



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

JAN 04 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: <i>Charles Horn SEATON</i>		Service Address: <i>299 GRANT SMITH RD ROSEBURG, OR 97471</i>
Daytime Phone:	Service Number:	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <i>12/6/18</i>	<input type="checkbox"/> Attached <i>\$300.00</i>	<i>The repair man put my wife's cash in his pocket but he left no receipt</i>
Brief Description of Leak Failure & Repair: <i>failure of pipe connector The repairman said THE connection failed.</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 *[Signature]* Date *1-03-19*

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

1/4/19

Meter Read Date to use for Water Leak Credit Evaluation:

12/10/18

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

45.60

Estimated leak period based on consumption history (attach service history): *11/11/18 - 12/6/18*

Estimated normal usage during leak period: *3,000* Leak month consumption: *35,300*

Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (*3,000*)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak consumption of the leak billing period divided by 2 = *16,000*

Multiplied by the rate used to calculate billed charges during the leak billing period: *X 2.85/1,000*

Calculated water leak credit amount: *45.60*

Reviewer's Initials:

DC

Approver's Initials:

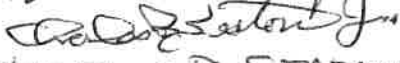
Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

I was in the VA hospital the entire time
that this leak crisis was going on. I don't know
who repaired it. My wife said he put her 300⁰⁰
in his pocket and left. he told her the connection
failed between the plastic pipe and the metal
all I know for sure is the leak is fixed.


CHARLES R. SEATON JR.
Jan 03/2019

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
December 13, 2018**

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

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

LEAK ADJUSTMENT REQUEST

Green Meadow Park LLC 5461 Grange Rd 11642-001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Oct 2018	176,800	\$ 619.45	$\$619.45 - 508.30 = \$111.15 / 2 =$
Oct 2017	137,700	\$ 508.30	\$ 55.58 credit

Tracy Johnson 659 Dodson View Rd 2189-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Nov 2018	264,900	\$ 778.25	$\$778.25 - 54.35 = \$723.90 / 2 =$
Nov 2017	11,200	\$ 54.35	\$ 361.95 credit \$100 Cap

Commissioner White seconded the motion and approval was unanimous.

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

Office Manager David Campos gave his monthly report. David informed the Board that the District was awarded a matching Safety and Security Grant for the installation of a surveillance camera system for the District. After receiving three quotes, the District has chosen Oregon Alarm to install the system. The total cost of the project is approximately \$9,300 and the District will be reimbursed by SDAO for half of the cost.

The District purchased two AED's for the District. One will be kept at the office and one will be out in the field, most likely Dan's service truck. The AED's come with replacement pads for life and a cloud management system. The District saved approximately \$500 off the cost with a government agency discount.

David stated that the District just paid off its Special Public Works Fund loan. The loan was originally taken out to do some plant upgrades and line work. The District has been paying on the loan since 1997. Going forward, David plans to increase the capital project transfers in place of the annual loan payment.

David requested that the Board approve a holiday cash gift of \$150 for each District employee, as has been done in previous years. Commissioner Fullbright made a motion to approve the cash gift, and Commissioner Lusch seconded the motion. Approval was unanimous.

David stated that as part of the Office's Improvement budget, he budgeted for new carpet. However, the copiers in the office and the plant are in need of replacement very soon. The copiers are very old and the parts for repairing them are obsolete. David would like to purchase two new copiers - one for the office and one for the plant. David has received quotes from Kelley Imaging System, Pacific Office Automation and Canon USA. As part of the National IPA, the District qualified for special pricing through Canon that the others could not match at \$2,104 for each copy/print machine. David requested Board approval for purchasing the two copiers for \$4,208, along with a copier maintenance agreement. Commissioner Bigler made a motion to approve the purchase of the new copiers at the stated price. Commissioner Lusch seconded the motion. Approval was unanimous.

David finished his research of options for new utility billing software. David's suggestion for new software is UMS offered by Continental Utility Solutions, Inc. (CUSI). David stated that although CUSI has a smaller customer base compared to some of the more popular options, CUSI focuses more on water and sewer districts, which represent 80% of their customer base. David added that the UMS program appears more user-friendly and will be more adaptable for Roberts Creek Water's needs. CUSI has excellent customer service and offers regular training sessions. David stated that the customer online payment portal CUSI offers with its software is fully integrated. With the new system, the District would be implementing an IVR phone payment/customer notification system. Commissioner Bigler agreed that the District should use an IVR phone system, and may possibly look into eliminating the use of door hangers for customer notifications. After discussion, Commissioner Lusch made a motion to approve the purchase of the UMS software with CUSI. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his report. We received a final billing for the plant piping upgrade project. The requested amount is \$10,142.39 with retainage. Commissioner White made a motion to approve the payment to Harvey and Price Co. in the amount of \$10,142.39. Commissioner Lusch seconded the motion. Approval was unanimous.

