



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

JAN 15 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: <u>Green Community Church</u>		Service Address: <u>3777 Carnes</u>
Daytime Phone: <u>541-679-7761</u>	Service Number: <u>000112-000</u>	<u>Roseburg, OR 97471</u>

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <u>1-7-19 + 1-14-19</u>	<input checked="" type="checkbox"/> Attached
--	---

Brief Description of Leak Failure & Repair:
Leak near the meter on other side of pavement near the building

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 Debra K. Wheeler Date 1-15-19

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

1/15/19

Meter Read Date to use for Water Leak Credit Evaluation:

1/10/19 + 12/10/18

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

48.45

Estimated leak period based on consumption history (attach service history): 11/11/18 - 1/10/19

Estimated normal usage during leak period: 27,900 Leak month consumption: 62,300

Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (27,900)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak consumption of the leak billing period divided by 2 = 34,400 ----- 17,200

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

Calculated water leak credit amount: ----- 17 x 2.85 = ----- 48.45

Reviewer's Initials:

DC

Approver's Initials:

Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

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
 01/07/19 4:33PM 21 535 SALE

511220	1	EA	1.29	EA	N
3/4" PVC 90 DEG St Elbow					1.29
196089	1	EA	.29	EA	N
3/4" PVC Coupling SxS					.29
309302	1	EA	.79	EA	N
1" x 1" x 3/4" PVC TEE SxSxS					.79
511279	1	EA	.79	EA	N
1" x 3/4" PVC Bushing SXT					.79
196238	1	EA	.59	EA	N
1" PVC Coupling SxS					.59
193847	1	EA	.29	EA	N
3/4" PVC 90 ELL SxS					.29

SUB-TOTAL:\$ 4.04 TAX: \$.00
 TOTAL: \$ 4.04
 CHARGE AMT: 4.04



==>> JRNL#E34471 INV# 30203 <<==
 CUST NO:125881
 Customer Copy

Name : X
 STUART HALLMARK
 Acct: GREEN COMMUNITY CHURCH
 WE APPRECIATE YOUR BUSINESS

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
 01/14/19 1:07PM 47 536 SALE

589173	4.5PE	.55	PE	N
1x10 SCH40 PVC Pipe-store 2 o				2.48
4.5/PER FOOT- \$.551			per PE	
THIS PRODUCT IN WINSTON ONLY				
337816	1	EA	1.89	EA N
1" PVC 90 DEG St Elbow SXS				1.89
196238	2	EA	.59	EA N
1" PVC Coupling SxS				1.18
193870	1	EA	.49	EA N
1" PVC 90 ELL SxS				.49
156992	1	EA	12.99	EA N
1" GALV CMP CPL **CS**				12.99

SUB-TOTAL:\$ 19.03 TAX: \$.00
 TOTAL: \$ 19.03
 CHARGE AMT: 19.03



==>> JRNL#E35827 INV# 30342 <<==
 CUST NO:125881
 Customer Copy

YOU SAVED \$.32 BY SHOPPING AT
 DC Farmer's Winston

Stuart Hallmark
 Name : X
 STUART HALLMARK
 Acct: GREEN COMMUNITY CHURCH
 WE APPRECIATE YOUR BUSINESS



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: <u>JAN BREWER</u>	Service Address: <u>2560 AUSTIN RD</u>	
Daytime Phone: <u>(541) 679-1981</u>	Service Number: <u>000056-000</u>	<u>ROSEBURG ORE</u>
		<u>97471</u>
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>WORKING TO REPAIR</u>	<input type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <u>BROKEN FROM METER-HOUSE-My RESPONSIBILITY- WEATHER DELAY</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>JAN BREWER</u>	Date: <u>MAR 6 - 2019</u>	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>3/6/19</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>2/10/19</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>48.45</u>
Estimated leak period based on consumption history (attach service history): <u>1/11/19 - 2/10/19</u>		
Estimated normal usage during leak period: <u>1,900</u> Leak month consumption: <u>35,500</u>		
Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (NOTE: if estimating average consumption, attach calculation documentation) <u>(1,900)</u>		
Estimated leak consumption of the leak billing period divided by 2= <u>33,600</u> ----- <u>16,800</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>17 x 2.85</u> ----- <u>48.45</u>		
Reviewer's Initials: <u>DL</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted
		<input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

