



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

SEP 27 2018

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: <i>Brandell Burton</i>		Service Address: <i>364 Corona Loop Rsbq Oregon 97471</i>
Daytime Phone: <i>541-733-4867</i>	Service Number: <i>541-733-4867</i>	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <i>8/30/18</i>	<input checked="" type="checkbox"/> Attached <i>6413-001</i>
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Brief Description of Leak Failure & Repair: *leak from floor - August standing water in meter and valve box repaired from meter to water regulator valve (all replaced). noticed leak on 8-29-18 - fixed 8-30-18*

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: *Brandell Burton* Date: *9-27-18*

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

9/27/18

Meter Read Date to use for Water Leak Credit Evaluation:

9/10/18

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

Estimated leak period based on consumption history (attach service history): *6/11-8/30*

Estimated normal usage during leak period: *23,200* Leak month consumption: *42,400*

Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (*23,200*)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak consumption of the leak billing period divided by 2= *9,600*

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

Calculated water leak credit amount: *191.55 - 120.25 = 70.70/2 = 35.35*

Reviewer's Initials:

DC

Approver's Initials:

- Credit Granted
 Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

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Roberts Creek Water District

THANK YOU
DC Farmer's Winston
124 SW Douglas Blvd
Winston, OR 97496
www.dcfarmers.com
(541) 679-8380

THANK YOU FOR SHOPPING WITH THE CO-OP
08/30/18 11:13AM 63 536 SALE

123715 1 EA \$69.99 EA N
3/4" WTR Pres Red Valve LF**C \$69.99

SUB-TOTAL:\$ 69.99 TAX: \$.00

TOTAL: \$ 69.99

DB AMT: \$ 69.99

DEBIT/ATM: \$ 69.99

DEBIT/ATM: XXXXXXXXXXXX6428

MID:*****3997 TID:***3298

AUTH: 360682 AMT: \$ 69.99

Debit network id:122

Host reference #:405215 Bat#

Trace# 499890

Authorizing Network: ACCEL

Chip Read

CARD TYPE:DEBIT EXPR: XXXX

AID : A0000000980840

TVR : 8080048000

IAD : 06010A03600000

TSI : 6800

ARC : 00

MODE : Issuer

CVM : Verified by PIN

Name : US DEBIT

ATC :0181

AC : D043CE75506AC036



==>> JRNL#E05215

<<==

CUST NO:*8382

THANK YOU BRANDELL R BURTON

FOR YOUR PATRONAGE

TVR ID # 5901906788

Customer Copy

WE APPRECIATE YOUR BUSINESS



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WATER DISTRICT**

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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: <u>Amal & Nick Petrov</u>		Service Address: <u>320 Dark Horse St. Roseburg, OR 97471</u>
Daytime Phone: <u>541-860-8301</u>	Service Number: <u>009198000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>9-26-18</u>	<input checked="" type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <u>Bathroom toilet</u>		
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: <u>Amal Petrov</u>		Date: <u>9-26-18</u>

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>9/27/18</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>9/10/18</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history) : <u>7/11 - 9/26</u>		
Estimated normal usage during leak period: <u>17,600</u> Leak month consumption: <u>89,900</u>		
Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) <u>(17,600)</u> <small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak consumption of the leak billing period divided by 2=----- <u>36,150</u>		
Multiplied by the rate used to calculate billed charges during the leak billing period:----- X <u>2.85</u>		
Calculated water leak credit amount:-- <u>362.50 - 87.10 = 215.40 / 2 = 107.70</u> ----- <u>100.00</u>		
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
If Leak Credit Granted: Date Applied: _____ Initials: _____		



LOWE'S HOME CENTERS, LLC
 3506 HWY 401/101N BRIDGE
 ROSSELBORO, OR 97470 (541) 464-3720

- SALE -

SALES#: 81741001 2525837 TRANS#: 1927436 09-25-18

310717 SCISSORS BLUE TAPER 8001	2.50
795256 ROBYN QUILTED PLAT LAMP	21.98
674771 ESPRESSO SAHR 32-FL OZ 10	14.46
OR PATHCARE RECOVERY F	9.35
706165 1/4 4-8 19P CHOICE BATH	54.96
2 0	27.49
154054 RED SCRUB 14Z 3/4X 1/3A 80	30.72
6 0	5.12
666405 STARBUCKS FRAPP MOCHA 13	2.99
OR BOTTLE DEPOSIT FEE	6.10
SUBTOTAL: 128.16	
TOTAL TAX: 0.00	
TOTAL 07576 TOTAL: 128.16	
CASH: 200.00	
CHANGE: 71.82	