Alan stated that he met with the engineer to discuss the future town tank project. The District plans to construct a new water tank along Old Hwy 99 S. One of the reasons for the tank is to be able to isolate the water services for that end of the District. With the isolation, the customers at the north-east end of the District would not have to be without water as long when we have leaks to repair. The engineers would like to do a model of that end of the District, which will cost approximately \$20,000. If the District can provide much of the data needed for the model, the cost will decrease. The engineer provided two possible proposals, one of which does not include constructing a new tank. Our plan is to put a new tank in, as is laid out in the Master Plan. Discussion followed. The proposal for engineering for the new tank is approximately \$183,000. Alan will present a proposal for engineering at a future meeting.

Alan informed the Board that the reason we have not replaced the Miox system yet is because of the cost. In the meantime, the plant is using the 12.5% solution. A new cell for the current system is \$22,000, plus \$16,000 for the needed power supply. Alan is looking into alternative systems with the current vendor and also from other vendors. Discussion followed.

Alan provided an update to the Board on employee Charlie Borden.

For the good of the order, Alan requested to change the meeting date for the April Board meeting.

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

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

BUDGET YEAR 2018-19		OCT.	NOV.	DEC.	QUARTERLY 12/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	600,000						600,000.00	
WATER SALES	1,550,000	184,456.91	126,873.98	155,423.65	466,754.54	939,078.39	610,921.61	61%
WATER SALES to upgrade	400,000	40,000.00	40,000.00	-	80,000.00	200,000.00	200,000.00	50%
METER SALES	7,500	1,000.00	-	-	1,000.00	2,000.00	5,500.00	27%
SPECIAL SDC / LINES	50,000	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	50,000	-	-	-	-	-	50,000.00	0%
STANDBY CHARGES	19,000	-	-	-	-	72.00	18,928.00	0%
BACKFLOW TESTS	4,500	150.00	511.42	225.00	886.42	1,711.42	2,788.58	38%
PENALTIES & WATER SVC CHARGES	22,000	2,825.00	1,185.00	1,620.00	5,630.00	11,330.00	10,670.00	52%
MISCELLANEOUS	23,000	4,339.72	2,820.96	7,381.81	14,542.49	20,730.60	2,269.40	90%
INTEREST	8,000	885.18	858.43	911.46	2,655.07	5,035.81	2,964.19	63%
TRANS. FROM OTHER FUND		-	-	-	-	-	-	
BUDGET RESOURCES	2,734,000	233,656.81	172,249.79	165,561.92	571,468.52	1,179,958.22	1,554,041.78	43%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	71,000	5,848.25	5,848.15	6,010.84	17,707.24	35,081.57	35,918.43	49%
OFFICE ASSISTANTS (2)	76,000	5,191.38	5,625.26	5,682.22	16,498.86	32,153.58	43,846.42	42%
TEMPORARY FILL-IN PERSON	10,000	-	-	-	-	-	10,000.00	0%
SOCIAL SECURITY / FICA	12,000	846.36	875.69	903.97	2,626.02	5,174.99	6,825.01	43%
WORKMEN'S COMP	500	5.97	5.31	4.97	16.25	31.85	468.15	6%
INSURANCE	65,000	4,702.78	5,702.78	8,302.78	18,708.34	32,816.68	32,183.32	50%
UNEMPLOYMENT	2,000	11.25	11.63	11.99	34.87	68.82	1,931.18	3%
RETIREMENT (OFFICE)	18,000			4,046.16	4,046.16	8,030.04	9,969.96	45%
VACATION & COMP. TIME	2,000	-	-	-	-	-	2,000.00	0%
TOTAL THIS CATEGORY	256,500	16,605.99	18,068.82	24,962.93	59,637.74	113,357.53	143,142.47	44%

BUDGET YEAR 2018-19		OCT.	NOV.	DEC.	QUARTERLY 12/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
MATERIALS & SERVICES								
AUDITING	9,200	-	-	-	-	5,000.00	4,200.00	54%
ELECTIONS	1,000	-	-	-	-	-	1,000.00	
OFFICE SUPPLIES	5,000	308.33	727.11	259.37	1,294.81	1,489.91	3,510.09	30%
TELEPHONE	3,000	157.36	157.36	157.36	472.08	944.16	2,055.84	31%
ELECTRICITY	3,500	205.79	175.15	216.67	597.61	1,313.68	2,186.32	38%
LEGAL FEES	3,000	-	-	-	-	-	3,000.00	0%
DUES & SUBSCRIPTIONS	8,000	1,300.55	190.07	166.10	1,656.72	2,085.71	5,914.29	26%
PROPERTY/QUAKE INS.	35,000	-	-	-	-	-	35,000.00	0%
LIABILITY & AUTO INS.	10,500	-	-	-	-	-	10,500.00	0%
R & M OFFICE	4,000	194.68	342.20	293.42	830.30	1,363.29	2,636.71	34%
ADMINISTRATIVE (Board)	3,200	200.00	150.00	300.00	650.00	1,300.00	1,900.00	41%
CONTRACT SERVICES	27,000	2,178.28	2,180.41	2,180.41	6,539.10	13,066.13	13,933.87	48%
BANK CHARGES	2,000	-	-	-	-	-	2,000.00	0%
BILLING COSTS	21,000	1,595.46	1,599.25	1,596.15	4,790.86	9,605.96	11,394.04	46%
ONLINE BILLPAY FEES	1,600	136.41	143.44	141.96	421.81	825.34	774.66	52%
WEBSITE	2,600	200.00	200.00	200.00	600.00	1,000.00	1,600.00	38%
BUDGETING	800	-	-	-	-	-	800.00	0%
EDUCATION (office)	7,000	309.95	473.30	-	783.25	783.25	6,216.75	11%
MISCELLANEOUS	3,500	257.10	174.66	315.34	747.10	1,302.51	2,197.49	37%
ADVERTISING	500	-	-	-	-	-	500.00	0%
POSTAGE	3,100	-	-	-	-	1,000.00	2,100.00	32%
DEBIT / CREDIT CARD FEES	9,500	999.29	1,103.74	929.96	3,032.99	5,833.88	3,666.12	61%
TOTAL THIS CATEGORY	164,000	8,043.20	7,616.69	6,756.74	22,416.63	46,913.82	117,086.18	29%
CAPITAL OUTLAY								
OFFICE EQUIPMENT	30,000	228.69	-	1,039.00	1,267.69	1,267.69	28,732.31	4%
OFFICE IMPROVEMENT	18,000	-	-	-	-	9,060.00	8,940.00	50%
TOTAL THIS CATEGORY	48,000	228.69	-	1,039.00	1,267.69	10,327.69	37,672.31	22%
TOTAL ADMINISTRATIVE	468,500	24,877.88	25,685.51	32,758.67	83,322.06	170,599.04	297,900.96	36%
						468,500.00		

