



**ROBERTS CREEK  
WATER DISTRICT**

**RECEIVED**

FEB 09 2021

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>Kris Coil</u>		Service Address: <u>4105 Carnes Rd Roseburg, OR 97471</u>
Daytime Phone: <u>541 680 9759</u>	Service Number: <u>10165000</u>	

**REPAIR DATE**

**LEAK REPAIR RECEIPTS - PLEASE ATTACH**

Date Leak Repaired: <u>Jan 20 2021</u>	<input type="checkbox"/> Attached
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Brief Description of Leak Failure & Repair:  
Pipe not done properly broken seals replaced with new

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 2/8/21

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

Date Form Received: <u>2/9/2021</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>12/10/20 + 1/10/21</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>100.00</u>
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Estimated leak period based on consumption history (attach service history): 11/11/20 - 1/20/21  
 Estimated normal billing during leak period: 80.20 Leak month billing: 339.55  
 Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): ( 80.20 )  
(NOTE: if estimating average billing, attach calculation documentation)  
 Estimated charges in connection with the leak of the leak billing period(s) divided by 2= 259.35/2 = 129.68  
 Calculated water leak credit amount: 103,000 gal - 12,000 gallons = 100.00

Reviewer's Initials: <u>de</u>	Approver's Initials: <u></u>	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied	If Leak Credit Granted: Date Applied: _____ Initials: _____
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# Roberts Creek Water District Account History

**Customer Information**

Account No. 10165000  
KRIS R COIL  
4105 CARNES ROAD  
ROSEBURG, OR 97471  
UNITED STATES

**Location Information**

Location No. 1729  
4105 CARNES ROAD

Trans. Date	Trans. Type	Reference	Type / Reason	Amount	Balance
1/25/2021	Charge			\$233.90	\$233.90
1/15/2021	Payment		Online-Credit Card	(\$90.00)	\$0.00
12/22/2020	Open Applied	Applied Credits		\$0.00	\$90.00
	Charge			\$105.65	\$90.00
12/17/2020	Payment		Online-Credit Card	(\$75.00)	(\$15.65)
12/16/2020	Delinquency	Past Due: \$54.35 - 12/16/2020		\$5.00	\$59.35
11/23/2020	Charge			\$54.35	\$54.35
11/6/2020	Payment		Online-Credit Card	(\$51.50)	\$0.00
10/23/2020	Charge			\$51.50	\$51.50
10/8/2020	Payment		Online-Credit Card	(\$68.60)	\$0.00
9/24/2020	Charge			\$68.60	\$68.60
9/11/2020	Payment		Online-Credit Card	(\$82.85)	\$0.00
8/24/2020	Charge			\$82.85	\$82.85
8/13/2020	Payment		Online-Credit Card	(\$54.35)	\$0.00
7/23/2020	Charge			\$54.35	\$54.35
7/16/2020	Payment		Online-Credit Card	(\$37.25)	\$0.00
6/24/2020	Charge			\$37.25	\$37.25
6/12/2020	Payment		Online-Credit Card	(\$42.95)	\$0.00
5/21/2020	Charge			\$42.95	\$42.95
5/8/2020	Payment		Online-Credit Card	(\$40.10)	\$0.00
4/23/2020	Charge			\$40.10	\$40.10
4/6/2020	Payment		Online-Credit Card	(\$37.25)	\$0.00
3/24/2020	Charge			\$37.25	\$37.25
3/15/2020	Payment		Online-Credit Card	(\$45.80)	\$0.00
2/24/2020	Charge			\$45.80	\$45.80
2/13/2020	Payment		Credit Card	(\$40.10)	\$0.00
1/23/2020	Charge			\$40.10	\$40.10
1/8/2020	Payment		Check	(\$39.35)	\$0.00
12/23/2019	Open Applied	Applied Credits		\$0.00	\$39.35
	Charge			\$40.10	\$39.35
12/10/2019	Payment		Check	(\$38.00)	(\$0.75)

