



**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>Thomas Decker</i>		Service Address: <i>176 Yoder Lane Roseburg OR</i>
Daytime Phone: <i>541-378-5554</i> <i>541-679-9304</i>	Service Number: <i>1198000</i>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <i>9-22-20</i>	<input checked="" type="checkbox"/> Attached <i>Plumbing Receipt</i>	
Brief Description of Leak Failure & Repair: <i>We left door hanger of a leak - they had it fixed</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>Beate Decker</i>		Date <i>9-30-20</i>

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <i>9/30/2020</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>9/10/2020</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <i>100.00</i>
Estimated leak period based on consumption history (attach service history): <i>8/11 - 9/10/20</i>		
Estimated normal billing during leak period: <i>77.35</i>		Leak month billing: <i>316.75</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): <i>(77.35)</i>		
<small>(NOTE: if estimating average billing, attach calculation documentation)</small>		
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=		<i>239.40/2 = 119.70</i>
Calculated water leak credit amount: -----		<i>100.00</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: RECEIVED

SEP 30 REC'D

Todd Colwell
118 Rolling Hills Rd
Roseburg, OR 97471
541-733-1616

Valynn Currie.
RE: 176 Yoder Roseburg, OR

Invoice

September 28,2020

Materials	52.42
Labor water repair line	350.00

Total	\$402.42
Due upon completion	

Todd Colwell

Todd Colwell Date 9-29-20

RECEIVED

SEP 30 REC'D

Roberts Creek Water District



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>Mildred Millard</i>		Service Address: <i>598 Roberts mtn Rd Roseburg OR 97471</i>
Daytime Phone: <i>541-900-0027</i>	Service Number: <i>4334001</i>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <i>10-2-20</i>	<input type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <i>when fence was repaired last summer, fence Co. poured cement in hole near meter box, cement went into the area where pipe is. Started leaking probably in July, the plumbing was fixed Oct.</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>Chloe L. McPhee</i>		Date <i>10/5/2020</i>

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <i>10/5/2020</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>7/10, 8/10 + 9/10/2020</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <i>72.68</i>
Estimated leak period based on consumption history (attach service history) : <i>6/11 - 10/2</i>		
Estimated normal billing during leak period: <i>228.80</i>		Leak month billing: <i>374.15</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>(228.80)</i>
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=		<i>72.68</i>
Calculated water leak credit amount: -----		<i>72.68</i>
Reviewer's Initials: <i>OK</i>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

**MINUTES OF THE BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
October 8, 2020**

President Tracey Parker called the meeting to order at 6:01 pm. Present were Commissioners Brenda Kingry and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioners Carolyn White and Tom Fullbright were absent.

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

Kirsten McDonald 123 Columbia Loop Rd 11873000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Aug - Sept 2020	133,000	\$ 425.05	$\$425.05 - 125.80 = \$299.75 / 2 =$
Aug - Sept 2019	28,000	\$ 125.80	\$ 149.63 credit
			\$100 Max

Laura Wiles 260 Bobwhite St 10472000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2020	49,000	\$ 185.65	$\$185.65 - 111.55 = \$74.10 / 2 =$
July - Aug 2019	23,000	\$ 111.55	\$ 37.05 credit

Sarah Cermak 145 Lancaster Ave 4878000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Sept 2020	91,000	\$ 328.35	$\$328.35 - 137.40 = \$190.95 / 2 =$
July - Sept 2019	24,000	\$ 137.40	\$ 95.48 credit

Robert Fowler 518 Little Valley Rd 8183000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2020	190,000	\$ 564.50	$\$564.50 - 57.20 = \$507.30 / 2 =$
July - Aug 2019	12,000	\$ 57.20	\$ 253.65 credit
			\$100 Max

Margery Yungkans 160/162 Victoria Ct 6521000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Aug 2020	53,000	\$ 174.05	$\$174.05 - 54.35 = \$119.70 / 2 =$
Aug 2019	11,000	\$ 54.35	\$ 59.85 credit

Commissioner Brenda Kingry seconded the motion, and approval was unanimous.

Commissioner Lusch made a motion to approve the September meeting minutes, financial statements, and accounts payable. Commissioner Kingry seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David provided an update on the status of the prospective joint authority petition. There were forms missing from the initial

petition and there have been some corrections to the legal description and boundary map. A response from Douglas County is expected soon.