BUDGET YEAR 2018-19		OCT.	NOV.	DEC.	QUARTERLY 12/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	85,000	7,016.67	7,016.67	7,179.27	21,212.61	42,262.62	42,737.38	50%
SERVICE CREW	298,000	21,287.15	22,128.93	23,035.16	66,451.24	133,214.24	164,785.76	45%
SOCIAL SECURITY / FICA	29,500	2,154.93	2,219.35	2,301.11	6,675.39	13,362.18	16,137.82	45%
WORKMEN'S COMP	8,000	5.61	29.03	9.38	44.02	76.24	7,923.76	1%
INSURANCE	143,000	10,451.56	10,451.56	17,651.56	38,554.68	69,909.36	73,090.64	49%
UNEMPLOYMENT COMP.	3,900	33.58	9.82	30.21	73.61	161.25	3,738.75	4%
RETIREMENT (PLANT)	46,000			10,926.12	10,926.12	21,833.28	24,166.72	47%
VACATION & COMP TIME	2,000	-	-	-	-	-	2,000.00	0%
TOTAL THIS CATEGORY	615,400	40,949.50	41,855.36	61,132.81	143,937.67	280,819.17	334,580.83	
						615,400.00		
MATERIALS & SERVICES								
BACKFLOW TESTING	3,700	496.42	180.00	225.00	901.42	1,356.42	2,343.58	37%
FREIGHT	3,000	46.00	45.00	300.61	391.61	684.74	2,315.26	23%
TOOLS	3,000	209.78	21.90	9.99	241.67	255.58	2,744.42	9%
SUPPLIES & OPERATIONS ITEMS	4,000	418.75	89.41	1,201.42	1,709.58	2,789.41	1,210.59	70%
TELEPHONE & INTERNET	5,700	299.44	584.65	516.45	1,400.54	2,375.67	3,324.33	42%
ELECTRICITY	130,000	9,690.16	9,515.49	9,243.01	28,448.66	62,929.63	67,070.37	48%
FEES & DUES	5,500	1,064.74	835.00	1,293.50	3,193.24	3,904.96	1,595.04	71%
FUEL	10,000	635.75	742.13	609.56	1,987.44	4,301.71	5,698.29	43%
VEHICLE MAINTENANCE	12,000	1,038.07	2,369.71	570.29	3,978.07	6,144.27	5,855.73	51%
R & M FIELD	35,000	1,570.76	1,674.17	1,371.92	4,616.85	16,086.52	18,913.48	46%
R & M PLANT	35,000	8,083.58	4,458.78	3,063.97	15,606.33	20,219.73	14,780.27	58%
CHEMICALS	40,000	-	7,156.06	2,054.30	9,210.36	15,688.80	24,311.20	39%
WATER SAMPLES	8,500	296.60	890.60	296.60	1,483.80	3,016.60	5,483.40	35%
EDUCATION	7,000	-	267.00	45.00	312.00	1,605.00	5,395.00	23%
MISCELLANEOUS	2,000	146.71	150.00	-	296.71	296.71	1,703.29	15%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	5,000	-	-	-	-	3,610.50	1,389.50	72%
MIOX SYSTEM	4,000	-	-	-	-	125.90	3,874.10	3%
NEW CONNECT MATERIAL	2,000	220.93	-	-	220.93	354.61	1,645.39	
SUMMER STORED WATER	6,000	-	-	2,175.00	2,175.00	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	4,245.56	(315.12)	(1,090.58)	2,839.86	3,706.16	(3,706.16)	
COMPLIANCE FEES	-	-	-	-	-	-	-	0%
TOTAL THIS CATEGORY	323,900	28,463.25	28,664.78	21,886.04	79,014.07	151,627.92	172,272.08	47%
						323,900.00		