STORE: 1741 TERMINAL: 07 09/25/18 19:04:34
 # OF ITEMS PURCHASED: 12
 EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.
 SEE RECEIPT SLIP FOR RETURN POLICY.
 STORE MANAGER: SHARIE RUSSELL

LOWE'S PRICE MATCH GUARANTEE
 FOR MORE DETAILS, VISIT LOWE'S.COM/PRICEMATCH

 YOUR OPINIONS COUNT
 REGISTER FOR A CHANCE TO BE
 ONE OF FIVE \$5000 WINNERS DRAWN MONTHLY!
 ARBITRARSE EN EL SORTEO MENSUAL
 PARA SER UNO DE LOS CINCO GANADORES DE \$5000!
 REGISTER BY COMPLETING A GUEST SURVEILLATION SURVEY
 WITHIN ONE WEEK AT: www.loves.com/survey
 Y O R I D # 07676 1741 268
 NO PURCHASE NECESSARY TO ENTER OR WIN.
 VOID WHERE PROHIBITED. MUST BE 18 OR OLDER TO ENTER.
 OFFICIAL RULES & WINNERS AT: www.loves.com/survey

STORE: 1741 TERMINAL: 07 09/25/18 19:04:34

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SEP 27 2018

Roberts Creek Water District



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WATER DISTRICT**

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OCT 08 2018

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SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION

(Please type or print clearly)

Customer Name: <u>Rhonda Day</u>		Service Address: <u>2067 Green Ave</u>
Daytime Phone: <u>541-430-0495</u>	Service Number: <u>8771-000</u>	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <u>Aug. (mid month)</u>	<input checked="" type="checkbox"/> Attached
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Brief Description of Leak Failure & Repair:
pipe close to house - p.v.c

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 Rhonda Day **Date** 10-8-18

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

10/8/18

Meter Read Date to use for
Water Leak Credit Evaluation:

9/10/18

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

Estimated leak period based on consumption history (attach service history): 7/11 - 8/15

Estimated normal usage during leak period: 2,300 Leak month consumption: 16,500

Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (2,300)

(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak consumption of the leak billing period divided by 2= 7,100

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

Calculated water leak credit amount: Based on actual billings 21.85

Reviewer's Initials:

DC

Approver's Initials:

Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

RECEIPT

No. 00058458

DATE 9/4/18

FROM Rhonda Day

\$ 100.00

FOR Repair of Roberts Creek Water Valve DOLLARS

- CASH
- CHECK
- MONEY ORDER
- CREDIT CARD

ACCT.	
PAID	
DUE	

FROM _____ TO _____

BY Jay Smith

RECEIVED
 OCT 08 2018
 Roberts Creek Water District

RECEIVED
 OCT 08 2018
 Roberts Creek Water District

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
September 13, 2018**

President Tracey Parker called the meeting to order at 5:59 pm. Present were Commissioners Tom Fullbright and Carolyn White. Also present were Office Manager David Campos, Superintendent Alan Paulson, and employee Dan Radford. Commissioners Phil Bigler and Steve Lusch were absent.

Commissioner White made a motion to approve the following leak adjustment request for Larry Saccato:

LEAK ADJUSTMENT REQUEST

Larry Saccato 275 Grant Smith Rd 1405-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Aug 2018	127,400	\$ 407.95	\$407.95 – 118.95 = \$289.00 / 2 = \$ 144.50 credit \$100 Cap
July-Aug 2017	30,800	\$ 118.95	

Commissioner Fullbright Seconded the motion and approval was unanimous.

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

Office Manager David Campos gave his monthly report. Winston Roofing originally stated that they were scheduling 1.5 to 2 months out, but they had a last-minute opening, so David gave them the green light to replace the roof. The roofers finished in less than two days. David is pleased with the job Winston Roofing did.

A couple vendors have visited the District for potential surveillance systems quotes. David stated that we will also look into installing trail cameras at the water tank sites since internet service is not available at the tank sites.

