



**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>Kirsten McDonald</u>		Service Address: <u>123 Columbia Loop</u>
Daytime Phone: <u>8052070539</u>	Service Number: <u>11873000</u>	<u>Roseburg OR</u>
		<u>97471</u>

**REPAIR DATE**

**LEAK REPAIR RECEIPTS - PLEASE ATTACH**

Date Leak Repaired: 8.22.2020 7pm

Attached we had the parts (we are landscapers)

Brief Description of Leak Failure & Repair: leak was found near foundation, main h2o connection. Pipe was repaired. No H2o was seen pooling up b/c it was draining towards street drain! :-

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 Kirsten McDonald Date 8.25.2020

**SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT**

Date Form Received:

8/25/2020

Meter Read Date to use for Water Leak Credit Evaluation:

8/10 & 9/10/2020

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

74.82

Estimated leak period based on consumption history (attach service history): 7/1/20 - 8/22/20

Estimated normal billing during leak period: 62.90 Leak month billing: 712.53

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): ( 62.90 )  
(NOTE: if estimating average billing, attach calculation documentation)

Estimated charges in connection with the leak of the leak billing period(s) divided by 2= 149.63/2 = 74.82

Calculated water leak credit amount: 133,000 gal - 28,000 gal = 74.82

Reviewer's Initials:

DC

Approver's Initials:

Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: \_\_\_\_\_ Initials: \_\_\_\_\_



# 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>Laura Wiles</i>		Service Address: <i>260 Bobwhite St Roseburg OR 97471</i>
Daytime Phone: <i>541 530 4195</i>	Service Number: <i>10472000</i>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <i>8/20/2020</i>	<input type="checkbox"/> Attached <i>didn't keep receipt on parts as my nephew did repairs.</i>	
Brief Description of Leak Failure & Repair: <i>Leak was found at the meter box at the end of my driveway - the piping was completely broken.</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>Laura Wiles</i>	Date <i>9-1-2020</i>	

### SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <i>9/1/2020</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>8/10 + 9/10/2020</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <i>37.05</i>
Estimated leak period based on consumption history (attach service history):	<i>7/11/20 - 8/20/2020</i>	
Estimated normal billing during leak period:	<i>111.55</i>	Leak month billing: <i>185.65</i>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc):	<i>( 111.55 )</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>741.02</i>	<i>37.05</i>
Calculated water leak credit amount: <i>49,000 gal - 23,000 gal</i>	<i>37.05</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: _____ Initials: _____



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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>Sarah Cermak</u>		Service Address: <u>145 Lancaster Ave</u>
Daytime Phone: <u>541-680-3973</u>	Service Number: <u>4878000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>Aug 1 / sept 12</u>	<input type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair: <u>Fixed pipe then fixed regular</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>Sarah M Cermak</u>		Date: <u>9-23-20</u>

**SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT**

Date Form Received: <u>9/23/2020</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>7/10, 8/10, 9/10/2020</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>95.48</u>
Estimated leak period based on consumption history (attach service history):		<u>6/11 - 9/12/2020</u>
Estimated normal billing during leak period:	<u>137.40</u>	Leak month billing: <u>328.35</u>
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>		<u>( 137.40 )</u>
Estimated charges in connection with the leak of the leak billing period(s) divided by 2=		<u>190.95/2 = 95.48</u>
Calculated water leak credit amount: <u>91,000 gal - 24,000 gal</u>		<u>95.48</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: <b>RECEIVED</b>

SEP 23 REC'D

COPY

**Customer Information**

**Location Information**

Customer No. : 4878000  
Name : SARAH M CERMAK  
Phone : 541 - 680-3973

Location No. : 195  
Cycle : Monthly Cycle  
Route : 02  
Address : 145 LANCASTER AVENUE  
ROSEBURG, Oregon 97471  
UNITED STATES

**Service Order Information**

Service Order No. : 000005137452

Assigned To :