BUDGET YEAR 2018-19		OCT.	NOV.	DEC.	QUARTERLY 12/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	110.00	-	-	110.00	220.00	2,780.00	7%
EQUIPMENT PURCHASE	8,000	-	-	-	-	5,625.00	2,375.00	70%
VEHICLE PURCHASE	-	-	-	-	-	-	-	
REPLACE LINES	50,000	-	-	-	-	-	50,000.00	0%
SAFETY EQUIPMENT	3,000	17.41	-	-	17.41	29.40	2,970.60	1%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	10,000	-	-	-	-	-	10,000.00	0%
TOTAL THIS CATEGORY	78,000	127.41	-	-	127.41	5,874.40	72,125.60	8%
TOTAL OPERATING						1,017,300.00		
	1,017,300	69,540.16	70,520.14	83,018.85	223,079.15	438,321.49	578,978.51	43%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	100,000.00	100,000.00	50%
RATES TO PLANT UPGRADE	400,000	40,000.00	40,000.00	-	80,000.00	200,000.00	200,000.00	50%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
DEFERRED LOAN INTEREST	1,788	-	1,787.39	-	1,787.39	1,787.39	0.61	100%
DEFERRED LOAN PRINCIPAL	29,791	-	29,790.58	-	29,790.58	29,790.58	0.42	100%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	-	50,000.00	0%
TOTAL THIS CATEGORY	806,579	40,000.00	71,577.97	50,000.00	161,577.97	331,577.97	475,001.03	41%
						806,579.00		
TOTAL ALL DEPTS.								
	2,292,379	134,418.04	167,783.62	165,777.52	467,979.18	940,498.50	1,351,880.50	41%
ENDING FUND BALANCE	441,621						441,621	
TOTAL BUDGET								
	2,734,000				467,979.18	940,498.50	1,793,501.50	
						2,734,000.00		

CAPITAL FUNDS BUDGET YEAR 2018-19		OCT.	NOV.	DEC.	QUARTERLY 12/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>BEGINNING BALANCE</i>	1,700,000						1,700,000.00	
Meter Sales	67,000	9,042.00			9,042	18,084.00	48,916	27%
Interest	20,000	3,851.71	3,752.39	3,388.76	10,993	20,651.48	(651)	103%
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	100,000.00	100,000	50%
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	-	40,000.00	80,000	200,000.00	200,000	50%
Reimbursement (Intergov. Agmt)					-	-	-	
Miscellaneous Income	-				-	-	-	
BUDGET RESOURCES	2,387,000	52,893.71	3,752.39	93,388.76	150,035	338,735.48	2,048,265	14%
						2,387,000.00		
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	-	0.15	0.10	0.25	0.40	2,000	0%
Reservoir Maintenance	-	-	-	-	-	-	-	0%
Reservoir Construction	-	-	-	-	-	-	-	
Line Replacement	300,000	-	-	-	-	-	300,000	0%
Plant Improvements	175,000	-	-	-	-	-	175,000	0%
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Treatment Plant Upgrade	80,000	-	250.00	3,460.77	3,711	43,024.62	36,975	54%
Carnes Rd. Site	-	-	-	-	-	-	-	
TOTAL EXPENSES	859,000	-	250.00	3,460.87	3,711	43,025.02	815,975	5%
DEBT SERVICE								
Plant Upgrade Loan Principal	285,000	-	285,000.00	-	285,000.00	285,000.00	-	100%
Plant Upgrade Loan Interest	114,926	-	59,265.25	-	59,265.25	59,265.25	55,661	52%
TOTAL DEBT SERVICE	399,926	-	344,265.25	-	344,265	344,265.25	55,661	
TOTAL ALL EXPENSES	1,258,926	-	344,515.25	3,460.87	347,976.27	344,265.25	871,636	27%
ENDING FUND BALANCE	1,128,074						268,000	
TOTAL BUDGET	2,387,000				347,976		1,139,636	

