

Roberts Creek Water District
Consent Agenda
May 10, 2018

Jake Dorsey with Two Rivers Development Co. purchased the property at 137 Lakewood Ct. He came in to the office on 5/3 to open his account for that property. Mr. Dorsey currently has water service for one other property in our District.

Mr. Dorsey was advised that the service at 137 Lakewood has been reverted back to the District, and the re-installation fee would be \$500. Mr. Dorsey questioned why he is required to pay the re-installation fee when the meter has not been removed. I advised Mr. Dorsey that even though the meter has not been physically removed, the service is designated as reverted back to the District. As stated in Resolution R-2016-03-01, *Once a meter has been pulled or designated as reverted back to the District, any request for reinstatement of water service at subject property will require payment of a service deposit, activation fee, the re-installation/hook-up fee for water service as stated in the then-current Schedule of Water Service rates...*

Mr. Dorsey asks for the Board's consideration of a reduced reinstallation fee since the water meter at 137 Lakewood Ct. has not been physically removed.

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
April 12, 2018**

President Tracey Parker called the meeting to order at 6:15 pm. Present were Commissioners Tom Fullbright and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, and District employee Dan Radford. Commissioners Phil Bigler and Carolyn White were absent.

Commissioner Lusch made a motion to combine and approve the March Minutes, Financial Statements and March/April Accounts Payable. Commissioner Fullbright seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report.

David informed the Board that he is currently working on the 2018-2019 proposed budget. David and Superintendent Alan Paulson will be getting together to finalize the budget amounts.

David is still searching for new utility billing software options. The office recently had a visit from a Vision Municipal Solutions representative, who happened to be a former executive with Springbrook. Office staff liked what the rep had to say about the platform his company offers. A demonstration of the Vision MS software has been scheduled for May 2.

David also spoke with staff at the City of Oakland regarding the utility billing software they recently implemented, UBMax Pro. David is hoping to visit the City of Oakland to watch the billing process with that particular software.

Superintendent Alan Paulson gave his report. He informed the Board that there will be a pre-bid conference on April 17th, and then bids will be opened on April 26th. There are no issues with the project so far. David added that a link for the project documents has been put on the District website.

President Parker called the Board into executive session at 6:21 p.m. in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation.

President Parker called the meeting to regular session at 6:22 p.m.

Commissioner Fullbright made a motion to advance Will Hope to Utility II Step 8 on the salary scale. Commissioner Lusch seconded the motion. Approval was unanimous

Commissioner Fullbright inquired as to whether any of the utility billing software vendors were local. David stated that Vision MS is based in Spokane, WA, but has a significant presence in Oregon. UB Max Pro is based in Minnesota and is a much smaller organization that targets small markets to small utility companies. A brief discussion followed.

Commissioner Fullbright made a motion to adjourn the meeting. Commissioner Lusch seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:30 p.m.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
 April 2018

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	83,755.86
402 · Meter Sales	500.00
405 · Standby Charges	8,292.00
406 · Previously Levied Taxes	0.35
408 · Backflow Test Receipts	150.00
410 · Miscellaneous Income	3,016.87
412 · Interest	57.41
Total Income	135,772.49

Expense

501 · Office Manager	5,577.50
502 · Office Assistants	4,666.56
507 · Office Supplies	655.45
508 · Telephone & Internet	157.36
509 · Electricity (office)	222.15
510 · Social Security	781.65
511 · Workmen's Comp.	5.51
515 · Health Insurance (office)	4,703.29
517 · Repair & Maint. Office	115.94
518 · Administrative	150.00
519 · Contract Services	2,191.77
520 · Dues & Subscriptions	333.00
522 · Budgeting	115.84
525 · Misc. Expense	126.16
526 · Advertising	279.23
530 · Unemployment Comp.	114.33
532 · Billing Costs	1,624.60
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	817.92
537 · Online Billpay Fees	128.22
538 · Website	200.00
601 · Plant Superintendent	6,892.58
602 · Service Crew	23,073.03
603 · Backflow Tests	420.00
605 · Freight	11.27
606 · Tools	551.36
607 · Supplies & Safety Items	182.85
608 · Telephone / Internet	317.54
609 · Plant Electricity & Gas	8,560.71
610 · Social Security/Plant	2,282.06
611 · Workmen's Compensation	12.15
612 · Fees & Dues	1,112.35
613 · Fuel	335.36
614 · Vehicle Maintenance	650.00

