



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

APR 17 2019

Roberts Creek Water District

**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: ANITA HINSON		Service Address: 2233 Roberts Ck. Rd. Roseburg OR 97470
Daytime Phone: Scotty (Daughter) 541-671-1748	Service Number: 2292-000	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired:	<input checked="" type="checkbox"/> Attached Letter from Scotty Walker, (daughter)
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Brief Description of Leak Failure & Repair:

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 *Scotty G. Walker* **Date** **4/17/19**

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

4/17/19

Meter Read Date to use for
Water Leak Credit Evaluation:

3/10/19 + 2/10/19

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

Estimated leak period based on consumption history (attach service history): 1/11/19 - 3/10/19

Estimated normal usage during leak period: 15,900 Leak month consumption: 99,600

Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (15,900)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak consumption of the leak billing period divided by 2= ----- 41,850

Multiplied by the rate used to calculate billed charges during the leak billing period: ----- X 2.85

Calculated water leak credit amount: 321.00 - 91.60 42 x 2.85 ----- 119.70

Reviewer's Initials:

DC

Approver's Initials:

Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

4/17/19

Roberts CK Water Dist.
4336 Old Hwy 99 S.
Roseburg, OR

RECEIVED

APR 17 2019

Roberts Creek Water District

To: Beth
RE: Water leak at
2233 Roberts CK Rd
Roseburg, OR

I Scatty Walker (daughter) was notified
by my niece Stephanie Walker
that Roberts CK Water called her
about a water leak.

I had to ask my neighbor to come
over & help me find the water
leak. It was hard to find
due to a foot of snow!

We turned off the water but
had to turn it off & on to
use the water till we could fix
it.

My Mom has Alzheimer's a dementia

and I live with her to take care
of her she has very limited funds.

My neighbor and myself fixed the
leak

You could not get a plumber at the
time there were to many emergency
due to the snow.

Heather A. Walker
Daughter of Anita M. Hipson
541 670 1748



ROBERTS CREEK WATER DISTRICT

4336 OLD HIGHWAY 99 S.
ROSEBURG, OR 97471

Telephone 541-679-6451
Fax 541-679-0364

APPLICATION FOR APPOINTMENT TO THE BUDGET COMMITTEE

(Please print)

NAME: Michele Carlson

HOME ADDRESS: 945 Callahan Dr
Roseburg, OR 97471

PHONE: 541-580-0518

E-MAIL: michelecarlson@umpquabank.com

1. Do you reside within the boundaries of Roberts Creek Water District? X
yes no
2. Are you a registered voter in the Green District? X
yes no
3. Have you served on the Budget Committee in the past? X
yes no
4. If yes, when? _____
5. How did you learn about this vacancy on the committee?
Alan Paulson referred me to the vacancy on the
committee.

Roberts Creek Water District thanks you for your interest in serving our community.

Michele Carlson
Signature of Applicant

April 11, 2019
Date

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 14, 2019**

President Tracey Parker called the meeting to order at 6:04 pm. Present were Commissioners Tom Fullbright, Carolyn White, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Employee Dan Radford

President Parker made a motion to approve the following leak adjustment requests:

Green Community Church 3777 Carnes Rd 000112-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 18 - Jan 19	62,300	\$ 222.70	$\$222.70 - 125.80 = \$96.90 / 2 =$
Dec 17 - Jan 18	27,900	\$ 125.80	\$ 48.45 credit

Dan Brewer 2568 Austin Rd 000056-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb 2019	35,500	\$ 125.60	$\$125.60 - 28.70 = \$96.90 / 2 =$
Feb 2018	1,900	\$ 28.70	\$ 48.45 credit

Commissioner White seconded the motion and approval was unanimous.

Commissioner Fullbright then made a motion to approve the following leak adjustment request:

George Insley 865 Little Valley Rd 000759-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb 2019	104,900	\$ 322.25	$\$322.25 - 68.60 = \$253.65 =$
Feb 2018	16,300	\$ 68.60	\$ 253.65 credit

Commissioner White seconded the motion and approval was unanimous.