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
DECEMBER 2018

Avista Utilities	Natural gas at office/plant/Carnes	89.79
Bassett-Hyland Co.	Fuel for company vehicles	609.56
BMS Technologies	Statement fees, online billpay fees	1,738.11
Buddy George & Sons	Asphalt patching	2,918.00
Cardmember Service (Visa)	Quickbooks/Microsoft Office subscription, supplies/food for safety meeting breakfast, BOLI posters, AED's for office and field, gloves	2,440.61
Cascade Columbia	53 gal/300 gal/300 gal CL2 plus shipping	2,221.91
David Birch	5 non-comp backflow tests	225.00
DCUCC	2019 Membership fee	150.00
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Soap, cleaning supplies, lime-away, air pump quick connect, supplies for pumping cl2	121.23
Douglas Fast Net	Internet	131.50
Flury Supply	Part for VacTron	4.68
Frontier Precision, Inc.	GPS unit clamp	60.00
Green Sanitary District	Monthly sewer service for plant, carnes, office (2 months)	228.00
Kelley Imaging	Quarterly copier service contract	167.77
Long's Building Supply	Rake, 12 flat solid	24.51
Lookingglass-Ollala Water Control District	2018 Reservation fee	2,175.00
TSYS	Monthly debit/credit card fees previous mo.	929.96
Metereaders	Monthly meter readings	2,180.41
Northstar Chemical	12.5% CL2 borrowed from UIUC	133.00
Occuhealth	Drug/Alcohol screen	110.00
One Call Concepts	September tickets	27.50
Oregon Department of Revenue	Right-to-know fee, DEQ toxic reduction fee, DEQ Orphan site cleanup program fee	676.00
Oregon Health Authority	2018 Cross Connection fee	200.00
Oregon Linen	Rugs for office	65.42
Pacific Power	Plant, shop, office electricity	9,369.89
Payroll: Office	Payroll	8,363.22
Plant	Payroll + draws	20,952.33
Commissioners	Board Compensation	276.75
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,703.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	10,220.08
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
HRAVebea Trust	2019 Contribution	10,800.00
Edward Jones	Oct-Dec Retirement contributions	14,972.28
Quill	Desk and wall calendars, coffee	121.07
Refunds	Overpayment & Service Deposit refunds	356.10
SDIS	January health/supplemental insurance premiums	15,154.34
Southgate Catering	Safety Meeting breakfast	162.00
State of Oregon Water Resources	Instream lease renewal	130.00
Nexcom, LLC	VOIP	166.00
UBOS	Alan supervisor training	45.00
Umpqua Quarries	Crushed rock for inventory	203.44
Umpqua Research	Water sample testing	296.60
Verizon Wireless	Crew cell phones	76.31
RCWD Crew Staff	Cell phone stipend for December	300.00
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for December 2018	113,275.28
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None

TOTAL CAP PROJECTS PAYABLES for December 2018	-
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Office Manager's Report

January 2019 Meeting

SALES	December	November	Dec Last Year
Gallons	18,349,600	24,849,800	19,396,300
Revenue	\$135,311	\$153,761	\$138,492
Meters Sold	0	0	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	211,788,200	209,218,500	32,569,700
Revenue	\$1,100,926	\$995,430	\$105,497

VISA/MC	December	November	Fiscal YTD
# Transactions	757	755	4,527
Total Transacted	\$38,236	\$40,868	\$267,279
Fees We Paid	\$921	\$882	\$5,838

CHECKING ACCTS. AS OF December 31, 2018	
General Checking	\$396,909
General Fund Reserve	\$415,602
Surcharge Savings	\$65,371
Capital Checking	\$85,230
Capital Projects Reserve	\$1,233,159
Plant Upgrade Debt Reserve	\$416,308
	\$2,612,579

Online Billpay	
<i>As of January 8, 2019</i>	
Accounts Registered:	879
Paperless Accounts:	415
Autopay Accounts:	363

The new copiers have been installed. We did not realize that the copier for the plant needed a fax board, which is an additional cost, so we ordered the fax board and that has been installed.

I met with Guy Kennerly recently to go over our property/casualty renewal. Our premium increased only slightly, with only minor changes to the policy. I have included a summary of the renewal for you to review.

I will present the 2017-18 audited financial report. In short, the District is in great shape, financially.

I have signed contract with Continental Utility Solutions and have begun gathering data reports to get the conversion started.

I have a resolution to present for the Board to consider. The resolution is for the District's adoption of its own rules for public contracting with personal service contractors.

David Campos, CPA
Office Manager

MEMORANDUM

DATE: November 30, 2018

TO: SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants

FROM: SDIS Underwriting Department

SUBJECT: 2019 SDIS Property/Casualty Insurance Renewal

It is always our mission to keep insurance costs low so our members can make the most out of budgeted funds. However, a combination of national, state, and SDIS pool factors have resulted in a higher increase in rates than normal.

- Liability rates will be increasing by an average of 4%, per the Rate Lock Agreement.
- For the first time in four years, we are increasing our property rates due to our property reinsurance costs rising about 13%.

Please be sure to review the Comparison Report in the back of the renewal packet. This will show the change in rates as well as how your district's individual contribution is affected by any changes in exposures that you may have experienced in the last year.

New Liability Coverage Documents

The new liability coverage documents are set to be issued January 1, 2019. The purposes of these new documents are to enhance or broaden coverage, follow industry standards, provide more flexibility, clarify coverage intentions, remove inconsistencies and maintain our fiduciary responsibility to the SDIS Trust. The current SDIS Liability Coverage Document is being replaced by four (4) new documents.

1. Liability Coverage Document
2. Auto Liability Coverage Document
3. Auto Liability Excess Coverage Document
4. Auto Supplemental Coverage Document

New Liability Coverage Changes Effective January 1, 2019

In the previous document we tied coverage specifically to the Oregon Tort Claims Act, Federal Acts and claims outside of Oregon. Coverage A now states if our negligence causes bodily injury, personal injury or property damage, we will provide coverage unless specifically excluded. Coverage B now provides coverage for Wrongful Acts, unless specifically excluded. Coverage will apply to Oregon, Federal and out of state claims.

In an effort to improve consistency, we also revised the Additional Coverages Section of the document. For those additional coverages that provide for defense costs only, members will be able to name their own counsel. For additional coverages that include more than just defense costs, the Trust will select counsel to account for the possibility of a claim becoming a true liability claim, such as the BOLI Defense Coverage.