David informed the Board that one office staff employee will be on medical leave for most of November. David plans to schedule Stacey to be at RCWD for most of the month.

David reviewed the monthly progress report from SDAO Consulting Services with the Board.

Superintendent Alan Paulson gave his report. Alan stated that Douglas County has put the Carnes Road sidewalks project out to bid. We will be working with the selected contractor to move some of our service lines and address any line conflicts throughout the job.

Several of the crew members attended training on asbestos handling, which took place at Green Sanitary District.

Alan discussed the filter membrane replacement analysis with the Board. The analysis stated that the Sinor filter membranes, although more cost-effective compared to the Dupont option, would require significant programming and chemical changes in order to be compatible. Also, the Sinor membranes would not come with support from the manufacturer. Any support would need to be contracted out. Discussion followed. Commissioner Lusch stated that, even though we may be able to sole-source the procurement, there is a process for sole-sourcing and it may be easier to go through the formal bid process.

Alan informed the Board that the two new utility crew workers have started, and they are working well and are fitting in well in the District.

There being no further business, Commissioner Kingry made a motion to adjourn the meeting. Commissioner Lusch seconded the motion. Approval was unanimous and the meeting was adjourned at 6:28 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
October 2020

	Oct 20
Ordinary Income/Expense	
Income	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	201,364.47
402 · Meter Sales	4,000.00
408 · Backflow Test Receipts	400.85
409 · Water Service Fees	2,660.00
410 · Miscellaneous Income	4,036.14
412 · Interest	413.59
	252,875.05
Total Income	252,875.05
Gross Profit	252,875.05
Expense	
501 · Office Manager	6,991.00
502 · Office Assistants	8,712.02
507 · Office Supplies	103.27
508 · Telephone & Internet	50.00
509 · Electricity (office)	213.71
510 · Social Security	1,205.41
511 · Workmen's Comp.	5.80
512 · Legal Fees	1,250.00
515 · Health Insurance (office)	6,922.01
517 · Repair & Maint. Office	107.72
518 · Administrative	150.00
519 · Contract Services	2,271.76
525 · Misc. Expense	3.53
530 · Unemployment Comp.	15.85
532 · Billing Costs	1,581.38
534 · Capital Project Rate Transfer	40,000.00
538 · Website	400.00
539 · Consulting Services	700.00
601 · Plant Superintendent	7,470.25
602 · Service Crew	27,523.71
603 · Backflow Tests	315.00
607 · Supplies & Safety Items	134.40
608 · Telephone / Internet	445.16
609 · Plant Electricity & Gas	11,337.99
610 · Social Security/Plant	2,666.75
611 · Workmen's Compensation	12.46
612 · Fees & Dues	548.87
613 · Fuel	520.02
614 · Vehicle Maintenance	1,137.94
615 · Health Insurance (plant)	8,218.51
617-A · R & M - Field	1,574.07
617-B · R & M - Plant	3,372.29
618 · Chemicals	13,587.60
620 · Water Samples	1,106.60
624 · Meter Installations	401.73
630 · Unemployment Comp. Plant	34.96
640 · New Connection Materials	472.50
675 · Inventory Adjustment	1,868.12
	153,432.39
Total Expense	153,432.39
Net Ordinary Income	99,442.66
Net Income	99,442.66

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
October 2020

	<u>Oct 20</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	36,168.00
412 · INTEREST	1,714.28
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
	<hr/>
Total Income	77,882.28
	<hr/>
Gross Profit	77,882.28
Expense	
625 · MISCELLANEOUS	0.05
	<hr/>
Total Expense	0.05
	<hr/>
Net Ordinary Income	77,882.23
	<hr/>
Net Income	<u><u>77,882.23</u></u>