Commissioner Lusch made a motion to approve a water availability request for Bob Kookan, regarding his property on Austin Rd. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the February Minutes, Accounts Payable, and Financial Statements. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David stated that things are progressing slowly but surely with the implementation of the UMS software, which is fine because we are still waiting on a quote from Dell for a new server. The office staff has been watching training videos to familiarize themselves with UMS.

The computer workstations in the office will need to be replaced soon, so David has also requested quotes from Dell for those. David added that the desks the staff uses are not ergonomic as Sharon and Beth sit on barstool-height chairs without proper elevated foot support. David would like to lower the desks back to their original height by removing the extension brackets, and then add adjustable-height desk converters similar to the Varidesk. A brief discussion followed and the consensus of the Board was to plan on budgeting for the equipment.

There is a vacancy on the Budget Committee, as Pat Cross is unable to continue serving on the committee. David advised the Board that we should seek out a replacement soon.

As a new sign in front of the District Office was previously discussed, David and Alan have discussed the possibility of removing the rock fountain by the road and replacing it with a two-sided sign. The water fountain, although aesthetically nice, does not serve well as a District sign.

Superintendent Alan Paulson gave his report. The CIP line at the plant was repaired, and Harvey & Price did a great job and completed the repair on short notice.

The only damage from the snow storm was from a tree that fell on the fence at the plant.

In light of the recent storm, Alan would like to revisit the option of adding a transfer switch at the treatment plant. Alan estimated that the cost would be approximately \$40,000. We may also look into having auxiliary fuel on site. In the future, we could invest in a generator. The transfer switch cost will be included in the 2019-2020 budget.

Burger King has a proposed location at Kelly's Corner. When the District did the lines for the Kelly's Corner intersection, part of the lot contains new ductile service lines. We would like to have Burger King re-route the service lines off of the lot, and the District would provide the new pipe. Alan is still in discussions with their engineer. A brief discussion followed.

The crews are currently turning valves.

Alan will not be able to attend the regularly scheduled Board meeting in April. After discussion, the April meeting has been moved to 4/18/19.

With the current stretch of good weather, the crew has also been spraying for weeds.

Alan informed the Board he would like to budget for an additional crew employee. The operations crew has been running leaner than it has in the past. Commissioner Fullbright asked if adding a part-time crew member that could transition to a full-time position would be beneficial. Alan stated that it would not really be worth investing in a part-time employee who could end up leaving.

Alan spoke with SHN Consulting Engineers regarding the town tank and he received a proposal for engineering services totaling \$184,138. This includes preliminary and final design of approximately \$80,000. The total estimated cost of the project is over \$1,000,000. Commissioner Fullbright questioned whether the District could "shop around" for engineering costs. Alan stated that SHN is our engineer-of-record and shopping around is not recommended. Discussion followed, and Alan requested a motion to proceed upon review and acceptance of the contract. Commissioner White made a motion to proceed upon Alan's approval of the contract. Commissioner Fullbright seconded the motion. Approval was unanimous.

President Parker called the meeting into executive session at 6:42 pm in accordance with ORS 192.660(2)(b) to consider the evaluation of an employee.

President Parker called the meeting back into regular session at 6:45 pm. Commissioner White made a motion give Sharon Cason a \$100 gift card since she is at the top of her salary scale. Commissioner Lusch seconded the motion. Approval was unanimous.

For the good of the order, Alan suggested we perform a salary analysis as it has been awhile since the last analysis was done.

David stated that the idea of merging Roberts Creek Water District and Green Sanitary District was brought up in the past. At the recent SDAO conference, David and Kay Huff (Green Sanitary) discussed her retirement, along with other employees' retirement at Green Sanitary, and the potential of merging of the Districts. President Parker and Commissioner Lusch stated that it would be a good thing. Commissioner Fullbright asked how complicated it would be to merge the Districts. It was stated that first the Green District members would have to vote to approve the merger. The logistics of administration of a merged district were discussed. It was discussed that the City of Winston has discussed annexing the Green District before. Several Board members stated that under a new Water-Sewer Authority, Winston would not be able to take over the Water-Sewer services. Discussion followed, and the Board suggested reaching out to other Districts and Authorities who have gone through a merger.