Roberts Creek Water District  
**Consumption History - Detailed**

Sort Order: Date

Limited to : Account No 10165000 Location No 1729

Location No.	Customer No.	Customer Name	Location Address				Revenue Class		Route				
Service	Bill Date	Rate Code	Units	SerialNo	Meter Size	Prior Read	Prior Read Date	Current Read	Current Read Date	Actual	Adjusted	Billed	Charges
000000000001729	000010165000	KRIS R COIL								Residential		61	
Water	1/25/2021	001	gal	64224296	5/8"	15686	12/10/2020	16428	01/10/2021	74200	0	74000	210.90
Water	12/22/2020	001	gal	64224296	5/8"	15393	11/10/2020	15686	12/10/2020	29300	0	29000	82.65
Water	11/23/2020	001	gal	64224296	5/8"	15288	10/10/2020	15393	11/10/2020	10500	0	11000	31.35
Water	10/23/2020	001	gal	64224296	5/8"	15187	09/10/2020	15288	10/10/2020	10100	0	10000	28.50
Water	9/24/2020	001	gal	64224296	5/8"	15029	08/10/2020	15187	09/10/2020	15800	0	16000	45.80
Water	8/24/2020	001	gal	64224296	5/8"	14822	07/10/2020	15029	08/10/2020	20700	0	21000	59.85
Water	7/23/2020	001	gal	64224296	5/8"	14712	06/10/2020	14822	07/10/2020	11000	0	11000	31.35
Water	6/24/2020	001	gal	64224296	5/8"	14662	05/10/2020	14712	06/10/2020	5000	0	5000	14.25
Water	5/21/2020	001	gal	64224296	5/8"	14593	04/10/2020	14662	05/10/2020	6900	0	7000	19.95
Water	4/23/2020	001	gal	64224296	5/8"	14538	03/10/2020	14593	04/10/2020	5500	0	6000	17.10
Water	3/24/2020	001	gal	64224296	5/8"	14484	02/10/2020	14538	03/10/2020	5400	0	5000	14.25
Water	2/24/2020	001	gal	64224296	5/8"	14403	01/10/2020	14484	02/10/2020	8100	0	8000	22.80
Water	1/23/2020	001	gal	64224296	5/8"	14344	12/10/2019	14403	01/10/2020	5900	0	6000	17.10
Water	12/23/2019	001	gal	64224296	5/8"	14282	11/08/2019	14344	12/10/2019	6200	0	6000	17.10

Service	Units	Rate Code	Actual	Adjusted	Billed	Charges
Water	gal	001	214,600	0	215,000	612.75
			214,600	0	215,000	\$612.75

**MINUTES OF THE BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
January 14, 2020**

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

Commissioner Carolyn White made a motion to approve the following leak adjustment requests:

<b>Katherine Hogan 147 Pippin Ave 30000302</b>			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Oct - Nov 2020	18,000	\$ 97.30	$\$97.30 - 63.10 = \$34.20 / 2 =$
2-month estimate	6,000	\$ 63.10	<b>\$ 17.10 credit</b>

<b>Frederick Giessner 769 Glengary Loop Rd 4855000</b>			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Nov – Dec 2020	10,000	\$ 74.50	$\$74.50 - 51.70 = \$22.80$
Nov – Dec 2019	2,000	\$ 51.70	<b>\$ 22.80 credit</b>

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

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

Office Manager David Campos gave his monthly report. David provided an update on the joint authority formation process. Two public hearings will be held at Douglas County, on February 3<sup>rd</sup> and 24<sup>th</sup>.

David reviewed the District's property/casualty/auto insurance policy renewal with the Board. The policy is relatively unchanged, with an overall premium increase of 6%.

David informed the Board that he and the office staff are looking into importing the backflow management data from CrossTrak into UMS. The conversion will cost approximately \$4,200, which will be included in the next budget.

David reviewed the 2019-2020 audited financial report with the Board. The District is in good financial condition.

Superintendent Alan Paulson gave his report. Alan provided the Board with an update on the Carnes Road sidewalk project. The project is going smooth and they are tying in our services in blocks.

