	1,011.79
Metereaders	Monthly meter readings	2,178.28
Motion Industries	1 1/4 - 3/4" Poly	98.00
One Call Concepts	July and August locate tickets	88.20
Oregon Linen	Rugs for office	57.68
Pacific Power	Plant, shop, office electricity	9,821.60
Payroll: Office	Payroll	8,237.39
Plant	Payroll + draws	20,872.17
Commissioners	Board Compensation	184.50
Oregon Dept. Revenue EFTPS	Payroll Withholding + Statewide Transit tax	2,722.71
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	9,959.58
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	411.55
SDAO	2019 Membership dues	1,953.09
SDIS	October health/supplemental insurance premiums	15,154.34
Staples	HP ink cartridges, coffee, USB hub, paper shredder and shredder oil	456.09
TruEdge Communications	VOIP	166.00
Umpqua Quarries	Crushed rock for inventory	317.10
Umpqua Research	Water sample testing	296.60
Umpqua Valley Tractor	Hub 8 bolt, wheel bearing kits, freight	359.83
Verizon Wireless	Crew cell phones	159.30
Winston Auto Parts	Belts, folding hex set	55.96
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for October 2018	94,918.30
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None -

TOTAL CAP PROJECTS PAYABLES for October 2018	-
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Roberts Creek Water District
Profit & Loss
October 2018

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	184,456.91
402 · Meter Sales	1,000.00
408 · Backflow Test Receipts	150.00
409 · Water Service Fees	2,825.00
410 · Miscellaneous Income	4,339.72
412 · Interest	885.18
Total Income	233,656.81

Expense

501 · Office Manager	5,848.25
502 · Office Assistants	5,191.38
507 · Office Supplies	308.33
508 · Telephone & Internet	157.36
509 · Electricity (office)	205.79
510 · Social Security	846.36
511 · Workmen's Comp.	5.97
515 · Health Insurance (office)	4,702.78
517 · Repair & Maint. Office	194.68
518 · Administrative	200.00
519 · Contract Services	2,178.28
520 · Dues & Subscriptions	1,300.55
524 · Education (office)	309.95
525 · Misc. Expense	257.10
527 · Office Equipment.	228.69
530 · Unemployment Comp.	11.25
532 · Billing Costs	1,595.46
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	999.29
537 · Online Billpay Fees	136.41
538 · Website	200.00
601 · Plant Superintendent	7,016.67
602 · Service Crew	21,287.15
603 · Backflow Tests	496.42
605 · Freight	46.00
606 · Tools	209.78
607 · Supplies & Safety Items	418.75
608 · Telephone / Internet	299.44
609 · Plant Electricity & Gas	9,690.16
610 · Social Security/Plant	2,154.93
611 · Workmen's Compensation	5.61
612 · Fees & Dues	1,064.74
613 · Fuel	635.75

(Cont'd on next pg)

Roberts Creek Water District
Profit & Loss
October 2018

Expense (Cont'd)

614 · Vehicle Maintenance	1,038.07
615 · Health Insurance (plant)	10,451.56
617-A · R & M - Field	1,570.76
617-B · R & M - Plant	8,083.58
620 · Water Samples	296.60
624 · Meter Installations	110.00
625 · Misc. Expense Plant	146.71
630 · Unemployment Comp. Plant	33.58
640 · New Connection Materials	220.93
650 · Safety Equipment	17.41
675 · Inventory Adjustment	4,245.56
Total Expense	134,418.04
Net Income - General Fund	99,238.77

ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

October 2018

Income

402 · METER SALES	9,042.00
412 · INTEREST	3,851.71
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00

Total Income	52,893.71
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Net Income - Capital Projects	52,893.71
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Office Manager's Report

November 2018 Meeting

SALES	October	September	October Last Year
Gallons	30,989,800	41,435,300	27,912,400
Revenue	\$171,164	\$200,976	\$146,587
Meters Sold	2	2	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	168,545,600	166,024,000	2,521,600
Revenue	\$811,855	\$719,665	\$92,190