Roberts Creek Water District
Profit & Loss
April 2018

Expense (Cont'd)

615 · Health Insurance (plant)	10,452.58
617-A · R & M - Field	382.41
617-B · R & M - Plant	334.75
620 · Water Samples	397.00
622 · Education (crew)	2,093.20
624 · Meter Installations	55.18
630 · Unemployment Comp. Plant	329.60
640 · New Connection Materials	66.66
675 · Inventory Adjustment	3,192.48
Total Expense	124,671.60
Net Income	11,100.89

ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

April 2018

Income

402 · METER SALES	3,482.00
412 · INTEREST	197.46
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
Total Income	43,679.46
Net Income	43,679.46

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
APRIL 2018

Aaction Backflow	6 non-comp backflow tests	240.00
Avista Utilities	Natural gas at office/plant/Carnes	373.56
Bassett-Hyland Co.	Fuel for company vehicles	335.36
BMS Technologies	Statement fees, online billpay fees	1,752.82
Cardmember Service (Visa)	Sunriver conference lodging, UCC flagging class, OSCPA dues, Janitorial, office supplies, meeting food	1,470.83
Corix Water Products	Tone wire, 2" gate valve, romac saddle, PJ meter stops, meter ball valves, 50 meter boxes	3,502.22
Daily Journal of Commerce	Treatment plant upgrade piping upgrade - invitation to bid	144.90
David Campos	Reimburse mileage for February/March	117.18
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Seal tape, poly elbows, hose clamps, stump-out, glystar	131.38
Douglas Fast Net	Internet	131.50
Eoff Electric Supply	UV Lamps	270.02
Exodus Pest Control	Office pest control service	23.00
Green Sanitary District	Monthly sewer service for plant, carnes, office	114.00
Industrial Tire Service	Grey pickup tires, balancing, stems, disposal	650.00
Long's Building Supply	Paddle bit, AP adhesive	16.98
TSYS	Monthly debit/credit card fees previous mo.	753.97
Metereaders	Monthly meter readings	2,191.77
OAWU	2018-19 Membership renewal	1,000.00
One Call Concepts, Inc.	January and February locate tickets	112.35
Oregon Linen	Rugs for office	54.94
News Review	Notice of Budget Committee meeting, Invitation to bid	250.17
Pacific Power	Plant, shop, office electricity	8,409.30
Popeye's Pump & Backflow	4 District backflow tests	180.00
Payroll: Office	Payroll	7,671.03
Plant	Payroll + draws	22,352.73
Commissioners	Board Compensation	138.53
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,700.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	10,444.34
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Quill	5,000 Self-seal window envelopes w/ logo	429.95
Refunds	Overpayment & Service Deposit refunds	599.94
Rock-It Man Trucking	Rock hauling for 835 Glengary meter	90.00
Safety Directions, LLC	Asbestos Class for AP, WH, DR, SH	1,074.80
SDIS	May health/supplemental insurance premiums	15,155.87
Shawn Hastings	Reimburse for Impact Drill	491.37
Staples	2 heavy duty surge protectors, hanging file folders, envelopes, laser labels	140.55
TruEdge Communications	VOIP	166.00
Umpqua Quarries	Crushed rock for 835 Glengary meter	116.61
Umpqua Research	Water sample testing	397.00
Verizon Wireless	Crew cell phones	177.40
Winston Auto Parts	Battery, dust mask	68.98
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for April 2018	85,420.26
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None

