

2/2/18

Ruth Hodges came in to the office and asked for a credit due to her leak. I explained to her that I am not authorized to issue credits and that the Board would have to approve a credit. She was aware a letter would have to be submitted. However, due to her arthritis she was not able to write a letter, nor did she have anyone that could write a letter for her. I explained to her that I would submit a request on her behalf.

Ms. Hodges leak was initially discovered due to water in the road near her house. A leak was confirmed and a plumber went out to fix the leak but it took 2 attempts to get the leak fixed. Ms. Hodges will be 80 years old this month and paid \$596.00 for the plumber to fix her leak.

Please see the details below for Ruth Hodges' leak adjustment request:

David Campos
Office Manager

LEAK ADJUSTMENT REQUEST

Ruth Hodges 141 Sisters Ln 1880-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
January 2018	20,300	\$ 80.00	$\$80.00 - 34.40 = 45.60 / 2 =$
December 2017	3,800	\$ 34.40	22.80 adjustment

JRW Enterprises Inc.

RECEIVED

FEB 07 2018

Roberts Creek Water District

IRRIGATION

665 W. WHARTON ST. ROSEBURG, OR. 97471 541-464-6082

Roberts Creek Water District

February 5, 2018

4336 Old Hwy 99 S.

Roseburg, OR. 97471

ATTN: Board of Commissioners

RE: Leak forgiveness @ 337 Monte Dr.

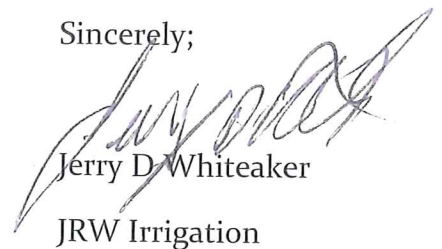
To whom it may concern,

On February 5, 2018 I was called by Ms. Barbara Keller at 337 Monte Dr. to repair leak in the isolation valve feeding her sprinkler system. The valve had cracked in the threads, probably during the irrigation season, but it was quite obscure inside a valve box leaking into a gravel area and unnoticed. It has been replaced and leak repaired.

Ms. Keller is an elderly lady and didn't know she had any problem until her son, who pays the bill, brought it to her attention last week. Apparently your crew came out and actually found the leak for them.

I know that the City of Roseburg forgives the bill sometimes in this type of situation and I hope that you folks will as well. Thank you for your consideration on this matter.

Sincerely;



Jerry D. Whiteaker

JRW Irrigation

LEAK ADJUSTMENT REQUEST

Roy Keller 337 Monte Drive 4845-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July 2017 - Jan 2018	169,300	\$ 583.55	\$583.55- 395.50 = 188.05 / 2
July 2016 - Jan 2017	46,900	\$ 265.65	94.03 adjustment
July 2015 - Jan 2016**	99,300	\$ 395.50	

**same months 2015-16 were used as that period's billings were a better reference

Utility Billing Service Request Form

Request Number: 000083-12-2017
Account Number: 004845-000

Last Updated By: SHARON C
On: 12/29/2017

Account Status: Active

Name: ROY R KELLAR
Billing Address: 337 MONTE DRIVE
ROSEBURG, OR 97470

Home Phone: (541) 679-2066
Business Phone:
Service Address: 337 MONTE DRIVE

Request Date: 12/28/2017

Request Description: CK FOR LEAK - CONSUMPTION IS VERY HIGH - ONLY ONE PERSON LIVING THERE

Service Date: 12/28/2017

Service Description: LOW FLOW IS MOVING - POSSIBLE LEAK CUSTOMERS SIDE - LDH - SH/WILL

Water/Gas Meters	Route-Seq Read Dt	Serial No Cons	Register ID No Of Digits	MXU ID	Manufacturer	Model No	Reading
Existing Water Meter	31-004030 1/10/2018	1086533 19800	 6		HERSEY	G-5/8 X 3/4-6-1	1315700

Location:

Comments:

Follow up needed? yes no

Serviced By: _____

Date: 4

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
JANUARY 11, 2018**

Vice-President Steve Lusch called the meeting to order at 6:04 pm. Present were Commissioners Phil Bigler, Tom Fullbright, and Carolyn White. Also present were Office Manager David Campos, Superintendent Alan Paulson, and District employee Dan Radford. President Tracey Parker was absent.