As a follow-up to Commissioner Bigler’s question regarding the District’s PCI compliance, David has a call in to BMS technologies, but is waiting to hear back from them.

David has received another quote from Continental Utility Solutions, Inc. for their UMS utility billing software. David liked what he saw from the demo, especially the customer

communications options they offer. David has also learned recently that Caselle is approximately 9-12 months out for implementation, should we choose Caselle's program.

David informed the Board that the flags for the office are getting old, and asked for the Board's input on a permanent flagpole. Discussion followed. The Board advised David that they support installing a flagpole. As long the pole is within budget and under his authorized spending limit, David does not need further approval from the Board.

Superintendent Alan Paulson gave his report. A control valve on the backwash system is having issues. The lid on the valve is very heavy and accessing the valve is very difficult. The valve will be repaired for now, but Alan would like to add another valve in another location. The new valve can be budgeted for in the next year.

Alan then informed the Board that the crew will be starting the Happy Valley extension project on Monday. The extension will be bringing us closer to an intertie with Umpqua Basin Water. This is a busy time of the year for leaks and the crew has been a little shorthanded so some of the other service work will have to be scheduled in between work with the Happy Valley project. Alan estimates that it will take a couple weeks to finish the extension.

A power supply went out on the MIOX system. We were able to replace it as we had a spare power supply. However, they manufacturer does not produce the power supply anymore. We are able to order one from China, at a cost of \$3,000, and send it to MIOX for them to program it, but there is no guarantee that it will work. The other option is to eventually replace the whole power unit, which will cost approximately \$11,000. The current power supply should last a few years.

The property west of the service road leading up to the Speedway tank has been sold. The owners would like to put a road in a stub up for water services. They will likely be coming in for water availability soon.

A property owner on Tipton Road is planning to put in a 400-unit storage unit facility. The property is in our District, but water service to the facility would depend on what the Fire Marshall requires of the owner. The owner will also likely come in for water availability.

Commissioner Fullbright made a motion to adjourn. Commissioner White seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:29 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

BUDGET YEAR 2018-19		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2018	% OF BUDGET	AVAILABLE
REVENUE							
<i>Beginning Balance</i>	600,000						600,000.00
WATER SALES	1,550,000	135,869.23	179,462.74	156,991.88	472,323.85	30%	1,077,676.15
WATER SALES to upgrade	400,000	40,000.00	40,000.00	40,000.00	120,000.00	30%	280,000.00
METER SALES	7,500	-	-	1,000.00	1,000.00	13%	6,500.00
SPECIAL SDC / LINES	50,000	-	-	-	-	0%	50,000.00
SPECIAL SDC / TANK	50,000	-	-	-	-	0%	50,000.00
STANDBY CHARGES	19,000	24.00	48.00	-	72.00	0%	18,928.00
BACKFLOW TESTS	4,500	300.00	225.00	300.00	825.00	18%	3,675.00
PENALTIES & WATER SVC CHARGES	22,000	2,705.00	1,970.00	1,025.00	5,700.00	26%	16,300.00
MISCELLANEOUS	23,000	2,521.44	1,986.43	1,680.24	6,188.11	27%	16,811.89
INTEREST	8,000	792.99	817.53	770.22	2,380.74	30%	5,619.26
TRANS. FROM OTHER FUND					-		
BUDGET RESOURCES	2,734,000	182,212.66	224,509.70	201,767.34	608,489.70	22%	2,125,510.30
ADMINISTRATIVE DEPT.							
OFFICE MANAGER	71,000	5,677.83	5,848.25	5,848.25	17,374.33	24%	53,625.67
OFFICE ASSISTANTS (2)	76,000	5,634.66	5,200.68	4,819.38	15,654.72	21%	60,345.28
TEMPORARY FILL-IN PERSON	10,000	-	-	-	-	0%	10,000.00
SOCIAL SECURITY / FICA	12,000	871.03	863.88	814.06	2,548.97	21%	9,451.03
WORKMEN'S COMP	500	5.29	5.57	4.74	15.60	3%	484.40
INSURANCE	65,000	4,702.78	4,702.78	4,702.78	14,108.34	22%	50,891.66
UNEMPLOYMENT	2,000	11.67	11.46	10.82	33.95	2%	1,966.05
RETIREMENT (OFFICE)	18,000	-	-	3,983.88	3,983.88	22%	14,016.12
VACATION & COMP. TIME	2,000	-	-	-	-	0%	2,000.00
TOTAL THIS CATEGORY	256,500	16,903.26	16,632.62	20,183.91	53,719.79	21%	202,780.21