OSHA Defense Coverage is being removed as an Additional Coverage. We believe this coverage should be provided as a workers' compensation benefit and we have written the coverage into the Safety Net Coverages in the SDIS Workers' Compensation Coverage Document.

We excluded Auto Liability from the Liability Coverage Document and created three separate documents to better provide auto liability coverage. This will give us more flexibility and better control over auto liability claims.

The Underlying Auto Liability Limit will be \$500,000 and the Auto Excess Limit will be either \$4,500,000 or \$9,500,000 to be consistent with the total liability limit of the member.

One benefit of separating the Auto Liability from the Liability Coverage Document is to separate auto terms and conditions from liability coverage. This will more accurately reflect the exposure in our pricing. Additionally, Oregon Law requires that the Uninsured Motorist/Underinsured Motorist limit be the same as the Auto Liability limit, so this will allow us to limit our uninsured/underinsured motorist exposure to \$500,000 for no fault coverage. Previously, we could have had up to \$10,000,000 limit of exposure.

We will mail a copy of the new coverage documents to each member as well as post them on the Insurance Site after the January 1, 2019 renewal date.

Enclosed you will find the following applicable renewal documents for the SDIS members you represent:

- Preliminary Contribution Summary - *Reflects the Best Practices credit and the Longevity Credit amount (if applicable)*
- Liability Coverage Preliminary Summary
- Auto Coverage Preliminary Summary
- Property Coverage Preliminary Summary
- Earth Movement Preliminary Summary
- Flood Endorsement Preliminary Summary
- Equipment Breakdown Protection Preliminary Summary
- Comprehensive Crime Policy Preliminary Summary
- Updated General Liability, Automobile, Property- Schedule I and Schedule II and Extra Items Schedules- if applicable
- Policy Year 2018 to 2019 Rate Change Comparison
- Loss ratio reports for districts that have over a 65% loss ratio in any one line of coverage from policy years 2013-2017. These are the years we use to calculate each district's experience factor.
- Automobile ID Cards – These are at the end of the packet. There is a separate page that can be combined with and used as the back of the ID cards if you wish to print them yourself. If you want a card-stock version of the auto ID cards mailed to you, please contact us at underwriting@sdao.com.

Thank you for your continued support of Special Districts Insurance Services. We are pleased to continue offering the best coverage at the most affordable price for Oregon's special districts. If you have any questions or concerns, please email us at underwriting@sdao.com or call 800-285-5461.

2018-2017

Total Premium:
\$42,229

1,644
\$6,664 Increase in premium

2019-2020

Total Premium:
\$48,873 43,873

Property Values:

Building \$18,656,178
Personal Property \$2,705,000
Mobile Equipment \$210,750
Total: 21,571,928

\$427,225 Increase in values

Property Values:

Building \$19,029,303
Personal Property \$2,759,100
Mobile Equipment \$210,750
Total: \$21,999,153

Highlights:

For the first time in four years, SDAO is increasing property rates due to their property reinsurance costs rising about 13%.

Liability rates will be increasing by an average of 4%, per the Rate Lock Agreement

Best Practices credits has been applied to the proposal.

Longevity Credit and Rate Lock Agreement is included in the proposal. Total amount to be disbursed to the District over a two year period is \$6,637. (\$3,318.50 to be disbursed in January 2018 and \$3,318.50 to be disbursed in January 2019.)

Premium Comparison

	18/19 Premium	19/20 Premium
General Liability	\$ 3,874.00	\$ 4,903.00
Auto Liability	\$ 3,091.00	\$ 3,158.00
Non-owned Hired Auto Liab	\$ 150.00	\$ 150.00
Auto Physical Damage	\$ 1,040.00	\$ 1,065.00
Hired Auto Physical Damage	\$ -	\$ -
Excess Liability	\$ 752.00	incl
Property	\$ 23,059.00	\$ 24,062.00
Earthquake	\$ 4,454.00	\$ 4,612.00
Flood	\$ -	\$ -
Equip Breakdown/Boiler & Mach	\$ 5,436.00	\$ 5,544.00
Crime	\$ 373.00	\$ 379.00
	\$ 42,229.00	\$ 43,873.00



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Contribution Summary

Date: 14-Dec-18

Named Participant: Roberts Creek Water District
4336 Old Highway 99 S
Roseburg, OR 97471

Agent: Umpqua Insurance Agency, Inc.
PO Box 730
Roseburg, OR 97470

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
34P54183-894	54183	01-Jan-19	31-Dec-19	14-Dec-18

2019 Longevity Credit Amount**

\$3,318.50

Coverage	Contribution
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SDIS Liability Coverage	Liability Contribution	\$5,448
	Less Best Practices Credit	(\$545)
	Less Multi-Line Discount Credit	\$0
	Adjusted Contribution	\$4,903

**Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	Auto Contribution	\$3,509
	Less Best Practices Credit	(\$351)
	Adjusted Contribution	\$3,158

Non-owned and Hired Auto Liability	\$150
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Auto Physical Damage	\$1,065
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Hired Auto Physical Damage	\$0
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Property	Property Contribution	\$26,736
	Less Best Practices Credit	(\$2,674)
	Adjusted Contribution	\$24,062

Earthquake	\$4,612
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Flood	\$0
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Equipment Breakdown / Boiler and Machinery	\$5,544
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Crime	\$379
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Total: \$43,873

****THIS IS NOT YOUR FINAL TOTAL CONTRIBUTION FOR 2019****

This is intended to be a summary only for your information and for budgeting purposes.