After a brief discussion, Commissioner Fullbright made a motion to approve the following leak adjustment request:

Michelle Talcott 2410 Jackie Ave 11138-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
December 2017	379,000	\$ 1,103.15	
November 2017	1,600	\$ 26.40	\$ 100 Cap credit

Commissioner White seconded the motion, and approval was unanimous.

Office Manager David Campos reminded the Board that President Parker inquired about the presentation of the Accounts Payable report, and whether it was appropriate for the Board to be approving the previous month's bills. David stated that, in order to better present the expenditures to be approved by the Board, he has included a detail report of the checks to be signed at the Board meeting for the current month. David will also work on presenting estimated current month expenditures that will be processed after the Board meeting.

Commissioner Bigler made a motion to combine and approve the December Minutes, Financial Statements and Accounts Payable. Commissioner White seconded the motion. David noted that the budget line item for office repair and maintenance is currently at 117% of budget. This is due to the office exterior painting, which was not budgeted for. The total Administrative budget spent after the first half of the year is at 40% of the total annual budget. David added that the possible office roof replacement has been budgeted under capital outlay so that will not have an effect on the repair and maintenance budget. After the brief discussion, approval was unanimous.

Office Manager David Campos gave his monthly report.

David presented the District's annual financial report for the 2016-17 fiscal year, which was audited by Neuner, Davidson, Cooley & Rapp, LLC. David informed the Board that the District is in a healthy financial position, but added that had the District made all of the

budgeted transfers for capital projects, the District operations would have ended in a deficit for the year. The recent water rate increase will ensure that the capital projects fund will be adequately funded without draining normal District operations funds.

David informed the Board that it needs to appoint a Budget Officer for the 2018-19 Budget Year. The Office Manager has usually been selected to serve as the Budget Officer in the past. Commissioner Bigler made a motion to appoint Office Manager David Campos as the Budget Officer for the 2018-19 Budget Year. Commissioner White seconded the motion, and approval was unanimous.

Superintendent Alan Paulson gave his report. LiquiVision was not able to get their equipment through our gate, so they were unable to clean the Roberts Creek tank. However, they stated that the other two tanks looks good enough that the Roberts Creek tank likely did not need to be cleaned and inspected.

The meter at 121 Dodson View Drive has been downsized at the customer's request.

The owner at 211 Carson Lane has requested that their meter be moved to the edge of their property. The meter currently sits very close to the house. The meter will be moved at no charge, as it benefits both the District and the customer. A brief discussion followed.

Vice-President Lusch adjourned the meeting at 6:42 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss - General Fund
 January 2018

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	107,764.88
402 · Meter Sales	1,500.00
406 · Previously Levied Taxes	0.12
408 · Backflow Test Receipts	450.00
410 · Miscellaneous Income	3,167.56
412 · Interest	56.15
Total Income	152,938.71

Expense

501 · Office Manager	5,577.50
502 · Office Assistants	6,277.83
504 · Auditing	2,250.00
507 · Office Supplies	44.70
508 · Telephone & Internet	157.36
509 · Electricity (office)	97.66
510 · Social Security	908.76
511 · Workmen's Comp.	5.26
514 · Property & Earthquake Insurance	30,572.00
515 · Health Insurance (office)	8,303.29
516 · Liability Insurance & Auto	8,659.00
517 · Repair & Maint. Office	174.86
518 · Administrative	200.00
519 · Contract Services	2,187.51
520 · Dues & Subscriptions	293.00
524 · Education (office)	660.00
525 · Misc. Expense	88.23
530 · Unemployment Comp.	132.60
532 · Billing Costs	1,524.75
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	745.59
537 · Online Billpay Fees	113.08
538 · Website	200.00
601 · Plant Superintendent	6,892.58
602 · Service Crew	23,147.28
603 · Backflow Tests	45.00
606 · Tools	225.94
607 · Supplies & Safety Items	261.00
608 · Telephone / Internet	514.10
609 · Plant Electricity & Gas	313.13
610 · Social Security/Plant	2,287.75
611 · Workmen's Compensation	12.86
612 · Fees & Dues	315.00
613 · Fuel	436.45