Commissioner Fullbright made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:06 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
MARCH 2019

Avista Utilities	Natural gas at office/plant/Carnes	214.69
AWWA	Membership renewal	355.00
Bassett-Hyland Co.	Fuel for company vehicles	196.56
BMS Technologies	Statement fees, online billpay fees	1,738.02
Canon Solutions America	Plant and office copier service agreement 1/20 - 2/19	36.82
Cardmember Service (Visa)	Light bulbs, light bulb changer, light tubes, Quickbooks and Microsoft Office cloud subscription, Plant for Dan, Board Mtg food, UCC class - Alan and David	795.26
Cascade Columbia	CL2 plus shipping + container deposit	2,905.04
Corix Water Products	3/4" straight ball valves	1,564.06
David Campos	Reimburse February mileage (SDAO Conf) and board meeting food	243.44
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Light bulb tubes, PVC male adapters, elbow, coupling, pipe cement	24.42
Douglas Fast Net	Internet	131.50
Exodus Pest Control	Monthly office pest control	23.00
Fastenal	Red marking paint	13.57
Flury Supply	Pressure washer hose, 113 V3, labor	116.53
Green Sanitary District	Office/Plant/Carnes sewer services	114.00
H2O Backflow Testing	1 non-comp backflow test	45.00
Hach	Onsite service controller, service CLX10	1,062.00
Shawn Hastings	Reimburse backhoe wheel + shipping	179.00
Industrial Tire Service	Backhoe tube, flat repair, Vactron tires, FET	456.20
Kelley Imaging Systems	Final payment on copier service contract	9.30
Long's Building Supply	Lithium grease, WD-40	11.98
TSYS	Monthly debit/credit card fees previous mo.	769.20
Metereaders	Monthly meter readings	2,183.25
Nexcom, LLC	VOIP	166.00
Oregon DEQ	Water Quality Permit	614.00
Oregon Dvision of Audits	Filing fee	250.00
Oregon Linen	Rugs for office	65.42
Pacific Power	Plant/Carnes/Office/Pumpstations electricity	8,192.91
Payroll: Office	Payroll	8,169.42
Plant	Payroll + draws	19,766.83
Commissioners	Board Compensation	184.50
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,568.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	9,586.86
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Edward Jones	Quarterly retirement contribution	15,018.60
Platt Supply	Carnes shop lights	285.36
Refunds	Overpayment & Service Deposit refunds	520.84
SDIS	April health/supplemental insurance premiums	15,154.34
Jeremy Wolford	Reimburse deductible for Charie Wolford	1,000.00
Trojan UV	Stepper motor + shipping	344.89
Umpqua Quarries	Crushed rock for inventory	196.61
RCWD Crew Staff	Cell phone stipend for December	300.00
Verizon Wireless	Tablet + early term fee on Will's phone line	79.74
Winston Auto Parts	Hydraulic hose, fittings, inserts, power service diesel, white rags	47.50
Winston Sanitary	Dumpster at Carnes, etc.	77.90
TOTAL GEN. FUND PAYABLES for March 2019		96,678.57