Alan informed the Board that Terry Nelson has completed the installation of the new computers that operate the treatment plant system. We are now awaiting a transfer of authorization for the software licenses from Siemens.

Alan stated that things are running smooth.

There being no further business, Commissioner Kingry made a motion to adjourn the meeting. Commissioner White seconded the motion. Approval was unanimous, and President Parker adjourned the meeting at 6:22 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**  
**January 2021**

	Jan 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	102,773.90
402 · Meter Sales	500.00
409 · Water Service Fees	2,230.00
410 · Miscellaneous Income	1,044.48
412 · Interest	342.47
<b>Total Income</b>	146,890.85
<b>Gross Profit</b>	146,890.85
<b>Expense</b>	
501 · Office Manager	6,991.00
502 · Office Assistants	12,191.08
504 · Auditing	3,750.00
507 · Office Supplies	415.35
508 · Telephone & Internet	603.11
509 · Electricity (office)	369.09
510 · Social Security	1,480.80
511 · Workmen's Comp.	4.90
512 · Legal Fees	1,000.00
515 · Health Insurance (office)	18,922.01
517 · Repair & Maint. Office	98.12
518 · Administrative	250.00
520 · Dues & Subscriptions	184.00
524 · Education (office)	299.00
525 · Misc. Expense	320.40
528 · Postage	1,101.80
530 · Unemployment Comp.	19.43
532 · Billing Costs	3,142.77
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	1,677.77
539 · Consulting Services	325.00
601 · Plant Superintendent	7,470.25
602 · Service Crew	28,121.61
603 · Backflow Tests	282.00
605 · Freight	26.17
606 · Tools	76.50
607 · Supplies & Safety Items	341.29
608 · Telephone / Internet	577.80
609 · Plant Electricity & Gas	17,827.93
610 · Social Security/Plant	2,712.47
611 · Workmen's Compensation	11.74
612 · Fees & Dues	150.00
613 · Fuel	235.70
614 · Vehicle Maintenance	1,199.91
615 · Health Insurance (plant)	37,366.96
617-A · R & M - Field	2,716.74
617-B · R & M - Plant	679.70
620 · Water Samples	296.60
624 · Meter Installations	57.39
630 · Unemployment Comp. Plant	35.60
640 · New Connection Materials	67.50
675 · Inventory Adjustment	-2,577.13
<b>Total Expense</b>	190,822.36
<b>Net Ordinary Income</b>	-43,931.51
<b>Net Income</b>	-43,931.51

**ROBERT CREEK CAPITAL PROJECTS**  
**Profit & Loss**  
January 2021

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	<u>Jan 21</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	9,042.00
412 · INTEREST	1,181.77
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
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Total Income	50,223.77
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Gross Profit	50,223.77
Expense	
625 · MISCELLANEOUS	0.15
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Total Expense	0.15
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Net Ordinary Income	50,223.62
	<hr/>
Net Income	<u>50,223.62</u>