BUDGET YEAR 2018-19		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2018	% OF BUDGET	AVAILABLE
MATERIALS & SERVICES							
AUDITING	9,200	-	-	5,000.00	5,000.00	54%	4,200.00
ELECTIONS	1,000	-	-	-	-	0%	1,000.00
OFFICE SUPPLIES	5,000	57.83	118.21	19.06	195.10	4%	4,804.90
TELEPHONE	3,000	157.36	157.36	157.36	472.08	16%	2,527.92
ELECTRICITY	3,500	211.24	260.00	244.83	716.07	20%	2,783.93
LEGAL FEES	3,000	-	-	-	-	0%	3,000.00
DUES & SUBSCRIPTIONS	8,000	28.00	372.99	28.00	428.99	5%	7,571.01
PROPERTY/QUAKE INS.	35,000	-	-	-	-	0%	35,000.00
LIABILITY & AUTO INS.	10,500	-	-	-	-	0%	10,500.00
R & M OFFICE	4,000	209.68	80.68	242.63	532.99	13%	3,467.01
ADMINISTRATIVE (Board)	3,200	250.00	250.00	150.00	650.00	20%	2,550.00
CONTRACT SERVICES	27,000	2,176.86	2,173.31	2,176.86	6,527.03	24%	20,472.97
BANK CHARGES	2,000	-	-	-	-	0%	2,000.00
BILLING COSTS	21,000	1,607.00	1,605.46	1,602.64	4,815.10	23%	16,184.90
ONLINE BILLPAY FEES	1,600	131.91	133.16	138.46	403.53	25%	1,196.47
WEBSITE	2,600	-	200.00	200.00	400.00	15%	2,200.00
BUDGETING	800	-	-	-	-	0%	800.00
EDUCATION (office)	7,000	-	-	-	-	0%	7,000.00
MISCELLANEOUS	3,500	200.70	191.64	163.07	555.41	16%	2,944.59
ADVERTISING	500	-	-	-	-	0%	500.00
POSTAGE	3,100	1,000.00	-	-	1,000.00	32%	2,100.00
DEBIT / CREDIT CARD FEES	9,500	798.20	939.51	1063.18	2,800.89	29%	6,699.11
TOTAL THIS CATEGORY	164,000	6,828.78	6,482.32	11,186.09	24,497.19	15%	139,502.81
CAPITAL OUTLAY							
OFFICE EQUIPMENT	30,000	-	-	-	-	0%	30,000.00
OFFICE IMPROVEMENT	18,000	-	9,060.00	-	9,060.00	50%	8,940.00
TOTAL THIS CATEGORY	48,000	-	9,060.00	-	9,060.00	19%	38,940.00
TOTAL ADMINISTRATIVE	468,500	23,732.04	32,174.94	31,370.00	87,276.98	19%	381,223.02
							468,500.00