RECEIVED

MAR 6 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: <u>George R. Insley</u>		Service Address: <u>865 Little Valley Rd. Roseburg, OK # 917471</u>	
Daytime Phone: <u>541-619-0339</u>	Service Number:		
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH		
Date Leak Repaired: <u>3-18-19 #2</u> <u>3-16-19 #1²</u>	<input type="checkbox"/> Attached <u>Had some parts, bought others</u>		
Brief Description of Leak Failure & Repair: <u>Underground to garden - closed off 2-16-19 / sprinkler leak, damage</u> <u>sprinkler - 3-19-19 # 2</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>George R. Insley</u>		Date <u>3/19/19</u> 3/12/19	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>3/12/19</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>2/10/19</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>100.00</u>
Estimated leak period based on consumption history (attach service history): <u>1/11/19 - 2/10/19</u>		
Estimated normal usage during leak period: <u>16,300</u>	Leak month consumption: <u>104,900</u>	
Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) <u>(16,300)</u> <small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak consumption of the leak billing period divided by 2 = <u>88,600</u> ----- <u>44,300</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>44 x 2.85 = 125.40</u> ----- <u>100.00 Max</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: _____

RECEIVED

MAR 12 2019

We would like to go on record regarding a recent leak. It was not due to careless use of household or backyard water.

We had an underground line going to the garden area break. We were not aware of this because it was away from the house area. Puddle didn't call it to our attention because there was lots of rain in February. Everywhere it was wet.

Since we are both in our 90's and this isn't outdoor weather we hadn't noticed the leak for 1 or 2 weeks.

A bubbling spot caught my attention in a yard puddle - The LEAK - It has been stopped after several nasty days of cold & rain.

So please accept our ^{apology} for ^{the} waste of Roberts Creek Water. -

Sincerely,

George & Jeanne Inal
865 Little Valley Rd
Roseburg, Or -

RECEIVED

MAR 5 2019

Roberts Creek Water District



ROBERTS CREEK WATER DISTRICT

4336 OLD HIGHWAY 99 S

Telephone 541-679-6451

ROSEBURG, OR 97471

Application for Water Availability

Fax 541-679-0354

Date: 3-1-19 T 28 R 06 S 03C TL 1200 Tax Acct # R46505

Planning File Number: _____ No. Services _____ Size: _____

Property Address: AUSTIN Road

Contact Name: John Robert Kooker

Address: PO Box 682

City: Roseburg State: OR Zip: 97470 Phone: 541-580-7655

SIGNATURE: John Robert Kooker DATE: 3-1-19

Roberts Creek Water District Board of Commissioners meets the second Thursday of each month. Please submit application for Water Availability to the Roberts Creek Water District office located at 4336 Old Highway 99 So. Roseburg, OR 97471. **To be on the Board's agenda, the application must be received in the District office one week prior to the monthly meeting.** Please include partition or subdivision plans with this application.

This application is for **water availability only** and does not guarantee water or fire service without the applicant being required to make a system improvement. To obtain the actual meter service the following must be completed:

- 1. Review of plans by RCWD District Board of Commissioners **Plan Review Fee:** _____
- 2. If system improvement required, all steps outlined in Development **Date Billed:** _____
- 3. Plan fee paid. **Date Paid:** _____
- 4. Application for service and appropriate fee paid.

BACKFLOW REQUIREMENT INFORMATION PROVIDED DEVELOPMENT BROCHURE PROVIDED

ALL NEW CONSTRUCTION IS REQUIRED TO HAVE A BACKFLOW DEVICE INSTALLED AT THE METER WHICH WILL REMAIN LOCKED UNTIL APPROPRIATE DEVICE IS INSTALLED AND TESTED.

Comments: _____

RCWD Board of Commissioners approves water availability with the above-noted conditions.