Issue Date & Time : 7/28/2020 12:07:00PM

Assigned By : Beth Dewsnup

Scheduled Date & Time : 7/28/2020 12:06:00PM

Requested By :

**Comments :**

WATER COMING OUT OF METER BOX-CALLED TO DAN

**Service Order Completion Information**

Completion Date : 7/28/2020

Completion Time : 13:57

**Completion Comments :**

BROKEN WATER LINE ON CUSTOMER SIDE, TURNED OFF SERVICE VALVE 15905-DR

**Task Completion Information**

Task No.: 1      Service : Water      Service Order Code : EMR      Description : Emergency

**Task Comments :**

Task Completion  
Comments :

Reading Sequence : 51

Previous Meter Reading : 16,409.00

Previous Meter Read Date : 9/16/2020

Meter No. : 46753469

Meter Reading : \_\_\_\_\_ Transmitter

Meter Size : 5/8"



# ROBERTS CREEK WATER DISTRICT

## Water Leak Credit Request



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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: <b>Robert Fowler</b>		Service Address: <b>518 Little Valley Rd. Roseburg OR, 97471</b>
Daytime Phone: <b>541-679-2034</b> <b>WORK cell-541-315-6320</b>	Service Number: <b>Acc. # 8183000</b>	

#### REPAIR DATE

#### LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <b>8-10-20 + 8-11-20</b>	<input type="checkbox"/> Attached <b>I HAD MOST OF THE PARTS FROM PREVIOUS LEAKS I PAID WITH DEBIT CARD PUT IT IN MY CHECK BOOK AND THROW THEM AWAY NOT TAKING PARTS BACK</b>
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Brief Description of Leak Failure & Repair: **LEFT FOR VACATION ONLY 7-25-20 DID NOT GET BACK UNTIL 8-3-20 DID NOT TAKE BILL UNTIL 8-10-20 SAW WATER USE DOUBLED. LOOKED FOR LEAK FOUND LEAK AT METER FIXED IT. STILL HAD LEAK FOUND UNDER HOUSE LOTS OF WATER BACK-S**

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 **Robert Fowler** Date **9-13-2020**

### SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

**9/14/2020**

Meter Read Date to use for Water Leak Credit Evaluation:

**8/10/2020**

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

**100.00**

Estimated leak period based on consumption history (attach service history): **7/11/20 - 8/10/2020**

Estimated normal billing during leak period: **57.20** Leak month billing: **564.50**

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): **( 57.20 )**

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

Estimated charges in connection with the leak of the leak billing period(s) divided by 2= **507.30/2 =**

Calculated water leak credit amount: **190,000 gal - 12,000 gal = 253.65** **100.00** **SEP 14 REC'D**

Reviewer's Initials:

**DC**

Approver's Initials:

Credit Granted

Credit Denied

Roberts Creek Water District  
If Leak Credit Granted:

Date Applied: \_\_\_\_\_ Initials: \_\_\_\_\_

Fixed THAT LEAK. WATCHING METER FOR LAST MONTH TO MAKE SURE  
I DON'T HAVE ANOTHER LEAK. METER LEAK HAD TO OPEN LID TO SEE.  
THE ONE AT THE HOUSE SHOWED UNDER THE HOUSE, WHEN YOUR  
METER FAILED I FOUND AN WAY TO WORK WATER RUNNING DOWN  
THE ROAD I SHUT IT OFF FOR YOU. I DO NOT LIKE TO WASTE  
WATER, I AM A WATER OPERATOR TO.



ROBERTS CREEK  
WATER DISTRICT

RECEIVED

SEP 18 REC'D

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.