Final Invoices and Declarations Pages will be issued on 1/1/2019. Please do NOT pay the amount listed here if there is a chance more changes may be made to your policy between now and 1/1/2019.



**ROBERTS CREEK
WATER DISTRICT**

**A RESOLUTION REVISING WATER SYSTEM DEVELOPMENT
CHARGES**

R-2018-03-01

WHEREAS, the Roberts Creek Water District (“District”), an Oregon special district authorized pursuant to ORS Chapter 264, is subject to Oregon’s public contracting laws; and

WHEREAS, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

- A. Specifically state that the model rules adopted by the Attorney General do not apply to the contracting agency; and
- B. Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include the portions of the model rules adopted by the Attorney General;

NOW, THEREFORE, the District’s Board of Commissioners, acting as both the governing body of the District and as the District’s Local Contract Review Board, hereby resolves as follows:

- 1. Except as otherwise provided herein, the District hereby adopts the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) as the contracting rules for the District, as such Model Rules now exist or are later modified.
- 2. That the District adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions in, the Model Rules.
- 3. The District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.

APPROVED AND ADOPTED on _____, 2019.

Commission Chair

ATTEST:

Recording Secretary

PUBLIC CONTRACTING RULES AND PROCEDURES

EXHIBIT A

A. **Personal Services.**

- 1) **Definition.** “Personal Services” shall be defined to include those services that require specialized technical, creative, professional or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: Architect, engineer; surveyor; photogrammetrist; attorney; accountant; auditor; computer programmer; artist; designer; performer; consultant; outreach educator, and workshop facilitators.
- 2) **Contracts for Personal Services Other than Architectural, Engineering, Surveying, and Photogrammetry Services and Related Services.**
 - a) A personal services contract may be awarded directly, without competitive bidding, provided the proposed contractor meets the following screening criteria:
 - When applicable, the proposed contractor maintains a current professional license to perform the work comprising the contract in the State of Oregon;
 - The proposed contractor can demonstrate to the District’s satisfaction that the contractor has the necessary experience, skills, staff, and equipment to perform the required services;
 - When applicable, the proposed contractor provides proof of professional liability insurance in amounts acceptable to the District;
 - The contractor can provide, at the District’s request, at least three (3) professional references for the services to be performed; and the District is satisfied with the reports from such references; and
 - The contractor agrees to enter into a written agreement with the District that specifically describes the scope of services to be performed, the terms and conditions of performance, the total fees and costs to be charged for such performance, and acknowledgement that the contractor will comply with all state and federal laws in the performance of the contract, including compliance with Oregon’s Ethics Laws for Public Officials, if applicable.
 - b) The above procedures do not apply to contracts with architects, engineers, land surveyors, or photogrammetrists.
 - c) Nothing in this section shall be interpreted to prevent the District from engaging in a competitive proposal process when doing so is deemed to be the best interests of the District.

3) Contracts with Architects, Engineers, Land Surveyors, and Photogrammetrists.

- a) A contract for architectural, engineering, surveying, and photogrammetry services may be entered into by direct appointment if the cost of such services for the project will not exceed \$100,000; or in an emergency; or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.
- b) Unless otherwise provided in this Section, contracts for architectural, engineering, surveying and photogrammetry services shall be awarded according to the procedures for competitive proposals described in ORS 279B.060 and these rules.
- c) All contracts for architectural, engineering, surveying and related service shall be entered into consistent with ORS 279C.110, which substantially provides as follows:
 1. The District shall select consultants to provide architectural, engineering, photogrammetric mapping, transportation planning or land surveying services on the basis of the consultant's qualifications for the type of professional service required.
 2. The District may solicit or use pricing policies and proposals or other pricing information, including the number of hours proposed for the service required, expenses, hourly rates and overhead, to determine consultant compensation only after selecting a candidate pursuant to the procedures that the District creates to screen and select consultants and to select a candidate.
 3. The District's screening and selection procedures under this section, regardless of the estimated cost of the services for a project, may include considering each candidate's:
 - (a) Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;
 - (b) Resources committed to perform the work and the proportion of the time that the candidate's staff would spend on the project, including time for specialized services, within the applicable time limits;
 - (c) Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
 - (d) Ownership status and employment practices regarding minority, women and emerging small businesses or historically underutilized businesses;

(e) Availability to the project locale;