Harvey & Price	Replace PVC pipe section with stainless steel	17,850.00
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TOTAL CAP PROJECTS PAYABLES for March 2019	17,850.00
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BUDGET YEAR 2018-19		JAN	FEB	MAR	QUARTERLY 3/31/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	600,000						600,000.00	
WATER SALES	1,550,000	106,319.99	82,217.01	117,455.38	305,992.38	1,245,070.77	304,929.23	80%
WATER SALES to upgrade	400,000	40,000.00	40,000.00	40,000.00	120,000.00	320,000.00	80,000.00	80%
METER SALES	7,500	-	2,000.00	1,000.00	3,000.00	5,000.00	2,500.00	67%
SPECIAL SDC / LINES	50,000	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	50,000	-	-	-	-	-	50,000.00	0%
STANDBY CHARGES	19,000	-	-	-	-	72.00	18,928.00	0%
BACKFLOW TESTS	4,500	335.00	115.00	150.00	600.00	2,311.42	2,188.58	51%
PENALTIES & WATER SVC CHARGES	22,000	2,635.00	710.00	1,480.00	4,825.00	16,155.00	5,845.00	73%
MISCELLANEOUS	23,000	1,637.60	2,902.24	4,949.65	9,489.49	30,220.09	(7,220.09)	131%
INTEREST	8,000	978.94	886.33	983.34	2,848.61	7,884.42	115.58	99%
TRANS. FROM OTHER FUND					-	-	-	
					-	-	-	
BUDGET RESOURCES	2,734,000	151,906.53	128,830.58	166,018.37	446,755.48	1,626,713.70	1,107,286.30	59%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	71,000	5,848.25	5,848.25	5,848.25	17,544.75	52,626.32	18,373.68	74%
OFFICE ASSISTANTS (2)	76,000	5,740.22	5,107.82	5,011.90	15,859.94	48,013.52	27,986.48	63%
TEMPORARY FILL-IN PERSON	10,000	0.00	0.00	0.00	-	-	10,000.00	0%
SOCIAL SECURITY / FICA	12,000	888.34	836.12	832.61	2,557.07	7,732.06	4,267.94	64%
WORKMEN'S COMP	500	5.42	4.91	5.49	15.82	47.67	452.33	10%
INSURANCE	65,000	4,702.78	4,702.78	4,702.78	14,108.34	46,925.02	18,074.98	72%
UNEMPLOYMENT	2,000	11.79	11.10	11.06	33.95	102.77	1,897.23	5%
RETIREMENT (OFFICE)	18,000			4,008.48	4,008.48	12,038.52	5,961.48	67%
VACATION & COMP. TIME	2,000	0.00	0.00	0.00	-	-	2,000.00	0%
TOTAL THIS CATEGORY	256,500	17,196.80	16,510.98	20,420.57	54,128.35	167,485.88	89,014.12	65%

BUDGET YEAR 2018-19		JAN	FEB	MAR	QUARTERLY 3/31/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
MATERIALS & SERVICES								
AUDITING	9,200	3,900.00	-	250.00	4,150.00	9,150.00	50.00	99%
ELECTIONS	1,000	-	-	-	-	-	1,000.00	
OFFICE SUPPLIES	5,000	254.49	78.96	33.71	367.16	1,857.07	3,142.93	37%
TELEPHONE	3,000	157.36	157.36	157.36	472.08	1,416.24	1,583.76	47%
ELECTRICITY	3,500	229.01	81.32	229.59	539.92	1,853.60	1,646.40	53%
LEGAL FEES	3,000	350.00	-	-	350.00	350.00	2,650.00	12%
DUES & SUBSCRIPTIONS	8,000	166.10	6,436.60	166.10	6,768.80	8,854.51	(854.51)	111%
PROPERTY/QUAKE INS.	35,000	-	28,674.00	-	28,674.00	28,674.00	6,326.00	82%
LIABILITY & AUTO INS.	10,500	-	15,199.00	-	15,199.00	15,199.00	(4,699.00)	145%
R & M OFFICE	4,000	202.42	88.42	126.42	417.26	1,780.55	2,219.45	45%
ADMINISTRATIVE (Board)	3,200	200.00	150.00	200.00	550.00	1,850.00	1,350.00	58%
CONTRACT SERVICES	27,000	2,178.99	2,178.99	2,183.25	6,541.23	19,607.36	7,392.64	73%
BANK CHARGES	2,000	-	-	-	-	-	2,000.00	0%
BILLING COSTS	21,000	1,605.82	1,527.07	1,599.39	4,732.28	14,338.24	6,661.76	68%
ONLINE BILLPAY FEES	1,600	139.27	145.77	138.63	423.67	1,249.01	350.99	78%
WEBSITE	2,600	200.00	200.00	200.00	600.00	1,600.00	1,000.00	62%
BUDGETING	800	-	-	-	-	-	800.00	0%
EDUCATION (office)	7,000	-	-	487.54	487.54	1,270.79	5,729.21	18%
MISCELLANEOUS	3,500	216.45	379.84	159.38	755.67	2,058.18	1,441.82	59%
ADVERTISING	500	-	-	-	-	-	500.00	0%
POSTAGE	3,100	2,001.75	-	-	2,001.75	3,001.75	98.25	97%
DEBIT / CREDIT CARD FEES	9,500	973.71	904.46	769.20	2,647.37	8,481.25	1,018.75	89%
TOTAL THIS CATEGORY	164,000	12,775.37	56,201.79	6,700.57	75,677.73	122,591.55	41,408.45	74.75%
CAPITAL OUTLAY								
OFFICE EQUIPMENT	30,000	2,146.08	30,584.00	-	32,730.08	33,997.77	(3,997.77)	113%
OFFICE IMPROVEMENT	18,000	-	4,830.59	-	4,830.59	13,890.59	4,109.41	77%
TOTAL THIS CATEGORY	48,000	2,146.08	35,414.59	-	37,560.67	47,888.36	111.64	100%
TOTAL ADMINISTRATIVE	468,500	32,118.25	108,127.36	27,121.14	167,366.75	337,965.79	130,534.21	72%