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
OCTOBER 2020

Avista Utilities	Natural gas at office/plant/Carnes	73.24
Atlas Copco Compressors	Unloading valve	336.81
Bassett-Hyland Co.	Fuel for company vehicles	520.02
BMS Technologies	September statement fees	1,581.38
Canon Solutions America	Plant/Office copier service agreement 7/20 -8/19, 8/20 - 9/19	88.83
Chuck Swarm & Family Auto Repair	Oil change on Chevy C4500	113.90
Digital Deployment, Inc.	Streamline website monthly fee (2 months)	400.00
Douglas Auto Parts	belt for Vac-tron	29.00
Douglas Co. Farmers Co-op	Sch 80 nipple, pvc ball valve, mini twist nozzle, mini clamps, elbow, couplings, adapters	76.25
GC Systems, Inc.	3-way solenoid, Hytrol valve, Diaph/disc assembly	512.80
Green Sanitary District	Office/Plant/Carnes sewer service	114.00
Iconix Water Products	50 zenner meters, vacuum breaker, repair band, pvc ball valve, pvc cement, meter boxes/lids	4,395.33
Industrial Tire Service	tires for Alan service pickup	778.41
Meterreaders, LLC	September meter readings	2,271.76
Northstar Chemical, Inc	40,560 lbs Aluminum Chlorohydrate	13,587.60
Northwest Local Gov't Legal Advisors	Draft petition docs, draft ballot title, petition cover page, SDC funds inquiry, communications	1,253.53
On-site Wastewater Management	Rising River RV pump station maintenance per contract	200.00
Oregon Linen	Monthly rug service - office	69.72
Oregon Government Ethics Commission	Annual ethics commission fee	548.87
Pacific Power	Plant/Office/Shop/Tipton/Hwy 99/Highlands/Roberts Creek electricity	11,478.46
Popeye's Pump & Backflow	7 non-comp backflow tests	315.00
Payroll: Office	Payroll	12,184.39
Plant	Payroll + draws	24,174.98
Commissioners	Board Compensation	138.36
Oregon Dept. Revenue EFTPS	Payroll Withholding + EE State Transit Tax Withholding	3,152.05
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	11,489.40
Allstate	Supplemental insurance (EE paid)	256.96
Nationwide Recovery Service	Employee garnishment	1,922.05
Refunds	Overpayment & Service Deposit refunds	805.05
SDAO Consulting Services	August RCWD/GSD Org planning - joint authority	700.00
SDIS	November health/supplemental insurance premiums	15,140.52
Umpqua Research	Water sample testing	1,106.60
Verizon Wireless	Tablet line	95.16
William H. Reilly & Co	Miox Brine Pump (backup), therowell assembly	2,169.45
RCWD Crew Staff	Cell phone stipend for September	400.00
Winston Auto Parts	fuel and air filters, motor oil, oil filter	209.64
Winston Sanitary	Dumpster at Carnes shop	77.90

TOTAL GEN. FUND PAYABLES for October 2020	112,767.42
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None -

TOTAL CAP PROJECTS PAYABLES for October 2020	-
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Office Manager's Report

November 2020 Meeting

SALES	October	September	Oct Last Year
Gallons	24,059,800	47,969,300	24,189,600
Revenue	\$152,493	\$231,588	\$152,117
Meters Sold	8	0	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	161,801,900	153,820,900	7,981,000
Revenue	\$807,192	\$771,253	\$35,939

Oct Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$74,221	\$4,726	\$17,781	\$96,728
# of Transactions	1,006	81	188	1,275
Fees Charged*	\$1,904	\$61	None	\$1,965

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF October 31, 2020	
General Checking	\$426,837
General Fund Reserve	\$532,638
Surcharge Savings	\$65,510
Capital Checking	\$125,104
Capital Projects Reserve	\$1,540,230
Plant Upgrade Debt Reserve	\$743,700
	\$3,434,019

Sharon Cason, Office Assistant, is on medical leave until November 30. December will be her last month with the District as she will be retiring December 31. I will work with Kay on scheduling, as Stacey will likely spend a larger part of her time at RCWD.