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**SECTION 1 - TO BE COMPLETED BY THE CUSTOMER**

**UTILITY CUSTOMER INFORMATION**

(Please type or print clearly)

Customer Name: <i>THEODORE (MARGERY) YUNGKARS</i>		Service Address: <i>160162 Victoria Ct</i>
Daytime Phone: <i>422-4287 310 322</i>	Service Number: <i>541 6801584</i>	

**REPAIR DATE**

**LEAK REPAIR RECEIPTS - PLEASE ATTACH**

Date Leak Repaired: <i>7-24-20</i>	<input checked="" type="checkbox"/> Attached
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Brief Description of Leak Failure & Repair:  
*LK @ METER*

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 *[Signature]* Date *9-18-20*

**SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT**

Date Form Received:

*9/18/2020*

Meter Read Date to use for Water Leak Credit Evaluation:

*8/10/2020*

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

Estimated leak period based on consumption history (attach service history): *7/11 - 7/29/2020*

Estimated normal billing during leak period: *54.35* Leak month billing: *174.05*

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): *( 54.35 )*  
(NOTE: if estimating average billing, attach calculation documentation) *119.70/2*

Estimated charges in connection with the leak of the leak billing period(s) divided by 2= *59.85*

Calculated water leak credit amount: *53,000.991 - 10,500.991 = 59.85*

Reviewer's Initials:

*DC*

Approver's Initials:

- Credit Granted  
 Credit Denied

If Leak Credit Granted:

Date Applied: \_\_\_\_\_ Initials: \_\_\_\_\_

**MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
September 10, 2020**

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

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

<b>James Walls 2179 Edna Ave 9483000</b>			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July 2020	71,000	\$ 225.35	$\$225.35 - 65.75 = \$159.60 / 2 =$
July 2019	15,000	\$ 65.75	<b>\$ 79.80 credit</b>

<b>Glen Cockrum 151 Armande Lp 5950000</b>			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2020	42,000	\$ 165.70	$\$165.70 - 128.65 = \$37.05 / 2 =$
July - Aug 2019	28,000	\$ 128.65	<b>\$ 18.53 credit</b>

<b>Victoria Roberts 134 Peppertree Ct 4985000</b>			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
May - July 2020	47,000	\$ 211.50	$\$211.50 - 171.60 = \$39.90 / 2 =$
May - July 2019	40,000	\$ 171.60	<b>\$ 19.95 credit</b>

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

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

Office Manager David Campos gave his monthly report. David stated that customer Ron Williams visited the office and talked with David regarding his account. Mr. Williams was on the August agenda but was unable to attend due to a family emergency. David and Mr. Williams had a productive conversation.

David informed the Board that the prospective petition for the joint authority has been submitted to Douglas County.

David reviewed the monthly progress report from SDAO Consulting Services with the Board. David stated that at this point most of the tasks have been completed.

Superintendent Alan Paulson gave his report. Alan stated that things are running smoothly. Alan informed the Board that the District will need to go through the formal bid process for the filter membranes replacement.

The District has hired two new water utility operators to fill the vacant operations positions. Alan stated that both new hires have great experience and will be a good fit for the District.

There being no further business, President Parker adjourned the meeting at 6:10 pm.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

**Roberts Creek Water District**  
**Profit & Loss**  
September 2020

	Sep 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	168,674.76
408 · Backflow Test Receipts	85.00
409 · Water Service Fees	1,730.00
410 · Miscellaneous Income	610.75
412 · Interest	438.58
	211,539.09
<b>Total Income</b>	211,539.09
<b>Gross Profit</b>	211,539.09
<b>Expense</b>	
501 · Office Manager	6,991.00
502 · Office Assistants	7,333.33
507 · Office Supplies	91.07
508 · Telephone & Internet	195.43
509 · Electricity (office)	231.24
510 · Social Security	1,101.58
511 · Workmen's Comp.	5.79
515 · Health Insurance (office)	6,093.84
517 · Repair & Maint. Office	202.41
518 · Administrative	200.00
519 · Contract Services	2,271.03
525 · Misc. Expense	17.00
530 · Unemployment Comp.	16.08
531 · Retirement - Office	5,530.39
532 · Billing Costs	1,582.55
533 · Transfer to Capital Projects	60,000.00
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	1,670.18
539 · Consulting Services	2,550.00
601 · Plant Superintendent	7,470.25
602 · Service Crew	23,053.56
605 · Freight	141.34
606 · Tools	2,363.30
607 · Supplies & Safety Items	70.88
608 · Telephone / Internet	352.72
609 · Plant Electricity & Gas	10,607.97
610 · Social Security/Plant	2,324.90
611 · Workmen's Compensation	10.10
612 · Fees & Dues	75.20
613 · Fuel	540.22
615 · Health Insurance (plant)	11,150.27
617-A · R & M - Field	3,750.00
617-B · R & M - Plant	1,282.96
618 · Chemicals	7,747.28
620 · Water Samples	890.60
630 · Unemployment Comp. Plant	30.53
631 · Retirement - Plant	10,905.36
675 · Inventory Adjustment	6,926.28
	225,776.64
<b>Total Expense</b>	225,776.64
<b>Net Ordinary Income</b>	-14,237.55
<b>Net Income</b>	-14,237.55