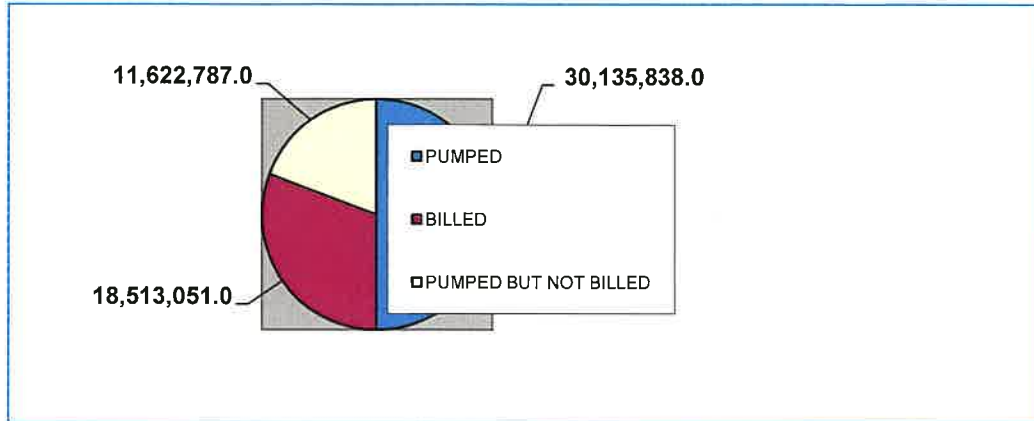
(f) Familiarity with the project locale; and

(g) Proposed project management techniques.

4. If, after following screening and selection procedures, the District determines that two or more candidates are equally qualified, the District may select a candidate through any process that is not based on the candidate's pricing policies, proposals or other pricing information.

B. Delegation.

- 1) Except as otherwise provided in these rules, the powers and duties of the Local Contract Review Board under the Public Contracting Code must be exercised and performed by the Board of Directors.
- 2) The District Office Manager, Superintendent or designee of the Board of Directors shall have the authority to approve any public contract of \$ _____ or less. The District's Board of Directors shall approve any contract exceeding this amount.



30 DAYS IN BILLING CYCLE: 9/11/18 TO 10/10/18

Repairs, leaks, etc. rendering unverifiable consumption

- 11/14/18 3877 BOURNE ST REPAIR SERVICE
- 11/21/18 3582 CARNES RD REPAIR MAINLINE
- 11/26/18 END OF BOURNE ST REPAIR MAIN LINE
- 12/3/18 BEHIND SUPERIOR LBR REPAIR MAIN LINE
- REPAIR SERVICE

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	
JANUARY	11,334,601	JANUARY	7,934,905	JANUARY	
FEBRUARY	9,219,899	FEBRUARY	9,346,538	FEBRUARY	
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

Summary by Rate Code

User: BETH D
 Printed: 12/21/2018 - 10:21 AM
 Batch: 001-12-2018
 Billing Cycle: 001



ROBERTS CREEK WATER DISTRICT

Code	Description	No of Accounts	No of Services	Total Billing	Consumption
Summary for Service: Water					
001	- 5/8 X 3/4 METER SERV	2,983	2,983	104,134.17	12,459,400
002	- 1" METER	18	18	1,673.40	223,500
004	- 1 1/2" METER SERVICE	17	17	3,585.20	570,600
005	- 2" METER SERVICE INS	20	20	7,709.90	1,414,400
006	- 3" METER SERVICE INS	1	1	387.95	6,900
007	- 4" METER SERVICE INS	4	4	10,647.65	2,929,000
008	- 8" METER SERVICE INS	1	1	3,724.75	514,700
009	- SECOND LEVEL CHARGE	39	39	764.67	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	811.15	96,400
00B	- 1" SRVC OUT OF DIST	3	3	246.90	14,300
00E	- 2" SRVC OUT OF DIST	2	2	524.25	29,400
010	- 10" FIRE LINE	1	1	379.35	91,000
Water Totals:		3,109	3,109	134,589.34	18,349,600
<i>Regular Billing</i>					
Grand Totals:		3,109	3,109	134,589.34	18,349,600

Utility Billing

Detailed Summary by Rate Code

User: beth d
 Printed: 12/11/2018 - 10:58 AM
 Batch: 112-12-2018



ROBERTS CREEK WATER DISTRICT

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	41	0	560.41	114.00	40,600
009	- SECOND LEVEL CHARGE	1	0	15.33	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	1	0	23.00	8.55	2,600
Water Totals:		43	0	598.74	122.55	43,200
<i>Final Billing</i>						
Grand Totals:		43	23	598.74	122.55	43,200

Roberts Creek Water District

Superintendents Report

January 2019

We recently had an extended power outage at the Treatment Plant. We lost a power supply to one of our computer's upon restarting the Plant, Commissioner Bigler graciously came down on a Saturday and helped us get up and running. I'd like to discuss some suggestions he made, and our plan of action, regarding system back-ups.

The crew has been performing some maintenance on our Roseburg inter-tie. We plan on a joint flushing exercise of the system sometime in the spring, with Roseburg employees.

One of our service vehicles are currently having some warranty work done at Lithia, due to a valve train issue.

We have renewed the in-stream lease for our parked water rights. The lease must be renewed every 5 years.

We had the transducer (that communicates with the plant, the water level) in our clear well fail. We had to call in Terry Nelson to program the new style of unit with our current system.

I've got an employee issue to discuss.

The crew completed our annual review of our Confined Space, Fall Protection, and Lock-out Tag-out programs.

We are continuing to run on 12.5% Chlorine instead of MIOX and still exploring our options. It's running smoothly.

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

Thanks Alan