VISA/MC	October	September	Fiscal YTD
# Transactions	782	725	3,015
Total Transacted	\$49,961	\$47,652	\$188,175
Fees We Paid	\$1,052	\$968	\$4,035

CHECKING ACCTS. AS OF October 31, 2018	
General Checking	\$393,284
General Fund Reserve	\$413,849
Surcharge Savings	\$65,355
Capital Checking	\$88,941
Capital Projects Reserve	\$1,178,167
Plant Upgrade Debt Reserve	\$718,424
	\$2,858,020

Online Billpay	
<i>As of November 10, 2018</i>	
Accounts Registered:	922
Paperless Accounts:	436
Autopay Accounts:	341

I have moved my QuickBooks subscription (for District accounting) to a cloud hosted Enterprise version. Now QuickBooks will be backed up on the cloud, will update automatically, and can be accessed remotely.

The visit from Lane Ricardo at Continental Utility Solutions went very well. We were impressed with how their software can streamline a lot of the billing procedures, along with their excellent customer service. I plan on making a decision soon and presenting my suggestion to the Board at the next meeting.

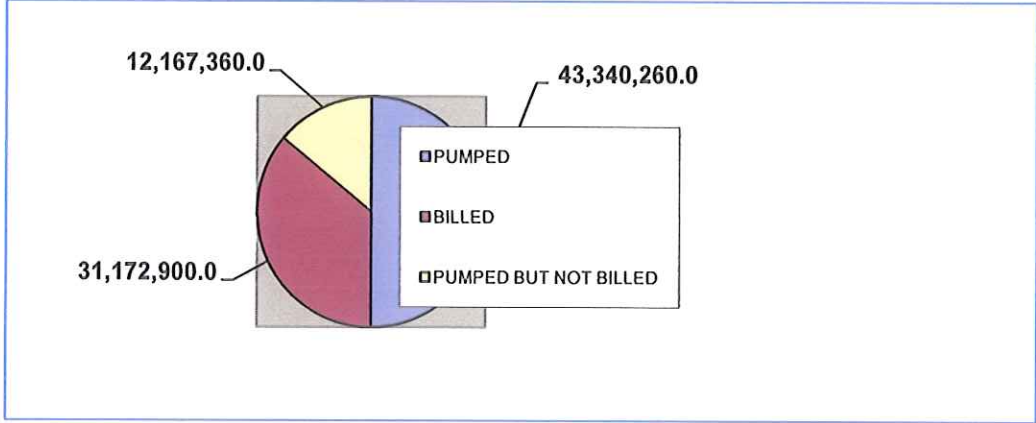
We recently swapped copiers between the office and plant. We quickly learned that the plant's copier, although used less than the office copier, was not in any better condition. I feel it is time to budget for new copiers for the plant and office. The office copier was purchased in 2011.

I have an employee evaluation to present.

David Campos, CPA
Office Manager

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
43,340,260	31,172,900	12,167,360

OCTOBER



30 DAYS IN BILLING CYCLE: 9/11/18 TO 10/10/18

Repairs, leaks, etc. rendering unverifiable consumption

9/13/18	2219 CIRCLE DR	REPAIR SERVICE
9/17/18	1901 DEL MAR DR	REPAIR SERVICE
9/20/18	3071 OLD HWY 99 SO	REPAIR SERVICE
9/25/18	3594 AMBER LANE	REPAIR SERVICE
9/29/18	110 PALMDALE AVE	REPAIR SERVICE
10/2/18	1934 CASTLE AVE	REPAIR SERVICE
10/4/18	1935 CASTLE AVE	REPAIR SERVICE
10/4/18	2021 BURDETTE DR	REPAIR SERVICE
10/7/18	5063 MELODY LANE	REPAIR SERVICE