TOTAL CAP PROJECTS PAYABLES for April 2018	-
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Roberts Creek Water District
Check Detail
May 9, 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		05/09/2018	AVISTA UTILITIES	Acct. 330144103	001 · UMPQUA BANK CHECKI...	
			HIGHLANDS	090053436 Highland Vista	609 · Plant Electricity & Gas	-20.29
			Carnes Road Site	290133315 Carnes Rd.	609 · Plant Electricity & Gas	-138.00
				570042740 Office	509 · Electricity (office)	-41.90
TOTAL						-200.19
Check		05/09/2018	AACTION BACKFLOW		001 · UMPQUA BANK CHECKI...	
				Inv #76 / 1 non-comp test and repair	603 · Backflow Tests	-80.00
TOTAL						-80.00
Check		05/09/2018	BASSETT-HYLAND ENERGY	Customer #498742	001 · UMPQUA BANK CHECKI...	
				Fuel 4/16 - 4/30 Inv. #CL73994	613 · Fuel	-256.88
TOTAL						-256.88
Check		05/09/2018	CAMTRONICS INC.		001 · UMPQUA BANK CHECKI...	
				Invoice #3854 / PO 16746 / Troubleshoot plant controls issues	617-B · R & M - Plant	-459.70
TOTAL						-459.70
Check		05/09/2018	CASCADE COLUMBIA	Acct. ID# 81804	001 · UMPQUA BANK CHECKI...	
				Inv #719307 / PO 16743 / ACH	618 · Chemicals	-13,328.04
TOTAL						-13,328.04
Check		05/09/2018	CARSON PLUMBING, INC.		001 · UMPQUA BANK CHECKI...	
				1 Non-comp repair and test / 532 Roberts Mtn Rd	603 · Backflow Tests	-272.55
TOTAL						-272.55
Check		05/09/2018	DAVID CAMPOS		001 · UMPQUA BANK CHECKI...	
				Reimburse mileage - April	525 · Misc. Expense	-49.05
TOTAL						-49.05

Roberts Creek Water District
Check Detail
May 9, 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		05/09/2018	DIGITAL DEPLOYMENT, INC.		001 · UMPQUA BANK CHECKI...	
				Inv #97217 Streamline website monthly fee	538 · Website	-200.00
TOTAL						-200.00
Check		05/09/2018	DOLE, COALWELL & CLARK	8107-1-1	001 · UMPQUA BANK CHECKI...	
				Inv #60945 / legal consult re: water lockoff, legal aid comm	512 · Legal Fees	-345.00
TOTAL						-345.00
Check		05/09/2018	DOUGLAS CO. FARMERS C...		001 · UMPQUA BANK CHECKI...	
				Inv #857848 / PO 16739 / replace fountain pump, hose	517 · Repair & Maint. Office	-265.98
				Inv #25637 / PO 16741 / foot valve for fountain repair	517 · Repair & Maint. Office	-41.99
				Inv #25630 / PO 16740 / barb coupling, hose clamps, coupling	607 · Supplies & Safety Items	-9.86
TOTAL						-317.83
Check		05/09/2018	DOUGLAS FAST NET	Account #165900	001 · UMPQUA BANK CHECKI...	
				Office Internet 39512	508 · Telephone & Internet	-51.36
				Plant Internet 109871	608 · Telephone / Internet	-40.07
				Carnes Internet 109870	608 · Telephone / Internet	-40.07
TOTAL						-131.50
Check		05/09/2018	EXODUS PEST CONTROL		001 · UMPQUA BANK CHECKI...	
				Inv #59855 / Monthly pest-control	517 · Repair & Maint. Office	-23.00
TOTAL						-23.00
Check		05/09/2018	FASTENAL	ORROS0307	001 · UMPQUA BANK CHECKI...	
				Inv. #ORROS188903 / PO 16744 / blue marking paint	607 · Supplies & Safety Items	-251.28
TOTAL						-251.28