BUDGET YEAR 2018-19		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2018	% OF BUDGET	AVAILABLE
OPERATING EXPENSES							
PLANT SUPERINTENDENT	85,000	7,016.67	7,016.67	7,016.67	21,050.01	25%	63,949.99
SERVICE CREW	298,000	22,948.55	21,843.92	21,970.53	66,763.00	22%	231,237.00
SOCIAL SECURITY / FICA	29,500	2,282.03	2,197.53	2,207.23	6,686.79	23%	22,813.21
WORKMEN'S COMP	8,000	9.86	12.07	10.29	32.22	0%	7,967.78
INSURANCE	143,000	10,451.56	10,451.56	10,451.56	31,354.68	22%	111,645.32
UNEMPLOYMENT COMP.	3,900	29.88	28.86	28.90	87.64	2%	3,812.36
RETIREMENT (PLANT)	46,000			10,907.16	10,907.16	24%	35,092.84
VACATION & COMP TIME	2,000	-	-	-	-	0%	2,000.00
TOTAL THIS CATEGORY	615,400	42,738.55	41,550.61	52,592.34	136,881.50	22%	478,518.50
							615,400.00
MATERIALS & SERVICES							
BACKFLOW TESTING	3,700	230.00	-	225.00	455.00	12%	3,245.00
FREIGHT	3,000	149.04	144.09	-	293.13	10%	2,706.87
TOOLS	3,000	13.91	-	-	13.91	0%	2,986.09
SUPPLIES & OPERATIONS ITEMS	4,000	355.43	203.97	520.43	1,079.83	27%	2,920.17
TELEPHONE & INTERNET	5,700	401.25	433.74	140.14	975.13	17%	4,724.87
ELECTRICITY	130,000	9,807.76	13,195.86	11,477.35	34,480.97	27%	95,519.03
FEES & DUES	5,500	30.00	681.72	-	711.72	13%	4,788.28
FUEL	10,000	787.93	687.91	838.43	2,314.27	23%	7,685.73
VEHICLE MAINTENANCE	12,000	1,051.30	320.85	794.05	2,166.20	18%	9,833.80
R & M FIELD	35,000	1,302.77	8,263.22	1,903.68	11,469.67	33%	23,530.33
R & M PLANT	35,000	238.86	4,140.18	234.36	4,613.40	13%	30,386.60
CHEMICALS	40,000	-	6,478.44	-	6,478.44	16%	33,521.56
WATER SAMPLES	8,500	296.60	1,027.60	208.60	1,532.80	18%	6,967.20
EDUCATION	7,000	-	1,055.00	238.00	1,293.00	18%	5,707.00
MISCELLANEOUS	2,000	-	-	-	-	0%	2,000.00
ENGINEERING	1,000	-	-	-	-	0%	1,000.00
RESERVOIR MAINTENANCE	5,000	3,610.50	-	-	3,610.50	72%	1,389.50
MIOX SYSTEM	4,000	-	-	125.90	125.90	3%	3,874.10
NEW CONNECT MATERIAL	2,000	-	-	133.68	133.68	7%	1,866.32
SUMMER STORED WATER	6,000	-	-	-	-	0%	6,000.00
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	0%	1,500.00
INVENTORY ADJUSTMENT	-	2,425.78	(2,213.25)	653.77	866.30		(866.30)
COMPLIANCE FEES	-	-	-	-	-		-
TOTAL THIS CATEGORY	323,900	20,701.13	34,419.33	17,493.39	72,613.85	22%	251,286.15
							323,900.00

BUDGET YEAR 2018-19		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2018	% OF BUDGET	AVAILABLE
CAPITAL OUTLAY							
METER INSTALLATION	3,000	-	-	110.00	110.00	4%	2,890.00
EQUIPMENT PURCHASE	8,000	5,625.00	-	-	5,625.00	70%	2,375.00
VEHICLE PURCHASE	-	-	-	-	-	-	-
REPLACE LINES	50,000	-	-	-	-	0%	50,000.00
SAFETY EQUIPMENT	3,000	-	11.99	-	11.99	0%	2,988.01
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00
REPLACE FILTER MEDIA	10,000	-	-	-	-	-	10,000.00
TOTAL THIS CATEGORY	78,000	5,625.00	11.99	110.00	5,746.99	7%	72,253.01
TOTAL OPERATING	1,017,300	69,064.68	75,981.93	70,195.73	215,242.34	21%	802,057.66
TRANSFERS & DEBT SERVICE							
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	25%	150,000.00
RATES TO PLANT UPGRADE	400,000	40,000.00	40,000.00	40,000.00	120,000.00	30%	280,000.00
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	0%	75,000.00
DEFERRED LOAN INTEREST	1,788	-	-	-	-	0%	1,788.00
DEFERRED LOAN PRINCIPAL	29,791	-	-	-	-	0%	29,791.00
RESERVE FOR REPAYMENT	50,000	-	-	-	-	0%	50,000.00
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	0%	50,000.00
TOTAL THIS CATEGORY	806,579	40,000.00	40,000.00	90,000.00	170,000.00	21%	636,579.00
806,579.00							
TOTAL ALL DEPTS.	2,292,379	132,796.72	148,156.87	191,565.73	472,519.32	21%	1,819,859.68
ENDING FUND BALANCE	441,621						441,621
TOTAL BUDGET	2,734,000				472,519.32		2,261,480.68