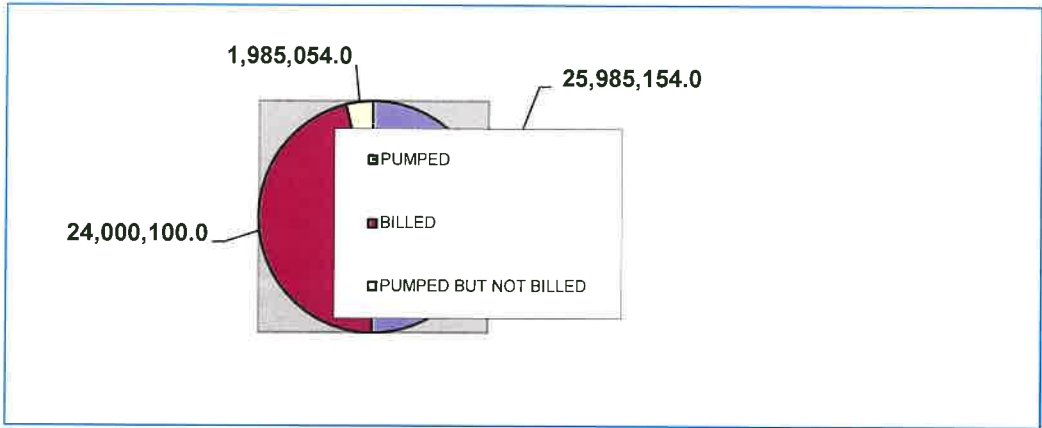
I am in process of preparing the year-end financial report, which I plan to have completed by the end of the month.

As you know, we have been in communications with the Douglas County Planning Department regarding the proposed joint water and sanitary authority petition. It became apparent that, given all the barriers the petitioners would face, collecting the required signatures would be near impossible. We made our case with the County as to why our petition is worthy of a County resolution to move the formation process forward. We have drafted a formal letter, which has been signed by the Green Sanitary District Board and would also need to be approved and signed by our Board to submit to the County Board of Commissioners.

I have two employee evaluations to present.

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
25,985,154	24,000,100	1,985,054

Oct-20



30 DAYS IN BILLING CYCLE: 9/11/20 TO 10/10/20

Repairs, leaks, etc. rendering unverifiable consumption

10/120	576 HIGHLAND VISTA	REPAIR SERVICE
9/28/20	2020 BURDETTE	REPAIR SERVICE
9/25/20	161 BELMONT	REPAIR SERVICE
9/23/20	437 YOKUM	REPAIR SERVICE
9/23/20	4456 STELLA	REPAIR SERVICE
9/21/20	403 YOKUM	REPAIR SERVICE
9/17/20	150 MAYWOOD	REPAIR SERVICE
9/14/20	1888-1902 DEL MAR	REPAIR SERVICE
10/12/20	2224 LANDERS	REPAIR SERVICE
10/5/20	2126 BURDETTE	REPAIR SERVICE
9/17/20	140 SANTA BARBARA	REPAIR SERVICE

2020-2021	DIFFERENCE	2021-2022	DIFFERENCE	2022-2023	DIFFERENCE
JULY	5,124,050	JULY		JULY	
AUGUST	1,873,280	AUGUST		AUGUST	
SEPTEMBER	7,835,590	SEPTEMBER		SEPTEMBER	
OCTOBER	1,704,864	OCTOBER		OCTOBER	
NOVEMBER		NOVEMBER		NOVEMBER	
DECEMBER		DECEMBER		DECEMBER	
JANUARY		JANUARY		JANUARY	
FEBRUARY		FEBRUARY		FEBRUARY	
MARCH		MARCH		MARCH	
APRIL		APRIL		APRIL	
MAY		MAY		MAY	
JUNE		JUNE		JUNE	



November 12, 2020

Douglas County Board of Commissioners
Douglas County Courthouse - CH217
1036 S.E. Douglas Avenue
Roseburg, Oregon 97470

Subject: Proposed Formation of the Green Area Water and Sanitary Authority

Dear Commissioners Boice, Freeman and Kress,

Confirming recent communications with Joshua Shaklee, Director of the Douglas County Planning Department, the Boards of the Roberts Creek Water District and Green Sanitary District have proposed formation of the Green Area Water and Sanitary Authority. This letter further describes this proposal and respectfully requests the Douglas County Board of Commissioners consider approving a resolution to proceed with formation of the proposed Green Area Water and Sanitary Authority.

The Roberts Creek Water District and Green Sanitary District (the Districts) currently provide water and sanitary sewer services, respectively, to the unincorporated community of Green, Oregon. Roberts Creek Water District also provides water services to outlying areas including Roberts Creek, Shady and Glengary. The boundaries of Green Sanitary District are fully contained within the boundaries of Roberts Creek Water District.

The proposed Green Area Water and Sanitary Authority (the Authority) would replace the two existing Districts and provide the same water and sanitary sewer services to the Districts' existing customers. Under this proposal, the existing Districts would be dissolved upon formation of the Authority.