2016-2017	DIFFERENCE	2017-2018	DIFFERENCE	2018-2019	DIFFERENCE
JULY	7,171,434	JULY	9,925,299	JULY	15,253,956
AUGUST	11,445,670	AUGUST	10,291,059	AUGUST	13,710,011
SEPTEMBER	12,326,534	SEPTEMBER	16,319,222	SEPTEMBER	13,099,601
OCTOBER	13,200,303	OCTOBER	7,931,991	OCTOBER	12,167,360
NOVEMBER	9,394,631	NOVEMBER	12,165,401	NOVEMBER	
DECEMBER	14,210,106	DECEMBER	8,565,533	DECEMBER	
JANUARY	11,334,601	JANUARY	7,934,905	JANUARY	
FEBRUARY	9,219,899	FEBRUARY	9,346,538	FEBRUARY	
MARCH	6,648,152	MARCH	5,885,652	MARCH	
APRIL	4,110,282	APRIL	10,291,349	APRIL	
MAY	9,314,582	MAY	10,343,287	MAY	
JUNE	11,423,974	JUNE	8,942,550	JUNE	

Utility Billing

Detailed Summary by Rate Code

User: sharon c
 Printed: 10/24/2018 - 9:56 AM
 Batch: 001-10-2018
 001



ROBERTS CREEK WATER DISTRICT

Code	Description	No of Accounts	No of Services	Total Billing Base	Total Billing Cons	Consumption
Summary for Service: Water						
001	- 5/8 X 3/4 METER SERV	2,986	2,986	68,244.81	59,337.00	20,676,400
002	- 1" METER	18	18	1,035.00	3,092.25	1,083,800
004	- 1 1/2" METER SERVICE	17	17	1,955.00	2,707.50	949,800
005	- 2" METER SERVICE INS	20	20	3,680.00	4,739.55	1,660,900
006	- 3" METER SERVICE INS	1	1	368.00	219.45	77,300
007	- 4" METER SERVICE INS	4	4	2,300.00	15,378.60	5,396,000
008	- 8" METER SERVICE INS	1	1	2,257.00	2,251.50	790,400
009	- SECOND LEVEL CHARGE	39	39	780.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	530.10	183,800
00B	- 1" SRVC OUT OF DIST	3	3	207.00	94.05	33,000
00E	- 2" SRVC OUT OF DIST	2	2	441.60	57.00	20,100
010	- 10" FIRE LINE	1	1	120.00	119.70	41,800
Water Totals:		3,112	3,112	81,940.41	88,526.70	30,913,300
<i>Regular Billing</i>						
Grand Totals:		3,112	3,112	81,940.41	88,526.70	30,913,300

Utility Billing

Detailed Summary by Rate Code

User: beth d
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 Batch: 112-10-2018



ROBERTS CREEK WATER DISTRICT

Code	Description	No of Accounts	No of Services	Total Billing Base	Total Billing Cons	Consumption
Summary for Service: Water						
001	- 5/8 X 3/4 METER SERV	38	0	456.19	219.45	76,500
002	- 1" METER	1	0	21.09	0.00	0
Water Totals:		39	0	477.28	219.45	76,500
<i>Final Billing</i>						
Grand Totals:		39	0	477.28	219.45	76,500

Roberts Creek Water District

Superintendents Report

November 2018

Harvey and Price will repair the cracked flange on the CIP tank, and install the flex coupling on the Piping November 13th thru 15th.

We've had a couple of issues with our order of epoxy for the MIOX room, so that project has been delayed until those issues can be resolved.

The Oregon Health Authority, is proposing to permanently adopt the administrative rules relating to testing for cyanotoxins (blue/ green algae). I'll give a brief summary of what impacts that could have on the district.

I would like to discuss the service crew's mobile phones. They are currently supplied by the district and I'd like to discuss giving them an allowance toward their own service plans.

Jeremy gave a plant tour to students of the Environmental Geology Class, from Umpqua Community College.

I attended a CDL supervisor's class at RUSA. There will be four district employees taking their CPR/ First Aid certifications this month. I've also researched AED's as well as what will be required for a CPR/ First Aid instructors certification (train the trainer).

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

Thanks Alan