**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**JANUARY 2021**

Avista Utilities	Natural gas at office/plant/Carnes	363.22
Bassett-Hyland Co.	Fuel for company vehicles	235.70
Beth Dewsnup	Oregon Notary Stamp - reimburse	29.69
BMS Technologies	December statement fees	1,642.77
Canon Solutions America	Plant/Office copier service agreement 11/20 - 12/19	49.81
Cardmember service	Safety meeting food, domain name renewal - rcwaterdistrict.com, Zoom Webinar subscription, Microsoft Office 365/QB Entriprise Cloud subscription, 100 books stamps, Lorman all-access training	1,695.78
Consolidated Supply Co.	CTS Comp Nut Gasket	186.60
Continental Utility Solutions, Inc.	December merchant services, Web Portal annual fee (1500.00)	3,177.77
Cooley, Rapp, Friel & Lee, LLC	Final audit billing	3,500.00
DCUCC	2021 annual membership dues	150.00
Diamond Power Equipment	Chain loop, oil, mix	76.50
Exodus Pest Control	Office pest control service	26.00
Industrial Source	Oxygen private, heavy duty oxygen, hazmat fee	218.58
Long's Building Supply	PT post, bundle of wedges, supplies parts	54.78
Nexcom, LLC	Plant phone, fax line	40.00
NW Local Government Legal Advisors	Annual audit legal rep letter, authority formation communications and work	1,007.01
Onsite Wastewater Management	Quarterly maintenance Rising River RV pump station	200.00
Oregon Linen	Monthly rug service - office	72.12
Oregon Division of Audits	19-20 audit filing fee	250.00
Oregon Tractor	Repair backhoe	1,035.30
Pacific Power	Plant/Office/Shop/Tipton/Hwy 99/Highlands/Roberts Creek electricity (2 months)	17,833.80
Payroll: Office	Payroll	14,909.90
Plant	Payroll + draws	26,234.35
Commissioners	Board Compensation	230.60
Oregon Dept. Revenue EFTPS	Payroll Withholding + OR STT Withholdind	3,473.62
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	13,386.18
Allstate	Supplemental insurance (EE paid)	256.96
HRA Veba Trust	2021 EE VEBA contributions	36,000.00
Popeye's Pump & Backflow	2 non-comp backflow tests	90.00
Refunds	Overpayment & Service Deposit refunds	619.55
Rokus Plumbing	Repair device @ 178 Grayson St	192.00
SDAO Consulting	Authority formation project Sept-Dec 2020	325.00
SDIS	February health/supplemental insurance premiums	20,288.97
Staples	Copy paper, office chair, coffee, cardstock, pens, copy paper, highlighters, desk/wall calendars, masks	350.09
Umpqua Research	Water sample testing	296.60
USA Blue Book	True union valve	505.87
Verizon Wireless	Tablet line	45.08
RCWD Crew Staff	Cell phone stipend for January	400.00
Winston Auto Parts	Supplies, hood lift support, motor oil, brake pads	232.54
Winston Sanitary	Dumpster at Carnes shop	77.90

<b>TOTAL GEN. FUND PAYABLES for January 2021</b>	<b>149,760.64</b>
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None

<b>TOTAL CAP PROJECTS PAYABLES for January 2021</b>	<b>-</b>
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# Office Manager's Report

## February 2021 Meeting

SALES	January	December	January Last Year
Gallons	20,761,700	21,684,300	15,524,700
Revenue	\$143,076	\$145,716	\$127,323
Meters Sold	2	1	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	228,145,200	210,154,400	17,990,800
Revenue	\$1,247,764	\$1,181,175	\$66,590

Jan Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$52,334	\$3,833	\$11,710	\$67,877
# of Transactions	1,003	79	199	1,281
Fees Charged*	\$1,424	\$59	n/a	\$1,483

\*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF January 31, 2021	
General Checking	\$331,127
General Fund Reserve	\$533,643
Surcharge Savings	\$65,518
Capital Checking	\$145,936
Capital Projects Reserve	\$1,418,884
Plant Upgrade Debt Reserve	\$477,669
	<b>\$2,972,777</b>

The first county order, establishing the joint authority's boundaries, has been approved. The next public hearing on February 24<sup>th</sup> will be held to call for the initiative to go on the May 18 election ballot. It is recommended that at least a few Board members attend to show support, especially if there is any opposition to the measure.

Because the county is requiring that the dissolution of the districts be separate ballot measures, we will have to adopt a resolution for the dissolution of the district upon formation of the authority. I have attached Resolution R-2021-02-01 for adoption. Once adopted, the fact-finding timeframe will start (see attached letter from Eileen Eakins, attorney).

We will be reviewing our new account setup and final billing processes. We believe the processes can be improved and now is a good time to implement improved processes.

David attended some of the virtual SDAO Conference last week- the county meetings conflicted with the conference schedule.