Dated this 14th day of March _____ President _____ Secretary

Expiration Date: 3/13/20 See Minutes of Board Meeting dated: _____

White: Office

Pink: Customer

Yellow: Planning

PARTITION APPLICATION

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. APPLICANT:

Cell- 541-5807655

Name: John Robert Kooker Phone: 541-6793477

Address: P.O. Box 682 Roseburg, OR. 97470

TITLEHOLDER OR CONTRACT PURCHASER OF SUBJECT PROPERTY:

Name: John Robert Kooker Phone: 541-580-7655

Address: P.O. Box 682 Roseburg, OR. 97470

2. DIRECTIONS TO PROPERTY:

Exiting Highway 42 to Carnes Rd. (Green) ~~Right~~
LEFT on Austin Rd to 2588

3. DESCRIPTION OF PROPERTY:

T: 28 R: 06- SEC(s): 03C TAX LOT(s): 1200

PROPERTY ID NUMBER(s): R 46505

PRESENT SIZE OF PARCEL: 3.53

PLAN DESIGNATION: Single Family Dwelling ZONING: Residential Suburban

4. NUMBER OF PROPOSED PARCELS: 2

5. APPROXIMATE SIZE OF PARCELS: PARCEL 1: 311' by 106.28' wide

PARCEL 2: 2.25 Ac.

PARCEL 3: _____

6. LIST EXISTING DWELLING(S) AND STRUCTURE(S) ON EACH PARCEL:

PARCEL 1: VACANT - Land only

PARCEL 2: VACANT Land only

PARCEL 3: _____

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

Secretary Tom Fullbright called the meeting to order at 6:05 pm. Present were Commissioners Phil Bigler and Carolyn White. Also present were Office Manager David Campos, Superintendent Alan Paulson and Employee Dan Radford. President Tracey Parker and Commissioner Steve Lusch were absent.

Commissioner Fullbright made a motion to approve the January minutes, January/February payables, and January financial statements. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report.

David stated that he recently attended the SDAO annual conference in Sunriver. There were some good training sessions he attended; such as cyber security, social media in special districts, equity pay law, and board conflict training. David attended the water district caucus meeting, and from what he heard, there still are no independent labs in the state that are licensed to test for cyanotoxins (blue-green algae toxins). It seems that Oregon DEQ may allocate further funding for its testing facility in hopes of decreasing test results turn-around time. Our hope is that our local testing lab would soon become certified to test for the cyanotoxins.

David informed the Board that the new security camera system has been installed by Oregon Alarm. We are pleased with the installation and the set up service. A few of District staff members had an app installed on our phones so that we can view the camera footage. With the camera project complete, we can now submit reimbursement for 50% of the costs through the SDAO matching grant. Commissioner Bigler mentioned that he was concerned about whether the installer punched a hole through our firewall, which would make us vulnerable to cyber intrusion. Commissioner Bigler suggested that we set up the system on a separate static-IP address.

David presented the proposed budget calendar for the upcoming 2019-2020 budget process. He added that the Board needs to appoint a budget officer for the aforementioned budget year. Commissioner Bigler made a motion to appoint Office Manager David Campos as the 2019-2020 Budget Officer. Commissioner White seconded the motion. Approval was unanimous.

David reminded the Board that he is still waiting on Board Member bio's for the District website.

David stated that he has been working with CUSI to gather data on our current billing system, including performing a data pull from the database and taking screenshots of our user interface tabs. David will also be working on putting our current processes on paper for CUSI to assess and compare to their system. Commissioner Bigler raised a question about much we write-off of per year in dollars. David's rough estimate was approximately \$5,000 per year.

Commissioner White asked if we had several customers who did not receive their water bills in the previous month. David confirmed that, for the billing at the end of December, there were several customers who reported that they did not receive their bill. This was the first month that we have had an issue of customers not receiving their bills. David guessed that the busy holiday season may have been a factor, as the post office is short-handed. The office staff will closely monitor to see if this is a continuing issue.

Superintendent Alan Paulson gave his report. Our current Miox situation has not changed. Our Miox vendor would like to give us a break on a new upgraded Miox system. They would like to keep up happy as we are a fantastic reference for their system and we have sent them a lot of business.

Douglas County has received a grant through the Blue Zones project to put in sidewalks on Carnes Rd in order to increase pedestrian safety near the elementary school. In conjunction, we would like to redo our service lines as they are very dated. Our main lines are in good shape.

Alan stated that we just received a letter from the County listing its planned road projects in the next year. One of the listed roads is Happy Valley. Because our main line ends farther down Happy Valley and we need to eventually move the water line across the road, we will plan to move this project up sooner.