Roberts Creek Water District
Check Detail
May 9, 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		05/09/2018	GREEN SANITARY DISTRICT		001 · UMPQUA BANK CHECKI...	
				Sewer fees office 0281-000	517 · Repair & Maint. Office	-38.00
				Sewer fees plant 0281-001	617-B · R & M - Plant	-38.00
				Sewer fees Carnes 0281-002	617-B · R & M - Plant	-38.00
TOTAL						-114.00
Check		05/09/2018	KINCHELOE & SONS INC.	13921	001 · UMPQUA BANK CHECKI...	
				Inv #10493 / PO 16748 / Crushed rock	675 · Inventory Adjustment	-235.00
TOTAL						-235.00
Check		05/09/2018	LONG'S BUILDING SUPPLY		001 · UMPQUA BANK CHECKI...	
				Inv. #283992 / PO 16742 / PVC elbow for fountain repair	517 · Repair & Maint. Office	-2.99
TOTAL						-2.99
Check		05/09/2018	OREGON TRACTOR	Acct. #3651	001 · UMPQUA BANK CHECKI...	
				Inv. 56132 / PO 16745 / Fuel cap	614 · Vehicle Maintenance	-66.22
				Inv 56132 / PO 16745 / Freight charge	605 · Freight	-8.57
TOTAL						-74.79
Check		05/09/2018	ROCK-IT MAN TRUCKING		001 · UMPQUA BANK CHECKI...	
				Inv #291547 / PO 16747 / 1.3 hrs trucking	617-A · R & M - Field	-130.00
TOTAL						-130.00
Check		05/09/2018	SDIS	03-0054183	001 · UMPQUA BANK CHECKI...	
				Office health/supplemental premiums - June	515 · Health Insurance (office)	-4,703.29
				Plant health/supplemental premiums - June	615 · Health Insurance (plant)	-10,452.58
TOTAL						-15,155.87

Roberts Creek Water District
Check Detail
May 9, 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Check		05/09/2018	TRUEEDGE COMMUNICATIO...		001 · UMPQUA BANK CHECKI...	
				Inv #2702P / Office phones and fax	508 · Telephone & Internet	-106.00
				Inv # 2702P / Plant phones and fax	608 · Telephone / Internet	-60.00
TOTAL						-166.00
Check		05/09/2018	UMPQUA RESEARCH		001 · UMPQUA BANK CHECKI...	
				M048921	620 · Water Samples	-40.00
				M048950	620 · Water Samples	-117.00
				M048996	620 · Water Samples	-20.00
TOTAL						-177.00
Check		05/09/2018	VERIZON WIRELESS	Acct. 772196342-0001	001 · UMPQUA BANK CHECKI...	
				Inv. #9805682017	608 · Telephone / Internet	-177.28
TOTAL						-177.28
Check		05/09/2018	WINSTON SANITARY SERV...	Account #840428	001 · UMPQUA BANK CHECKI...	
			Carnes Road Site	Dumpster at Carnes	617-A · R & M - Field	-77.90
TOTAL						-77.90

Roberts Creek Water District
 Estimated Disbursements
 Remainder of: **May 2018**

<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Backflow tester	Non-comp backflow tests	135.00
Bassett-Hyland Energy	Fuel 5/1 - 5/15	275.00
Cardmember Services	Crew and office uniforms, pump sprayer, weed killer, admins day lunch, government acctg conference, office supplies, payroll fees	2759.06
Corix Water Products	Service parts	154.74
Metereaders	Monthly meter readings	2191.00
Oregon Linen	Office rugs	54.94
Allstate	Employee Supplemental (EE paid)	311.01
Umpqua Research	Water sample testing	714.00
Net Payroll	Monthly payroll	<u>19000.00</u>
Total estimated disbursements:		<u><u>25594.75</u></u>

Office Manager's Report

May 2018 Meeting

SALES	April	March	April Last Year
Gallons	21,314,000	16,199,400	20,980,600
Revenue	\$144,044	\$129,305	\$129,280
Meters Sold	1	1	4

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	283,303,000	282,476,000	827,000
Revenue	\$1,539,560	\$1,470,626	\$68,934