**David Campos, CPA**  
Office Manager



# ROBERTS CREEK WATER DISTRICT

## RESOLUTION R-2021-02-01

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROBERTS CREEK WATER DISTRICT INITIATING DISSOLUTION UPON FORMATION OF JOINT AUTHORITY**

WHEREAS, the Roberts Creek Water District (“Water District”) provides domestic water supply services within its geographical boundaries; and

WHEREAS, the geographic boundaries of the Green Sanitary District (“Sanitary District”) are wholly contained within the geographic boundaries of the Water District and the Districts share many administrative functions; and

WHEREAS, the Districts jointly intend to submit a question to their respective voters at the May 18, 2021 county election on whether a joint water and sanitary authority (“Joint Authority”) should be formed to replace the existing Districts in providing both sanitary sewer services and domestic water supply services; and

WHEREAS, the Water District’s Board of Directors (“Board”) has determined that it is in the best interests of the inhabitants of the District that, if voters approve the Joint Authority, the Water District be dissolved and liquidated, pursuant to ORS 198.920;

NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:

1. The Board hereby initiates dissolution of the District pursuant to ORS 198.920 to 198.955.
2. Pursuant to ORS 198.925, the Board shall make findings of fact that include the following:
  - (a) The amount of each outstanding bond, coupon and other indebtedness, with a general description of the indebtedness and the name of the holder and owner of each, if known.
  - (b) A description of each parcel of real property and interest in real property and, if the property was acquired for delinquent taxes or assessments, the amount of such taxes and assessments on each parcel of property.
  - (c) The amount of uncollected taxes, assessments and charges levied by the district and the amount upon each lot or tract of land.
  - (d) A description of the personal property and of all other assets of the district.
  - (e) The estimated cost of dissolution.

3. The Board also shall propose a plan of dissolution and liquidation which shall provide for the conveyance of all Water District assets to the Joint Authority upon formation, provided that all conditions in paragraph 2 of this Resolution are satisfied, and provided that the newly elected board of the Joint Authority agrees to assume the outstanding indebtedness of the Water District and to continue to provide domestic water supply services to its customers.
4. Within thirty (30) days after the date of this Resolution, the Water District shall file the findings of fact and plan of dissolution and liquidation in the office of the Douglas County clerk.
5. Pursuant to ORS 198.935, within ten (10) days after the Water District files the plan of dissolution and liquidation required by ORS 198.925, the Board shall call an election to be held on May 18, 2021, for the purpose of submitting to the electors of the District the question of whether the Water District shall be dissolved, its indebtedness liquidated and its assets conveyed in accordance with the plan proposed.
6. The respective Districts' ballot measures proposing dissolution shall clearly explain the dissolution is expressly conditioned on voters' approval of the formation the Joint Authority, to ensure that service will continue uninterrupted.

Furthermore, the Notice of Election shall contain a brief summary of the plan of dissolution and liquidation and state that the plan of dissolution is available for examination at the office of the county clerk.

7. The District Manager or designee is hereby authorized to take all steps necessary to further the dissolution of the District and conveyance of District assets to the Joint Authority upon its formation.

ADOPTED this 11th day of February 2021.

**ROBERTS CREEK WATER DISTRICT**

\_\_\_\_\_  
Board President

**Attest:**

\_\_\_\_\_, District Secretary

5285 Meadows Road  
Suite 400  
Lake Oswego, OR 97035  
(503) 607-0517  
eileen@lgl-advisors.com



February 3, 2021

David Campos, Manager  
Roberts Creek Water District  
4336 Old Highway 99  
Roseburg, OR 97471

**Re: DISSOLUTION OF DISTRICTS**

Dear David:

This summarizes for process for dissolving the Green Sanitary District and the Roberts Creek Water District if the proposed formation of the Green Area Water and Sanitary Authority is approved by voters.

Because Douglas County, as the elections authority, has opted to require a separate vote on dissolutions (as opposed to the “one-step” process we originally proposed), the boards will now need to follow the process for dissolution in ORS chapter 198 (relating to special districts) instead of the process in ORS chapter 450 (for authorities). This will require some additional steps on the part of the respective boards, which are described below.