BUDGET YEAR 2018-19		JAN	FEB	MAR	QUARTERLY 3/31/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	85,000	7,016.67	7,016.67	7,016.67	21,050.01	63,312.63	21,687.37	74%
SERVICE CREW	298,000	21,285.16	20,644.88	19,457.27	61,387.31	194,601.55	103,398.45	65%
SOCIAL SECURITY / FICA	29,500	2,154.78	2,105.81	2,014.97	6,275.56	19,637.74	9,862.26	67%
WORKMEN'S COMP	8,000	10.48	8.46	8.04	26.98	103.22	7,896.78	1%
INSURANCE	143,000	10,451.56	10,451.56	11,451.56	32,354.68	102,264.04	40,735.96	72%
UNEMPLOYMENT COMP.	3,900	28.30	27.65	26.48	82.43	243.68	3,656.32	6%
RETIREMENT (PLANT)	46,000			11,010.12	11,010.12	32,843.40	13,156.60	71%
VACATION & COMP TIME	2,000	-	-	-			2,000.00	0%
TOTAL THIS CATEGORY	615,400	40,946.95	40,255.03	50,985.11	132,187.09	413,006.26	202,393.74	
MATERIALS & SERVICES								
BACKFLOW TESTING	3,700	45.00	-	45.00	90.00	1,446.42	2,253.58	39%
FREIGHT	3,000	524.26	120.73	470.93	1,115.92	1,800.66	1,199.34	60%
TOOLS	3,000	61.29	345.90	19.97	427.16	682.74	2,317.26	23%
SUPPLIES & OPERATIONS ITEMS	4,000	394.70	121.35	55.95	572.00	3,361.41	638.59	84%
TELEPHONE & INTERNET	5,700	317.99	740.14	469.88	1,528.01	3,903.68	1,796.32	68%
ELECTRICITY	130,000	9,486.70	239.59	8,178.01	17,904.30	80,833.93	49,166.07	62%
FEES & DUES	5,500	80.00	-	969.00	1,049.00	4,953.96	546.04	90%
FUEL	10,000	712.02	645.87	196.56	1,554.45	5,856.16	4,143.84	59%
VEHICLE MAINTENANCE	12,000	1,454.27	2,334.74	744.50	4,533.51	10,677.78	1,322.22	89%
R & M FIELD	35,000	545.81	476.49	271.48	1,293.78	17,380.30	17,619.70	50%
R & M PLANT	35,000	3,716.56	783.92	1,880.53	6,381.01	26,600.74	8,399.26	76%
CHEMICALS	40,000	4,718.12	747.25	2,485.00	7,950.37	23,639.17	16,360.83	59%
WATER SAMPLES	8,500	176.00	1,011.20	-	1,187.20	4,203.80	4,296.20	49%
EDUCATION	7,000	-	3,621.90	70.00	3,691.90	5,296.90	1,703.10	76%
MISCELLANEOUS	2,000	-	-	6.74	6.74	303.45	1,696.55	15%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	5,000	-	489.01	-	489.01	4,099.51	900.49	82%
MIOX SYSTEM	4,000	-	-	-	-	125.90	3,874.10	3%
NEW CONNECT MATERIAL	2,000	-	379.68	189.84	569.52	924.13	1,075.87	46%
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	4,864.99	(925.43)	1,293.13	5,232.69	8,938.85	(8,938.85)	
COMPLIANCE FEES	-	-	-	-	-	-	-	
TOTAL THIS CATEGORY	323,900	27,097.71	11,132.34	17,346.52	55,486.57	207,204.49	116,695.51	64%