**ROBERT CREEK CAPITAL PROJECTS**  
**Profit & Loss**  
September 2020

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	<u>Sep 20</u>
Ordinary Income/Expense	
Income	
412 · INTEREST	1,754.47
415 · TRANS.GEN FUND to CAP.PROJECTS	60,000.00
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
	<hr/>
<b>Total Income</b>	<b>101,754.47</b>
	<hr/>
<b>Gross Profit</b>	<b>101,754.47</b>
Expense	
625 · MISCELLANEOUS	0.05
627 · RESERVOIR CONSTRUCTION	2,233.75
	<hr/>
<b>Total Expense</b>	<b>2,233.80</b>
	<hr/>
<b>Net Ordinary Income</b>	<b>99,520.67</b>
	<hr/>
<b>Net Income</b>	<b><u>99,520.67</u></b>

**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**SEPTEMBER 2020**

Avista Utilities	Natural gas at office/plant/Carnes	75.25
Atlas Copco Compressors	Unloading valve	354.24
Bassett-Hyland Co.	Fuel for company vehicles	540.22
BMS Technologies	August statement fees	1,582.55
Centurylink	Damage from leak repair at 3869 Bourne St	1,597.06
Continental Utility Solutions, Inc	August merchant fees	1,670.18
Douglas Co. Farmers Co-op	Zip ties, ss clamp, tee, water cartridge filters, sprinkler head for office, 75' water hose, twist nozzle	127.32
Douglas Fast Net	Internet, phone service	208.15
Exodus Pest Control	Monthly office pest control	26.00
Green Sanitary District	Office/Plant/Carnes sewer service	114.00
Iconix Water Products	Parts for inventory, E Happy Valley materials, tap mate machine, hole saw, pvc cutters, pipe cutters, adapters	10,558.19
Knife River Materials	Crushed rock for inventory	527.78
Meterreaders, LLC	August meter readings	2,271.03
Nexcom, LLC	Office fax line/vfax	40.00
Northstar Chemical, Inc	Calcium Theosulfate 30%, citric acid, phosphoric acid,	7,837.28
One Call Concepts, Inc.	August locate tickets	75.20
Oregon Linen	Monthly rug service - office	138.41
Oregon Tool & Supply	2 shovels	79.90
Pacific Power	Plant/Office/Shop/Tipton/Hwy 99/Highlands/Roberts Creek electricity	10,763.96
Payroll: Office	Payroll	12,350.03
Plant	Payroll + draws	22,125.25
Commissioners	Board Compensation	184.51
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,225.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,359.72
Allstate	Supplemental insurance (EE paid)	256.96
Edward Jones Co.	July-Sept payroll retirement contribution	16,622.76
Valley Credit Service	Employee garnishment	527.42
Refunds	Overpayment & Service Deposit refunds	522.45
SDAO Consulting Services	July organizational planning - Joint Authority	2,550.00
SDIS	October health/supplemental insurance premiums	18,072.28
Staples	Disposable masks, pen holders, office supplies, board room coffee	104.88
Umpqua Quarries	Crushed rock for inventory	212.75
Umpqua Research	Water sample testing	890.60
USA Blue Book	ORP Standard, CL10 differential pH sensor	836.81
RCWD Crew Staff	Cell phone stipend for September	350.00
Winston Sanitary	Dumpster at Carnes shop	77.90
<b>TOTAL GEN. FUND PAYABLES for September 2020</b>		<b>129,856.04</b>
SHN Consulting Engineers	Town tank engineering - July	2,233.75
<b>TOTAL CAP PROJECTS PAYABLES for September 2020</b>		<b>2,233.75</b>