Alan is working on an application for a SPIRE Grant through the State to secure a mobile water purification system from the Oregon Office of Emergency Management. The mobile system is capable of treating 40,000 gallons of water per day. If we were to be selected, we would not necessarily purchase the system, but we would maintain possession of the system. With that, we would be responsible for maintenance and storage of the unit, and training staff on operating it. Douglas County would provide a letter of support for the District to receive the grant. This would be very beneficial to us as we could provide emergency water to our District, neighboring districts, and rural county residents in the event of a catastrophe. Commissioner White questioned

whether we would need to insure the unit. Alan stated that he would look into insurance requirements. Discussion ensued. Alan feels that, should our District be awarded the grant, it would be a win-win for us.

Alan informed the Board that they are currently pinning the membranes at the plant, and so far 21 membranes need to be replaced. We may need to increase our budget for replacing a greater number of the membranes in the next fiscal year.

Alan presented the evaluation for employee Dan Radford to the Board. Alan stated that Dan is a productive, knowledgeable, reliable employee. He communicates well with staff and Alan. Dan is currently at the top of his pay scale.

Commissioner White made a motion to give Dan Radford a \$100 gift card for his continued service to the District. Commissioner Fullbright seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. The meeting was adjourned at 6:53 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
FEBRUARY 2019

Avista Utilities	Natural gas at office/plant/Carnes	320.91
Bassett-Hyland Co.	Fuel for company vehicles	645.87
BMS Technologies	Statement fees, online billpay fees	1,672.84
	QB/Microsoft Office Subscription, meeting food, sympathy card, towing and repair on white service truck, sed basin echopod/cleanwell transducer, HP Chromebook and HDMI adapter, OAWU Conf lodging, brass popup valve, new flagpole and flags, janitorial supplies	
Cardmember Service (Visa)		4,676.05
Cascade Columbia	CL2 plus shipping + container deposit	855.48
Continental Utility Solutions, Inc	UMS Conversion, implementation, training, sql server, maintenance, web portal annual fee	36,703.00
Corix Water Products	Poly pipe	75.00
David Campos	Reimburse mileage January	55.10
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Parts for safety chain in Miox room, cleaning supplies, Moss B-Ware, rodent traps, extension cords, batteries	203.38
Douglas Fast Net	Internet	131.50
Exodus Pest Control	Monthly office pest control	23.00
Long's Building Supply	Hose repair	6.99
TSYS	Monthly debit/credit card fees previous mo.	904.46
Meterreaders	Monthly meter readings	2,178.99
News Review	1 year subscription	151.50
Nexcom, LLC	VOIP	166.00
OAWU	M&T Conference AP/JW/WH, and Water & WW Field Op & Safety CB/SH	1,320.00
Oregon Alarm	Office/Plant/Carnes security camera system	9,274.00
Oregon Linen	Rugs for office	65.42
Oregon Tool & Supply	Fuel filter	49.95
Oregon Tractor	Rebuild hydraulic cylinder old backhoe	338.80
Payroll: Office	Payroll	8,240.39
Plant	Payroll + draws	21,023.09
Commissioners	Board Compensation	138.38
Oregon Dept. Revenue EFTPS	Payroll Withholding + SUTA + Workers Comp	2,861.19
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	9,930.24
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	352.49
Roseburg Rental	Fuel petcock	110.33
SDIS	March health/supplemental insurance premiums	15,154.34
SDIS	2019 Property/Earthquake/Liability/Auto Insurance renewal	43,873.00
Shain Larsen	Reimburse customer for broken side mirror	169.99
Staples	APC BackUPS, thermal paper	32.48
Umpqua Quarries	Crushed rock for reservoir, drain rock for tipton pumpstation	489.01
Umpqua Research	Water sample testing	1,011.20
RCWD Crew Staff	Cell phone stipend for December	300.00
Will Hope	OAWU Conference per diem 4 days	452.00
Jeremy Wolford	4 days per diem + mileage for OAWU Conference	746.64
Alan Paulson	4 days per diem + mileage for OAWU Conference	746.64
Winston Auto Parts	Maintenance and repair parts	1,313.43
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for February 2019	167,741.99
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SHN Consulting Engineers	Engineering water treatment plant piping project - December	6,564.00
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TOTAL CAP PROJECTS PAYABLES for February 2019	6,564.00
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Roberts Creek Water District
Profit & Loss
February 2019

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	82,217.01
402 · Meter Sales	2,000.00
408 · Backflow Test Receipts	115.00
409 · Water Service Fees	710.00
410 · Miscellaneous Income	2,902.24
412 · Interest	886.33
Total Income	128,830.58