BUDGET YEAR 2018-19		JAN	FEB	MAR	QUARTERLY 3/31/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	-	222.16	111.08	333.24	553.24	2,446.76	18%
EQUIPMENT PURCHASE	8,000	2,643.92	-	-	2,643.92	8,268.92	(268.92)	103%
VEHICLE PURCHASE	-	-	-	-	-	-	-	
REPLACE LINES	50,000	-	-	-	-	-	50,000.00	0%
SAFETY EQUIPMENT	3,000	-	6,819.98	-	6,819.98	6,849.38	(3,849.38)	228%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	10,000	-	-	-	-	-	10,000.00	0%
TOTAL THIS CATEGORY	78,000	2,643.92	7,042.14	111.08	9,797.14	15,671.54	62,328.46	20%
TOTAL OPERATING								
	1,017,300	70,688.58	58,429.51	68,442.71	197,560.80	635,882.29	381,417.71	63%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	150,000.00	50,000.00	75%
RATES TO PLANT UPGRADE	400,000	40,000.00	40,000.00	40,000.00	120,000.00	320,000.00	80,000.00	80%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
DEFERRED LOAN INTEREST	1,788	-	-	-	-	1,787.39	0.61	100%
DEFERRED LOAN PRINCIPAL	29,791	-	-	-	-	29,790.58	0.42	100%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	-	50,000.00	0%
TOTAL THIS CATEGORY	806,579	40,000.00	40,000.00	90,000.00	170,000.00	501,577.97	305,001.03	62%
TOTAL ALL DEPTS.								
	2,292,379	142,806.83	206,556.87	185,563.85	534,927.55	1,475,426.05	816,952.95	64%
ENDING FUND BALANCE	441,621						441,621	
TOTAL BUDGET								
	2,734,000				534,927.55	1,475,426.05	1,258,573.95	
						2,734,000.00		

CAPITAL FUNDS BUDGET YEAR 2018-19		JAN.	FEB.	MAR.	QUARTERLY 3/31/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>BEGINNING BALANCE</i>	1,700,000							
Meter Sales	67,000	-	18,084.00	9,042.00	27,126	45,210.00	21,790	67%
Interest	20,000	3,804.80	3,551.01	4,083.68	11,439	32,090.97	(12,091)	160%
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	150,000.00	50,000	75%
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	40,000.00	40,000.00	120,000	320,000.00	80,000	80%
Reimbursement (Intergov. Agmt)								
Miscellaneous Income	-				-	-	-	
BUDGET RESOURCES	2,387,000	43,804.80	61,635.01	103,125.68	208,565	547,300.97	139,699	23%
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	-	0.10	0.05	0	0.55	1,999	0%
Reservoir Maintenance	-	-	-	-	-	-	-	
Reservoir Construction	-	-	-	-	-	-	-	
Line Replacement	300,000	-	-	-	-	-	300,000	0%
Plant Improvements	175,000	-	-	-	-	-	175,000	0%
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Treatment Plant Upgrade	80,000	16,811.54	6,564.00	17,850.00	41,226	84,250.16	(4,250)	105%
Carnes Rd. Site	-	-	-	-	-	-	-	
TOTAL EXPENSES	859,000	16,811.54	6,564.10	17,850.05	41,226	84,250.71	774,749	10%
DEBT SERVICE							859,000.00	
Plant Upgrade Loan Principal	285,000	-	-	-	-	285,000.00	-	100%
Plant Upgrade Loan Interest	114,926	-	-	-	-	59,265.25	55,661	52%
TOTAL DEBT SERVICE	399,926							
TOTAL ALL EXPENSES	1,258,926	16,811.54	6,564.10	17,850.05	41,225.69	428,515.96	830,410	34.04%
ENDING FUND BALANCE	1,128,074						268,000	
TOTAL BUDGET	2,387,000				41,226		1,098,410	