VISA/MC	April	March	Fiscal YTD
# Transactions	677	727	5,943
Total Transacted	\$29,154	\$35,283	\$316,035
Fees We Paid	\$675	\$784	\$7,496

CHECKING ACCTS. AS OF April 30, 2018	
General Checking	\$157,405
General Fund Money Market	\$409,226
Surcharge Savings	\$65,305
Capital Checking	\$108,729
Capital Projects Money Market	\$1,065,615
Upgrade Money Market	\$571,081
	\$2,377,361

Online Billpay	
<i>As of May 8, 2018</i>	
Accounts Registered:	742
Paperless Accounts:	358
Autopay Accounts:	272

Last month, I visited Bruce Coalwell's office a couple times to discuss a few legal matters pertaining to the District:

- 1) We have been contacted by legal aid on a couple occasions for locking off tenants' water at the request of the owner due to eviction.
- 2) We received a court summons regarding a foreclosed property currently in USDA's possession.
- 3) Regarding meter re-installs and the appropriate fee to be charged

I would like to discuss the "no billings" accounts currently in the system, which should have been eliminated in 2015.

I am considering implementing a leak adjustment credit request form, rather than written letters. See the attached example, currently used by another water district.

We will not have a health insurance presentation for the upcoming fiscal year, as health insurance premiums will not be increasing in 2018-2019. SDIS has built up a reserve that has helped offset its costs, staving off an increase for the next year. I do have one change proposal regarding deductible reimbursement and the HRA Veba.

I am submitting a COLA increase for the Board to consider for the 2018-2019 year, at 1.8% (derived from the Oregon Deployment Department inflation calculator).



Rivergrove Water District

17661 Pilkington Rd
 Lake Oswego, OR 97035
 Phone: (503) 635-6041 Fax: (503) 699-9423

Water Leak Credit Request



Per Rivergrove Water District Water Service Ordinance, 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 Rivergrove Water District Resolution 2017-04. 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:	Service Address:	
Daytime Phone:	Service Number:	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired:	<input type="checkbox"/> Attached	
Brief Description of Leak Failure & Repair:		
I certify that I am the account holder and that the leak has been repaired. I request that the Rivergrove Water District consider my request for a water leak credit.		
Customer Signature _____		Date _____

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:	Meter Read Date to use for Water Leak Credit Evaluation:	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history) : _____		
Estimated past normal usage during leak period: _____ Leak bi-month consumption: _____		
Past average normal usage in same billing cycle (or est ave consumption if less than 1 year (_____) <small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak consumption of the leak billing period divided by 2=-----		
Multiplied by the rate used to calculate billed charges during the leak billing period:----- X		
Calculated water leak credit amount:-----		
Reviewer's Initials:	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

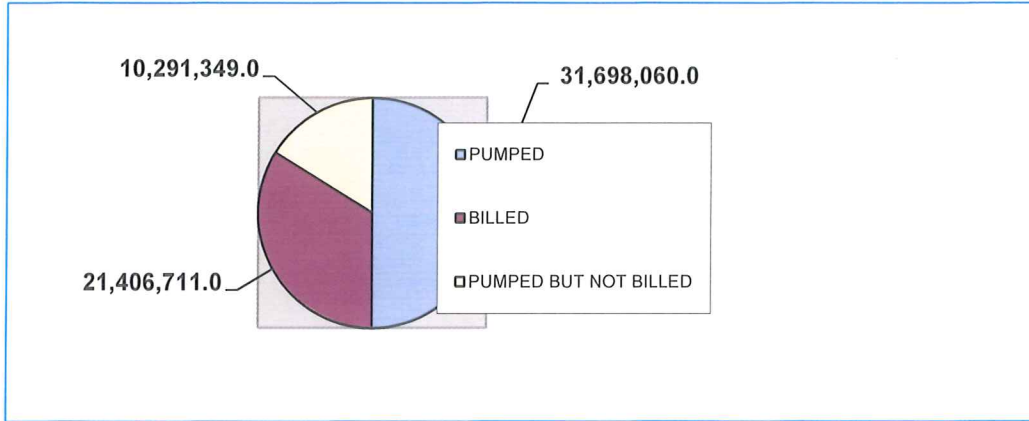
The Inflation Calculator tool is located on QualityInfo.org, a website of the Oregon Employment Department

The Inflation Calculator (IC) allows you to enter a dollar amount and find out how its value has changed over a time period of your choice.