Oregon Revised Statutes establish at least two methods of forming a joint water and sanitary authority. One option, ORS 198.750(1), specifies that formation of a joint authority may be initiated by public petition. Alternatively, ORS 198.835 specifies that if the proposed authority will be located entirely within one county, the county board for that county may initiate the formation of the proposed authority.

The Districts had originally anticipated using the public petition process specified in ORS 198.750(1) to initiate the Authority formation process. However, in light of the unique nature of this proposal and given current conditions, it now appears that formation by the Douglas County Board of Commissioners would be more appropriate for the reasons outlined below.

- The duration and intensity of the current COVID-19 pandemic could not have been foreseen. Petition signature gathering during the ongoing pandemic would necessitate additional COVID-related procedures and may pose additional risks of spreading of the virus. The recent rise in positive cases in Douglas County would undoubtedly cause citizens to be wary of signing a publicly circulated petition. Furthermore, at least one business in the Green District has denied volunteers access to its premises to gather signatures, citing coronavirus risks. Other businesses would presumably follow suit.
- A petition process is typically put forth because a community and its citizens are motivated to make a change or add new public services. In this case, the services to be provided by the proposed Green Area Water and Sanitary Authority are currently provided by the existing Districts. Unless citizens in the community are unhappy with how the current Districts are being run, it seems unlikely that voters would take it upon themselves to bring forth a petition for change, much less be willing to volunteer the time needed to gather signatures.
- Election regulations prohibit signature gathering on District properties or by District staff. Thus, advocating for and gathering of signatures would largely be left up to elected Board members, many of whom have “day jobs” and are unable to commit the time and resources needed for such an effort.
- The county-initiated formation process specified in ORS 198.835 requires a public hearing be held on the proposal. As a result, the public would have an opportunity to comment on this proposal and the County Board of Commissioners would be aware of public concerns related to formation of the proposed Authority.
- Formation of the proposed Green Area Water and Sanitary Authority would result in significant benefits to the Districts’ existing customers including cost savings, operational efficiencies, improved service, better public policies, and more effective long-term planning. The new proposed Authority would not require a permanent tax rate and by dissolution of the existing Districts concurrent with the formation of the proposed Authority, these benefits would be achieved without the addition of another jurisdiction or public agency.

In summary, given the unique nature of this proposal, having the Douglas County Board of Commissioners initiate the formation of the Green Area Water and Sanitary Authority would allow this proposal to efficiently move forward and result in significant benefits to our community, while also accommodating public input and limiting public health risks associated with signature gathering during the ongoing COVID-19 pandemic.

Proposed Formation of the Green Area Water and Sanitary Authority

November 12, 2020

Page 3 of 3

For these reasons, the Boards of Roberts Creek Water District and Green Sanitary District respectfully request that the Douglas County Board of Commissioners consider approving a resolution to proceed with formation of the Green Area Water & Sanitary Authority. The Districts sincerely appreciate your consideration of this matter. We would be happy to meet with you to further explain the Districts' objectives and benefits of the proposed Green Area Water and Sanitary Authority.

Please feel free to contact either of us through our District offices. Alternatively, you may direct any questions to the District managers:

- David Campos, Roberts Creek Water District Office Manager, 541-679-6451, david@rcwaterdistrict.com, or
- Kay Huff, Green Sanitary District Manager, 541-679-7191, huff.gsd@gmail.com

We look forward to your favorable consideration of this request.

Sincerely,

Tracey Parker
Board President
Roberts Creek Water District



Ron Curry
Board President
Green Sanitary District

Roberts Creek Water District
Superintendents Report
November 2020

The Carnes Rd. Project has been awarded to Knife River. We will be working closely with them regarding our service replacements and any line conflicts, throughout the job. Knife River has been a great company to work with in the past. The project is scheduled to be completed in July 2021.

We have been in contact with the vendors of the membranes regarding locking the current pricing. Due to the weather and how the membranes are shipped we are on hold until spring before we can purchase them (due to the possibility of the membranes being damaged from freezing). We will use this time to ensure they are procured properly.

We will have a site visit to our district facilities from a company representing SDIS for the purpose of valuing our assets.

I have an employee evaluation.

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