# Office Manager's Report

## October 2020 Meeting

SALES	September	August	Sept Last Year
Gallons	47,969,300	47,835,000	40,261,100
Revenue	\$231,588	\$220,155	\$197,986
Meters Sold	0	0	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	137,742,100	129,631,300	8,110,800
Revenue	\$654,699	\$619,136	\$35,563

Sept Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$66,417	\$5,417	\$16,589	\$88,423
# of Transactions	985	86	181	1,252
Fees Charged*	Data not yet avail	Data not yet avail	None	Data not yet avail

\*does not include \$40 maintenance fee

### CHECKING ACCTS. AS OF September 30, 2020

General Checking	\$328,478
General Fund Reserve	\$532,227
Surcharge Savings	\$65,507
Capital Checking	\$88,936
Capital Projects Reserve	\$1,539,052
Plant Upgrade Debt Reserve	\$703,164
	<b>\$3,257,364</b>

There were a few forms missing from our prospective petition, and those were submitted soon after we were notified of our incomplete petition. As of now we are ironing out some issues with the legal description/boundary map. Once those are taken care of we should get the green light soon to begin collecting signatures for the petition.

One office staff employee will be out for most November on medical leave. As a result, I have planned to have Stacey spend a greater portion of her schedule at RCWD in November. This will also give her an opportunity to get some more training in.

The auditors conducted field work for the annual audit last week, and now I am in process of preparing the financial statements for the year-end report.

I have attached the September progress report from SDAO Consulting Services.

**David Campos, CPA**  
Office Manager

**Date:** September 30, 2020

**To:** David Campos, CPA, Roberts Creek Water District  
Kay Huff, Green Sanitary District

**From:** Mark Knudson  
Special Districts Association of Oregon, Consulting Services Program

**Subject:** Organizational Planning Services  
Monthly Progress Report for September 2020

### **Notable Accomplishments this Month (September)**

#### Task 1 – Project Management

- Reviewed project schedule, reviewed invoice, prepared monthly progress report
- Reviewed emails and documents from Douglas County re: petition application
- Coordinated with Districts on resubmittal of petition application to County

#### Task 2 – Authority Formation Work Plan

- No work this period

#### Task 3 – Staffing Plan

- No work this period

#### Task 4 – Economic Feasibility Statement

- No work this period

### **Exceptions & Concerns**

- None; work remains within budget and on schedule (ref: schedule of June 29, 2020)

### **Work Planned for the Next Month**

#### Task 1 – Project Management

- Update project schedule as needed, review invoice, prepare monthly progress report