CAPITAL FUNDS BUDGET YEAR 2018-19		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2018	% OF BUDGET	AVAILABLE
REVENUE							
<i>BEGINNING BALANCE</i>	1,700,000						1,700,000
Meter Sales	67,000	-	-	9,042.00	9,042	13%	57,958
Interest	20,000	3,199.48	3,279.74	3,179.40	9,659	48%	10,341
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	25%	150,000
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	40,000.00	40,000.00	120,000	0%	280,000
Reimbursement (Intergov. Agmt)					-		-
Miscellaneous Income	-				-		-
BUDGET RESOURCES	2,387,000	43,199.48	43,279.74	102,221.40	188,701	8%	2,198,299
							2,387,000
EXPENDITURES							
Capital Outlay							
Other/Miscellaneous	2,000	0.10	0.05	-	0.15	0%	2,000
Reservoir Maintenance	-	-	-	-	-	0%	-
Reservoir Construction	-	-	-	-	-	0%	-
Line Replacement	300,000	-	-	-	-	0%	300,000
Plant Improvements	175,000	-	-	-	-	0%	175,000
Reserved for future requirement	300,000	-	-	-	-	0%	300,000
Water Rights Acquisition	2,000	-	-	-	-	0%	2,000
Treatment Plant Upgrade	80,000	39,313.85	-	-	39,314	49%	40,686
Carnes Rd. Site	-	-	-	-	-	0%	-
TOTAL EXPENSES	859,000	39,313.95	0.05	-	39,314.00	5%	819,686
DEBT SERVICE							
Plant Upgrade Loan Principal	285,000	-	-	-	-	0%	285,000
Plant Upgrade Loan Interest	114,926	-	-	-	-	0%	114,926
TOTAL DEBT SERVICE	399,926	-	-	-	-		399,926
TOTAL ALL EXPENSES	1,258,926	39,313.95	0.05	-	39,314.00	3.12%	1,219,612
ENDING FUND BALANCE	1,128,074				39,314.00		920,864
TOTAL BUDGET	2,387,000				39,314.00		2,140,476

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
SEPTEMBER 2018

Aaction Backflow	<i>5 non-comp backflow tests</i>	225.00
Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	72.55
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	393.26
BMS Technologies	<i>Statement fees, online billpay fees</i>	1,741.10
Cardmember Service (Visa)	<i>Printer for Alan's office, 6V man-lift batteries, JW/WH flagger class, air filters for office, payroll subscription fees</i>	1,021.85
Consolidated Supply Co.	<i>Inserts, tees, 90's</i>	733.21
Corix Water Products	<i>North River service parts, repair clamps, poly pipe, pressure guage</i>	1,990.02
David Campos	<i>Reimburse mileage for August</i>	54.77
Digital Deployment, Inc.	<i>Monthly website fee</i>	200.00
Douglas Co. Farmers' Co-Op	<i>Misc service parts, Miox parts, supplies</i>	95.23
Douglas Fast Net	<i>Internet</i>	131.50
Exodus Pest Control	<i>Office pest control service (2 months)</i>	46.00
Flury Supply	<i>4" blue hoses</i>	279.12
Green Sanitary District	<i>Monthly sewer service for plant, carnes, office</i>	114.00
Long's Building Supply	<i>Electrical tape, screwdrivers</i>	15.71
TSYS	<i>Monthly debit/credit card fees previous mo.</i>	939.51
Metereaders	<i>Monthly meter readings</i>	2,176.86
Mignola Farms	<i>Top soil and red rock</i>	155.50
Neuner & Davidson Co.	<i>Audit progress payment</i>	5,000.00
Oregon Linen	<i>Rugs for office</i>	57.68
Oregon Tractor	<i>Repair backhoe</i>	224.38
Pacific Power	<i>Plant, shop, office electricity</i>	11,649.63
Platt Supply	<i>25-amp breakers</i>	122.54
Payroll: Office	<i>Payroll</i>	8,365.07
Plant	<i>Payroll + draws</i>	21,492.61
Commissioners	<i>Board Compensation</i>	230.63
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding + SUTA + WBF tax</i>	4,166.62
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security & Medicare</i>	10,251.12
Child Support EFTPS	<i>Withheld from paycheck per court order</i>	390.00
Allstate Benefits	<i>Supplemental insurance (employee paid)</i>	311.01
Edward Jones	<i>Quarterly employee retirement contribution</i>	14,891.04
Refunds	<i>Overpayment & Service Deposit refunds</i>	660.94
SDIS	<i>October health/supplemental insurance premiums</i>	15,154.34
Staples	<i>Eval gift card, white-out, binder clips, service charge</i>	167.78
TruEdge Communications	<i>VOIP</i>	166.00
Umpqua Research	<i>Water sample testing</i>	208.60
Winston Auto Parts	<i>Filter, 5 gallons oil</i>	110.94
Winston Sanitary	<i>Dumpster at Carnes, etc.</i>	77.90