\$1,000.00 in **2018** has the same buying power as **\$982.23** in **2017**.

2018 : \$1,000.00

2017 : \$982.23



30 DAYS IN BILLING CYCLE: 3/11/18 TO 4/10/18

Repairs, leaks, etc. rendering unverifiable consumption

3/15/2018 835 GLENGARY LOOP REPAIR SERVICE

2015-2016	DIFFERENCE	2016-2017	DIFFERENCE	2017-2018	DIFFERENCE
JULY	2,933,720	JULY	7,171,434	JULY	9,925,299
AUGUST	6,281,386	AUGUST	11,445,670	AUGUST	10,291,059
SEPTEMBER	7,482,892	SEPTEMBER	12,326,534	SEPTEMBER	16,319,222
OCTOBER	8,952,939	OCTOBER	13,200,303	OCTOBER	7,931,991
NOVEMBER	3,162,607	NOVEMBER	9,394,631	NOVEMBER	12,165,401
DECEMBER	2,840,217	DECEMBER	14,210,106	DECEMBER	8,565,533
JANUARY	6,574,284	JANUARY	11,334,601	JANUARY	7,934,905
FEBRUARY	7,340,459	FEBRUARY	9,219,899	FEBRUARY	9,346,538
MARCH	4,277,092	MARCH	6,648,152	MARCH	5,885,652
APRIL	5,433,399	APRIL	4,110,282	APRIL	10,291,349
MAY	4,199,433	MAY	9,314,582	MAY	
JUNE	5,580,994	JUNE	11,423,974	JUNE	

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: sharon c
 Printed: 04/24/2018 - 2:09 PM
 Batch: 001-04-2018
 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	3,003	3,003	68,593.65	41,892.15		14,551,800
002	- 1" METER	19	19	1,092.50	444.60		155,600
004	- 1 1/2" METER SERVICE	17	17	1,955.00	1,992.15		698,900
005	- 2" METER SERVICE INS	20	20	3,680.00	4,038.45		1,415,800
006	- 3" METER SERVICE INS	1	1	368.00	42.75		14,700
007	- 4" METER SERVICE INS	4	4	2,300.00	10,450.95		3,667,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,499.10		526,200
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	467.40		163,000
00B	- 1" SRVC OUT OF DIST	3	3	207.00	51.30		16,700
00E	- 2" SRVC OUT OF DIST	2	2	441.60	68.40		23,900
010	- 10" FIRE LINE	1	1	120.00	68.40		24,000
Water Totals:		3,130	3,130	82,346.75	61,015.65		21,257,600
REGULAR BILLING							
Grand Totals:		3,130	3,130	82,346.75	61,015.65		21,257,600

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: SHARON C
 Printed: 04/11/2018 - 11:57 AM
 Batch: 112-04-2018

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	53	0	530.53	151.05		56,400
Water Totals:		53	0	530.53	151.05		56,400
FINAL BILLING							
Grand Totals:		53	0	530.53	151.05		56,400

Roberts Creek Water District

Superintendents Report

May 2018

Regarding our piping project at the plant. We had a mandatory pre-bid meeting at the office, which was very well attended. The bidders then went to the plant, to see the project and ask questions.

May 1st we had a bid opening with 7 bids turned in, ranging from \$45,983.00 to \$118,600.00 (Engineer's Estimate was \$85,000.00). A phone poll of the board was taken on May 3rd (with all board members in favor), to give "Notice of Intent to Award" to the lowest qualified bidder (Harvey & Price Company). This started the 7 day waiting period, so the Award should be ready for the Boards approval at the regular May board meeting.

We have an employee that is currently off with medical issues.

I have an employee evaluation as well.

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