#### Task 2 – Authority Formation Work Plan

- None – this task is complete

#### Task 3 – Staffing Plan

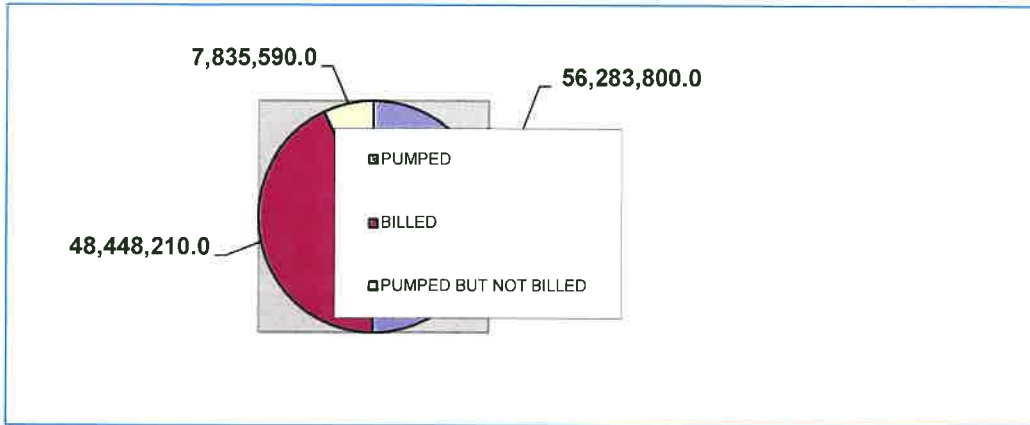
- None – this task is complete

#### Task 4 – Economic Feasibility Statement

- None – this task is substantially complete
- Additional work on this task is subject to Douglas County’s review and comments on the prospective petition application

<b>GALLONS PUMPED</b>	<b>GALLONS BILLED</b>	<b>PUMPED BUT NOT BILLED</b>
56,283,800	48,448,210	7,835,590

**Sep-20**



**30 DAYS IN BILLING CYCLE: 8/11/20 TO 9/10/20**

**Repairs, leaks, etc. rendering unverifiable consumption**

8/24/20	2461 ROBERTS CREEK	REPAIR SERVICE
8/24/20	2051 GREEN AVE	REPAIR SERVICE
8/28/20	205 CARSON	MAINLINE BREAK
8/31/20	124 COLUMBIA LP RD	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		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	

Roberts Creek Water District  
Superintendents Report  
October 2020

The Carnes Rd. Project has been bid out and the County will be selecting the Contractor next week. We will be working with the Contractor regarding our service replacements and any line conflicts, throughout the job.

I would like to discuss the purchase of our replacement membranes at the meeting.

Alan, Dan and Will attended training for Asbestos handling. The entire crew went over our Lock out/ Tag out, Confined Space, and Fall Protection policies. We do this on an annual basis.

We did the annual service on our raw water pumps.

Our new crew members have started, and I'm very pleased with their work and how they fit with the rest of the crew. I believe they will both be great assets to the District.

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

**ROBERTS CREEK WATER DISTRICT  
MEMBRANE REPLACEMENT ANALYSIS**

In April 2019, determined that it was necessary to be more proactive with our membrane replacement program.

**Procurement Options :**

Option 1: Dupont (Formerly Memcore, Siemens, etc)

Option 2 : Scinor (Retro-fit replacement)

In our initial research we found many positive attributes of the Scinor product:

- The main advantage was cost-effectiveness- they were \$100 less per module.
- Per specifications, the Scinor membranes had higher flow and durability.
- Ease of replacement: no major changes structure-wise and limited programming changes.

We decided to budget for this cost.

In subsequent research, we have discovered some issues that have changed our view:

- Scinor does not have program support capabilities, so we will have to contract support services which will be a significant cost.
- Through discussions with operators from City of Albany (who did a Scinor replacement) the flow and durability did not meet expectations. They ended up going back to Dupont on the next cell replacement.
- Significant programming changes would be required as the membranes need different air pressure for integrity test etc.
- Possible chemical changes may be required for our Maintenance washes and Clean-in-Place washes.
- Structural changes with the compressed air would also be required, as they need a higher PSI which could potentially harm our existing membranes.
- Another major factor is that we could possibly lose support from Dupont on future programming issues, which in turn could cost the district in the future.

**Conclusion:**

These issues were not brought to light until after we budgeted for the Scinor membranes. We believe that the cost of the programming and structure and possibly losing support outweighs the cost difference in going back to DuPont.

We have been running 19 new-style membranes from Dupont for 3 years now and they have held up to our conditions well.

The staff recommends we go with Dupont on the full cell replacement. This will be a seamless transition and we feel this is the best decision for our district.

Respectfully Submitted:



Jeremy Wolford