TOTAL GEN. FUND PAYABLES for September 2018	103,859.02
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None -

TOTAL CAP PROJECTS PAYABLES for September 2018	-
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Office Manager's Report

October 2018 Meeting

SALES	September	August	Sept Last Year
Gallons	41,435,300	51,029,300	48,462,600
Revenue	\$200,976	\$228,325	\$197,085
Meters Sold	2	0	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	137,555,800	138,111,600	(555.800)
Revenue	\$640,691	\$573,078	\$67,613

VISA/MC	September	August	Fiscal YTD
# Transactions	725	763	2,233
Total Transacted	\$47,652	\$49,038	138,214
Fees We Paid	\$968	\$1,075	\$2,983

CHECKING ACCTS. AS OF Sept 30, 2018	
General Checking	\$294,727
General Fund Reserve	\$412,972
Surcharge Savings	\$65,346
Capital Checking	\$79,899
Capital Projects Reserve	\$1,175,671
Plant Upgrade Debt Reserve	\$677,069
	\$2,705,684

Online Billpay	
<i>As of October 9, 2018</i>	
Accounts Registered:	894
Paperless Accounts:	426
Autopay Accounts:	337

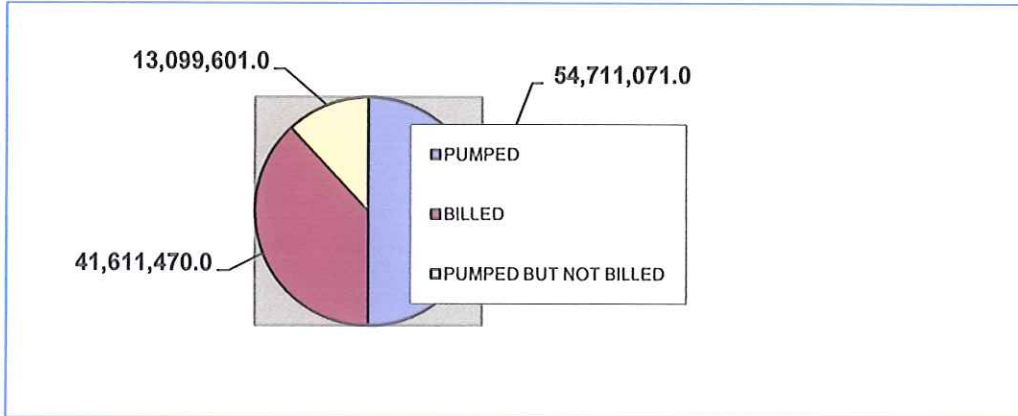
We have received two quotes for the installation of a surveillance system for the District, and are anticipating one more quote. Once we have all 3 quotes, I can complete the SDAO grant application.

This year's SDIS Best Practices checklist theme focuses on safeguarding District property. Among the requirements in the checklist to receive credits against our insurance premiums:

- Photos of District covered structures on property schedule submitted to SDIS
- Adoption of a preventative maintenance policy (Resolution to be presented in November)
- Online training in Facilities Emergencies or Arson Awareness and Prevention

A representative from Continental Utility Solutions, Inc. will be visiting the District on November 1 to give a demo on their UMS software. CUSI has provided overview packets for your viewing.