Office Manager's Report

April 2019 Meeting

SALES	March	February	March Last Year
Gallons	20,659,300	21,739,000	16,199,400
Revenue	\$141,748	\$144,695	\$129,305
Meters Sold	2	4	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	271,995,500	261,989,000	10,006,500
Revenue	\$1,520,975	\$1,395,516	\$125,459

VISA/MC	March	February	Fiscal YTD
# Transactions	867	703	6,874
Total Transacted	\$42,156	\$30,108	\$376,594
Fees We Paid	\$946	\$721	\$8,357

CHECKING ACCTS. AS OF March 31, 2019	
General Checking	\$305,217
General Fund Reserve	\$418,426
Surcharge Savings	\$65,395
Capital Checking	\$71,131
Capital Projects Reserve	\$1,291,528
Plant Upgrade Debt Reserve	\$539,378
	\$2,691,075

Online Billpay	
<i>As of April 16, 2019</i>	
Accounts Registered:	943
Paperless Accounts:	439
Autopay Accounts:	379

After working with CUSI, David has received a Gap Analysis to review. Upon his approval, David will be assigned to a project manager to come up with solutions to the gaps listed.

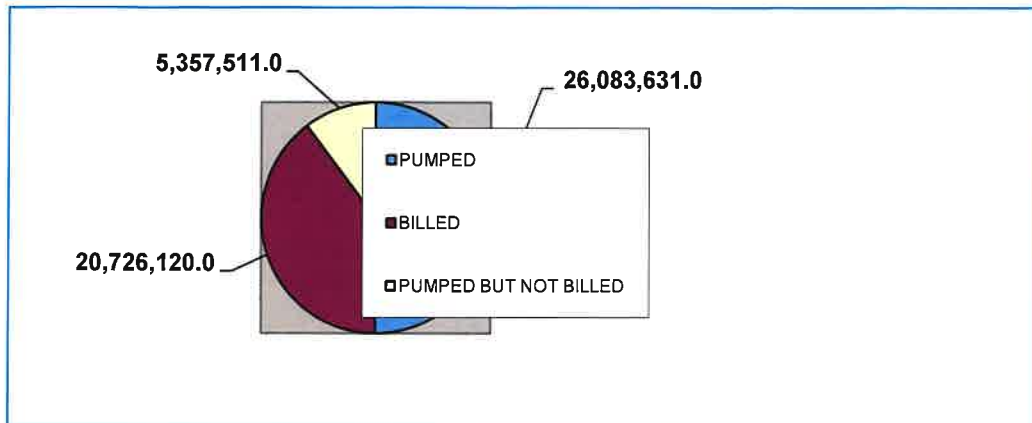
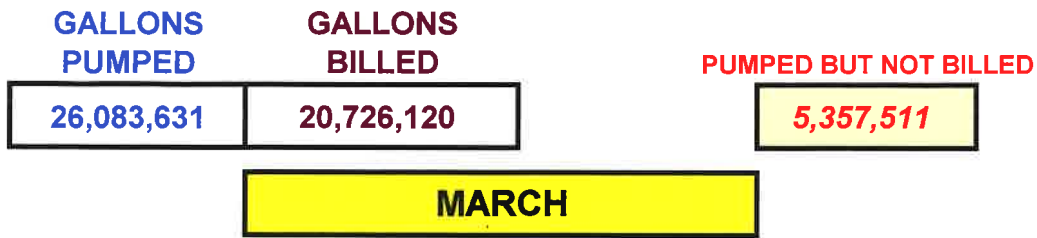
After discussion with Kay, I would like to plan to add room in our legal budget for 2019-20 to consult with Eileen Eakins on a possible merger.