**Election Process.** Under the process Douglas County is requiring, there will be a separate dissolution measure for each district on the same ballot as the question of formation of the new Authority and election of the initial board members. The dissolutions will be conditioned upon approval of the formation, so the following two general outcomes are possible:

- A. Formation Fails. The formation measure is not approved by voters, and both dissolutions fail even if voters approve them. The two districts will continue to exist as before.
- B. Formation Succeeds. The formation measure is approved by voters and the Authority is formed, and the dissolutions of the districts occur as follows:
  - B.1 Dissolution(s) Approved. If one or both dissolution measures are approved, that district or districts will be dissolved and the dissolved districts convey their assets and liabilities to the new Authority.

- B.2 Dissolution(s) Not Approved. If one or both dissolutions are not approved, the undissolved district(s) will co-exist with the Authority as “shell” entities until such time as they can be dissolved at a later date. They can still convey all of their assets and liabilities to the new Authority.

**Dissolution Process.** Unlike the formation process, the dissolution process in ORS 198.920-198.955 is initiated by, and generally directed by, the board of directors of the dissolving district. The process is still subject to approval by the county court and will need to be timed to coordinate with the formation process for the new district, but ORS 198.935 does not require any county hearings on the question of dissolution, and the district board calls the election, which will be the same date as the formation election.

To make sure all the pieces are in place for the dissolutions to get on the ballot at the same time as the formation question, the boards will need to act promptly to complete the following steps. Recommendations on timing are provided where pertinent below.

1. First, the existing district board adopts a resolution calling for an election on dissolution, contingent upon voter approval of both formation and dissolution. *[If possible, this should be done at a board meeting held prior to the February 24 final hearing on formation of the Authority.]*
2. The initiating resolution is filed with the county board. A boundary map of the area of the dissolving district’s boundaries must be included. *[I recommend submitting this resolution at the same meeting as the County Commission’s final hearing on the formation on February 24, which is when they will call the election. This will trigger the timelines for the process below.]*
3. Within 30 days of the date of the dissolution resolution, the board must adopt and file with the county board findings of fact in support of the dissolution per ORS 198.925, and a plan for dissolution and liquidation pursuant to ORS 198.930. These must be made available by the County for public inspection.

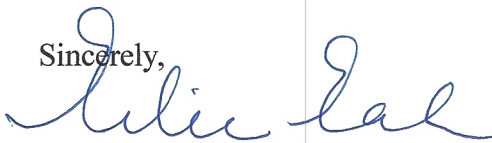
The findings of fact must include:

- The amount of each outstanding bond, coupon and other indebtedness, with a general description of the indebtedness and the name of the holder and owner of each, if known.
- A description of each parcel of real property and interest in real property and, if the property was acquired for delinquent taxes or assessments, the amount of such taxes and assessments on each parcel of property.
- The amount of uncollected taxes, assessments and charges levied by the district and the amount upon each lot or tract of land.
- A description of the personal property and of all other assets of the district.
- The estimated cost of dissolution.