David Campos, CPA
Office Manager



30 DAYS IN BILLING CYCLE: 8/11/18 TO 9/10/18

Repairs, leaks, etc. rendering unverifiable consumption

8/15/18	1491 & 1493 AUSTIN	REPAIR SERVICE
8/15/18	3071 OLD HWY 99 S	REPAIR SERVICE
8/16/18	3372 CARNES	REPAIR SERVICE
8/16/18	1536 AUSTIN	REPAIR SERVICE
8/22/18	2052 PALOS VERDES	REPAIR SERVICE
8/22/18	4963 MELODY	REPAIR SERVICE
8/22/18	2066 PALOS VERDES	REPAIR SERVICE
8/23/18	2194 LANDERS	REPAIR SERVICE
8/24/18	153 BEECH	REPAIR SERVICE
8/27/18	2091 CASTLE	REPAIR SERVICE
8/27/18	659 DODSON VIEW	MAIN LINE REPAIR
8/28/18	1917 DEL MAR	REPAIR SERVICE
8/30/18	659 DODSON VIEW	REPAIR SERVICE
8/31/18	2092 CASTLE	REPAIR SERVICE
9/4/18	1934 & 1936 CASTLE	REPAIR SERVICE
9/5/18	4276 OLD HWY 99 S	REPAIR MAIN LINE
9/6/18	2540 LANDERS	REPAIR SERVICE
9/8/18	209 DODSON VIEW	REPAIR MAIN LINE
9/9/18	2941 OLD HWY 99 S	REPAIR MAIN LINE

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	
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	

Gallons Consumed vs Billed

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: BETH D
 Printed: 09/24/2018 - 10:52 AM
 Batch: 001-09-2018
 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	2,983	2,983	68,224.92	81,914.70	28,585,900
002	- 1" METER	19	19	1,075.25	2,587.80	907,600
004	- 1 1/2" METER SERVICE	17	17	1,878.33	3,083.70	1,081,200
005	- 2" METER SERVICE INS	20	20	3,680.00	6,600.60	2,315,600
006	- 3" METER SERVICE INS	1	1	368.00	418.95	147,300
007	- 4" METER SERVICE INS	4	4	2,300.00	18,701.70	6,562,000
008	- 8" METER SERVICE INS	1	1	2,257.00	2,989.65	1,049,300
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	1,048.80	369,800
00B	- 1" SRVC OUT OF DIST	3	3	207.00	108.30	37,600
00E	- 2" SRVC OUT OF DIST	2	2	441.60	54.15	19,400
010	- 10" FIRE LINE	1	1	120.00	401.85	140,500
	Water Totals:	3,110	3,110	81,884.10	117,910.20	41,216,200
	<i>Regular Billing</i>					
	Grand Totals:	3,110	3,110	81,884.10	117,910.20	41,216,200

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: SHARON C
 Printed: 09/11/2018 - 11:29 AM
 Batch: 112-09-2018

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	39	0	460.75	265.05	93,900
002	- 1" METER	1	0	19.16	0.00	100
004	- 1 1/2" METER SERVICE	1	0	80.50	356.25	125,100
	Water Totals:	41	0	560.41	621.30	219,100
	<i>Final Billing</i>					
	Grand Totals:	41	0	560.41	621.30	219,100

Roberts Creek Water District

Superintendents Report

October 2018

I have signed the change order for the flex coupling installation on the CIP tank, so parts could be ordered. Harvey and Price will repair the cracked flange on the CIP tank, at the same time.

The Cla-Val control valve, that reduces pressure for our backwash system at the plant, has been repaired.

We are in the process of replacing our MIOX day tanks, and painting the floors, with a durable, epoxy paint. As discussed at the previous meeting, we recently had a power supply go out on the unit (which we had a spare), but MIOX no longer supports that system. They have come up with a new power supply (replaces the entire upper cabinet), that will replace the unsupported unit, at an approximate cost of \$16,000.

We have replaced the bulbs in our U.V. units. The manufacturer suggests changing them every 5,000 hours of runtime at a cost of approximately \$4,000, our bulbs were changed at approximately 13,000 hours.

We are scheduled to get the factory training on our G.I.S unit, next week. We will then start the long process of mapping all of our assets in the District.

I had mentioned at the last meeting, there was talk of developing the property below our Speedway tank in the future. It looks like that might be happening sooner, than later. I hope to have more information for the meeting.

I have an employee evaluation.

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

Thanks Alan