Kay and David also discussed the possibility of sharing a part-time employee. Between the two Districts, the employee could receive full-time benefits and the costs could be shared by the two Districts.

David recently attended a two-day BOLI Supervisor training at Seven Feathers. David also attended an SDIS Health meeting. I will highlight the changes to the existing plans.

I am currently working on a salary comparative analysis for the District.

David Campos, CPA
Office Manager



30 DAYS IN BILLING CYCLE: 2/11/19 TO 03/10/19
 Repairs, leaks, etc. rendering unverifiable consumption

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	10,345,186
DECEMBER	14,210,106	DECEMBER	8,565,533	DECEMBER	11,622,757
JANUARY	11,334,601	JANUARY	7,934,905	JANUARY	10,352,621
FEBRUARY	9,219,899	FEBRUARY	9,346,538	FEBRUARY	10,484,214
MARCH	6,648,152	MARCH	5,885,652	MARCH	5,357,511
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



**ROBERTS CREEK
WATER DISTRICT**

User: ADMINISTRATOR
 Printed: 03/22/2019 - 2:15 PM
 Batch: 001-03-2019
 001

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	2,994	2,994	68,507.79	39,549.45	13,745,700
002	- 1" METER	18	18	985.16	741.00	257,600
004	- 1 1/2" METER SERVICE	17	17	1,955.00	1,915.20	672,900
005	- 2" METER SERVICE INS	20	20	3,680.00	3,693.60	1,295,100
006	- 3" METER SERVICE INS	1	1	368.00	54.15	18,700
007	- 4" METER SERVICE INS	4	4	2,300.00	11,197.65	3,929,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,228.35	430,600
009	- SECOND LEVEL CHARGE	39	39	776.67	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	316.35	109,500
00B	- 1" SRVC OUT OF DIST	3	3	207.00	39.90	14,000
00E	- 2" SRVC OUT OF DIST	2	2	441.60	136.80	47,900
010	- 10" FIRE LINE	1	1	120.00	293.55	103,000
Water Totals:		3,120	3,120	82,150.22	59,166.00	20,624,000
<i>Regular bills</i>						
Grand Totals:		3,120	3,120	82,150.22	59,166.00	20,624,000

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: SHARON C
 Printed: 03/11/2019 - 2:55 PM
 Batch: 112-03-2019

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	35	0	284.44	96.90	34,800
002	- 1" METER	1	0	46.00	2.85	500
009	- SECOND LEVEL CHARGE	1	0	2.00	0.00	0
Water Totals:		37	0	332.44	99.75	35,300
<i>Final bills</i>						
Grand Totals:		37	0	332.44	99.75	35,300

Roberts Creek Water District

Superintendents Report

April 2019

The crew has completed performing our yearly, valve turning program. They are currently flushing dead-end lines, in conjunction with Fire District #2 flushing their hydrants.

Charlie Borden has returned to work. I'm still working on hiring another employee, and anticipate advertising for the position within the next month.

SHN Engineering is currently working on our Hydraulic Model. We will probably be verifying some information for them, regarding the proposed tank project.

The crew has set the base for the new flagpole, but ran into a problem with some mis-shipped parts. We anticipate the pole will be in use very soon.

The annual report to the State Fire Marshall has been completed, and I'm currently working on information for the ISO Survey, for Fire District #2.

We've been working on budget items, including a new transfer switch for the treatment plant, on-site generation of chlorine, a larger amount of replacement membranes, as well as options to upgrade our treated water meters at the treatment plant.

I have an employee evaluation to give.

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

Thanks Alan