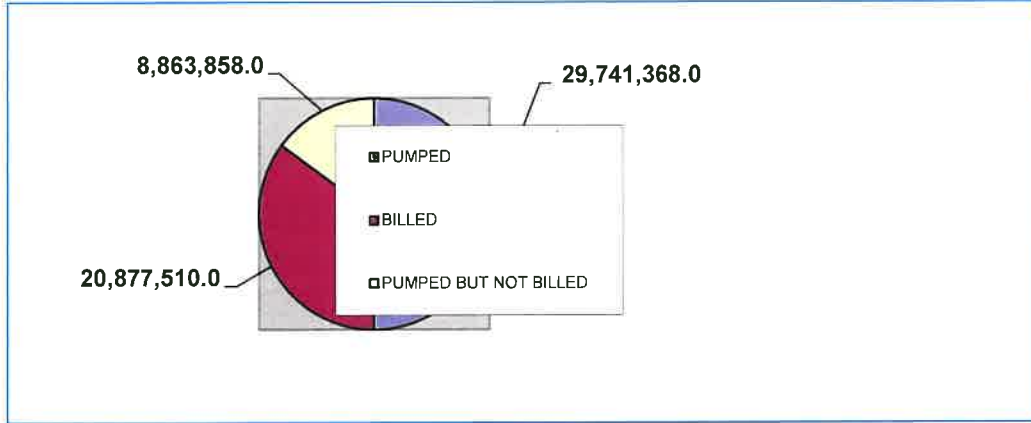
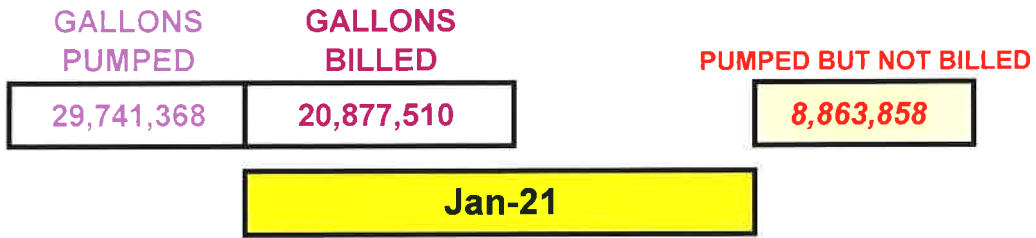
The plan for dissolution and liquidation must provide that the new Authority, if formed, will assume the duties and obligations of the district upon dissolution, and that all existing district assets will be conveyed to the new district.

4. Within ten (10) days after submitting the findings and plan to the County, the district board must adopt a resolution calling for an election on the question of dissolution. The election must be held at the next available election date. Thus, the process must be timed to coincide with the election on formation, i.e., May 2021.
5. As with the formation process, the dissolution will require preparation of a ballot measure and explanatory statement for voter's pamphlet, and the proposed boundary map for the dissolving district must be approved in advance by the Department of Revenue. [*The ballot measures and explanatory statements for both the formation and the dissolutions have already been provided to the County.*]
6. If voters approve both the formation and dissolutions at the election, the boards of the dissolving districts must meet, canvass the votes, certify the votes to the County, and declare the districts dissolved. The board then becomes a board of trustees, charged with conveying assets and wrapping up the district's affairs. The board of trustees will need to sign deeds conveying any real property, and bills of sale for any personal property (equipment, etc.), being conveyed to the new entity. They also would assign any contracts (including IGAs) to the newly formed entity and arrange to convey District revenues to the new entity.
7. Once all affairs are settled, the board of trustees files an oath with the county board that the district is dissolved.

Sincerely,



Eileen G. Eakins



**30 DAYS IN BILLING CYCLE: 12/11/20 TO 1/10/21**

Repairs, leaks, etc. rendering unverifiable consumption

1/6/21      107 GLENGARY      REPAIR MAIN

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	3,603,559	NOVEMBER		NOVEMBER	
DECEMBER	5,821,078	DECEMBER		DECEMBER	
JANUARY	8,863,858	JANUARY		JANUARY	
FEBRUARY		FEBRUARY		FEBRUARY	
MARCH		MARCH		MARCH	
APRIL		APRIL		APRIL	
MAY		MAY		MAY	
JUNE		JUNE		JUNE	

Roberts Creek Water District  
Superintendents Report  
February 2021

The project on Carnes Road, is progressing well. Knife River has been replacing services along the project and scheduling shutdowns to minimize interruptions to our customers. It turned out, one of the potential conflicts with our main line will be an issue and is being addressed. We are currently working with Knife River to relocate the 8" main on Castle Ave.

The license transfer for our plant software is taking longer than anticipated, but is moving forward. Terry Nelson is continuing work on installing our new computers, that operate the treatment plant.

We continue dealing with temporary rules from OSHA regarding COVID-19. We will continue trying to do what's best for the safety and well being of our employees and customers.

I've been in contact with the Oregon Office of Emergency Management, and we believe the delivery date for our mobile water treatment trailer will be in late May. Once we have the equipment on site, we will develop an SOP and start cross training with employees at Winston Dillard Water.

We will be performing our yearly maintenance program for our air releases, and may begin our valve turning program a little early if time allows.

I have an employee evaluation this month.

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