Expense

501 · Office Manager	5,848.25
502 · Office Assistants	5,107.82
507 · Office Supplies	78.96
508 · Telephone & Internet	157.36
509 · Electricity (office)	81.32
510 · Social Security	836.12
511 · Workmen's Comp.	4.91
514 · Property & Earthquake Insurance	28,674.00
515 · Health Insurance (office)	4,702.78
516 · Liability Insurance & Auto	15,199.00
517 · Repair & Maint. Office	88.42
518 · Administrative	150.00
519 · Contract Services	2,178.99
520 · Dues & Subscriptions	6,436.60
525 · Misc. Expense	379.84
527 · Office Equipment.	30,584.00
529 · Office Improvements	4,830.59
530 · Unemployment Comp.	11.10
532 · Billing Costs	1,527.07
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	904.46
537 · Online Billpay Fees	145.77
538 · Website	200.00
601 · Plant Superintendent	7,016.67
602 · Service Crew	20,384.16
605 · Freight	120.73
606 · Tools	345.90
607 · Supplies & Safety Items	121.35
608 · Telephone / Internet	740.14
609 · Plant Electricity & Gas	239.59
610 · Social Security/Plant	2,105.81
611 · Workmen's Compensation	8.46
613 · Fuel	645.87

Cont'd on next page

Roberts Creek Water District
Profit & Loss
February 2019

Expense (Cont'd)

614 · Vehicle Maintenance	2,334.74
615 · Health Insurance (plant)	10,451.56
617-A · R & M - Field	476.49
617-B · R & M - Plant	783.92
618 · Chemicals	747.25
620 · Water Samples	1,011.20
622 · Education (crew)	3,621.90
624 · Meter Installations	222.16
630 · Unemployment Comp. Plant	27.65
635 · Reservoir Maint.	489.01
640 · New Connection Materials	379.68
650 · Safety Equipment	6,819.98
6560 · Payroll Expenses	260.72
675 · Inventory Adjustment	-925.43
Total Expense	206,556.87
Net Income - General Fund	(77,726.29)

ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

February 2019

Income

402 · METER SALES	18,084.00
412 · INTEREST	3,551.01
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
Total Income	61,635.01

Expense

625 · MISCELLANEOUS	0.10
665 · WATER TREATMENT PLANT UPGRADE	6,564.00
Total Expense	6,564.10

Net Income - Capital Projects	55,070.91
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Office Manager's Report

March 2019 Meeting

SALES	February	January	February Last Year
Gallons	21,739,000	17,809,000	19,105,300
Revenue	\$144,695	\$133,606	\$137,637
Meters Sold	4	0	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	251,336,200	245,789,600	5,546,600
Revenue	\$1,379,227	\$1,266,207	\$113,020

VISA/MC	February	January	Fiscal YTD
# Transactions	703	777	6,007
Total Transacted	\$30,108	\$37,051	\$334,438
Fees We Paid	\$721	\$852	\$7,411

CHECKING ACCTS. AS OF February 28, 2019	
General Checking	\$326,240
General Fund Reserve	\$417,451
Surcharge Savings	\$65,387
Capital Checking	\$79,939
Capital Projects Reserve	\$1,238,620
Plant Upgrade Debt Reserve	\$498,202
	\$2,625,839

Online Billpay	
<i>As of March 12, 2019</i>	
Accounts Registered:	917
Paperless Accounts:	427
Autopay Accounts:	371

I am awaiting a quote from Dell for a new office server. We should qualify for government pricing through the Oregon state contract. CUSI offers a turnkey server that will meet the system requirements, however I feel that we should get a better deal on a better/bigger server through Dell. At the very least we can compare the two.

The office gals have begun online training through the CUSI Academy. CUSI's training is multi-faceted, and the Academy is just one way for us to get familiar with the UMS platform. Over the next week or so I will be reviewing our current processes with our implementation manager in order to ensure UMS fills any gaps in our current system.

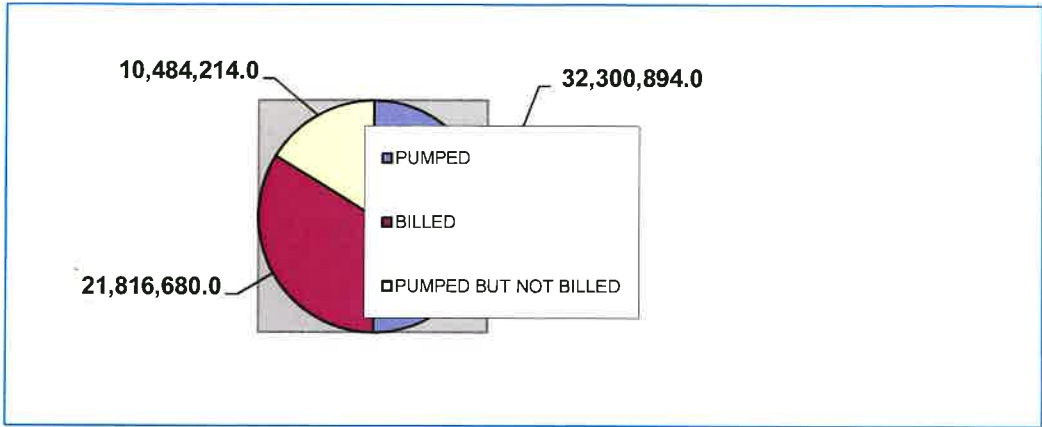
I plan to budget for 3 new computer workstations in the office, along with some updates to the office desks.

We currently have a vacancy on the budget committee.

I have an employee evaluation to present.

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
32,300,894	21,816,680	10,484,214

FEBRUARY



30 DAYS IN BILLING CYCLE: 1/11/19 TO 02/10/19

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	
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: sharon c
Printed: 02/25/2019 - 9:56 AM
Batch: 001-02-2019
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	2,987	2,987	68,332.22	39,922.80	13,905,000
002	- 1" METER	18	18	1,035.00	988.95	346,200
004	- 1 1/2" METER SERVICE	17	17	1,955.00	2,451.00	859,800
005	- 2" METER SERVICE INS	20	20	3,680.00	4,195.20	1,472,600
006	- 3" METER SERVICE INS	1	1	368.00	31.35	10,500
007	- 4" METER SERVICE INS	4	4	2,300.00	12,237.90	4,294,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,758.45	617,400
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	250.80	85,600
00B	- 1" SRVC OUT OF DIST	3	3	207.00	42.75	14,700
00E	- 2" SRVC OUT OF DIST	2	2	441.60	94.05	33,000
010	- 10" FIRE LINE	1	1	120.00	111.15	39,200
Water Totals:		3,113	3,113	82,027.82	62,084.40	21,678,000
<i>Regular Billing</i>						
Grand Totals:		3,113	3,113	82,027.82	62,084.40	21,678,000

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: BETH D
Printed: 02/11/2019 - 1:49 PM
Batch: 112-02-2019

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	411.70	171.00	61,000
Water Totals:		35	0	411.70	171.00	61,000
<i>Final Billing</i>						
Grand Totals:		35	0	411.70	171.00	61,000

Roberts Creek Water District

Superintendents Report

March 2019

We finished pinning our membranes, in February. We had budgeted to replace 11 membranes (which we ordered), but 25 need replaced. I'm planning on budgeting for a higher number of membranes in next budget cycle.

CRADAR installed the 8" stub-outs at Speedway Rd., This is for a future project for the DFPA.

As you are aware, we had another failure on the PVC, C.I.P line. After getting approval from the board (via phone), we had Harvey & Price make emergency repairs using stainless steel. We were very pleased with the speed that they were able to get us up and running, especially due to the harsh weather we received that week.

The SPIRE Grant application, through the Oregon Office of Emergency Management, has been sent in. This would give us access to a 40,000 Gallon-Per-Day mobile water treatment unit to be used for emergency purposes.

The week of our bad weather, the crew did a great job of snow removal of district facilities. While we had some trees fall over some of our roads and easements, we did not sustain any real damage to district facilities. Due to lessons learned from this storm, I would like to re-visit the need for a transfer switch at the plant.

Alan, Jeremy & Will attended the OAWU Conference in Sunriver, March 4th through the 8th.

Burger King has a proposed location at Kelly's Korner. We are looking at replacing a section of 12" main line across their project area. They may also want to upgrade their meter size to that location.

The crew is currently performing our yearly valve-turning program. This ensures we can locate & operate our valves in case of emergency.

I'd like to remind the board, I'll be unable to attend the regularly scheduled meeting in April. I would appreciate it, if it could be rescheduled.

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

Thanks Alan