Roberts Creek Water District
Profit & Loss - General Fund
January 2018

Expense (Cont'd)

614 · Vehicle Maintenance	725.70
615 · Health Insurance (plant)	17,652.58
617-A · R & M - Field	605.30
617-B · R & M - Plant	2,089.77
620 · Water Samples	297.00
622 · Education (crew)	1,506.10
624 · Meter Installations	165.54
625 · Misc. Expense Plant	51.98
626 · Equipment Purchases	286.98
630 · Unemployment Comp. Plant	330.45
635 · Reservoir Maint.	3,900.00
640 · New Connection Materials	287.65
675 · Inventory Adjustment	-891.21
Total Expense	170,631.91
Net Income - General Fund	-17,693.20

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
January 2018

Income

402 · METER SALES	10,446.00
412 · INTEREST	191.36
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00

Total Income	50,637.36
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Expense

628 · LINE REPLACEMENT	375.00
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Total Expense	375.00
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Net Income - Capital Projects	50,262.36
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JANUARY 2018

Avista Utilities	Natural gas at office/plant/Carnes	410.79
Atlas Copco Compressors	Troubleshooting compressor	1,665.00
Bassett-Hyland Co.	Fuel for company vehicles	436.45
BMS Technologies	Statement fees, online billpay fees	1,637.83
Cardmember Service (Visa)	Lodging AP/JW school, cement mixer, PC for Carnes, AICPA dues, Janitorial, misc	1,214.16
Corix	Marking paint, coupling, pac nut	296.70
David Birtch	1 non-comp backflow test	45.00
David Campos	Reimburse mileage November/December	66.88
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	SS clamps, O-rings, rubber hoses, spray nozzle	146.80
Douglas Fast Net	Internet	131.50
Eoff Electric	Electrical box and covers	2.28
Exodus Pest Control	Office pest control service	23.00
Ferguson Waterworks	Service charge	51.98
Green Sanitary District	Year-end payroll forms	25.89
HRA Veba Trust	Annual HRAVeba contribution	10,800.00
Industrial Tire Service	Backhoe tires, tubes, mounting, disposal	725.70
Liquivision	Tank inspection/cleaning (main, speedway)	3,900.00
Long's Building Supply	PVC adapter, galvanized bushings	14.37
TSYS	Monthly debit/credit card fees previous mo.	745.59
Meterreaders	Monthly meter readings	2,187.51
Neuner & Davidson Co.	Audit progress billing	2,000.00
NWMOA	2018 Membership dues for crew	300.00
OAWU	Short school for AP/WH/SH, Conference for JW/WH	1,180.00
Oregon Division of Audits	16-17 Audit filing fee	250.00
Oregon Linen	Rugs for office	109.88
Oregon PERS	Annual Administrative fee	15.00
Payroll: Office	Payroll	8,751.29
Plant	Payroll + draws	22,393.58
Commissioners	Board Compensation	184.68
Oregon Dept. Revenue EFTPS	Payroll Withholding, SUTA, WBF	4,210.15
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	11,690.00
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	469.03
Roseburg Rental	Power snake rental	45.00
SDAO	Pre-Con & Conference Registration Steve/Tracey	731.00
SDIS	Feb health/supplemental insurance premiums	15,155.87
TruEdge Communications	VOIP	166.00
Umpqua Computers	Replace network cables at plant, set up computer at Carnes	270.00
Umpqua Insurance	2018 Property/Casualty Premium (Balance \$2,998 - was billed incorrectly)	39,231.00
Umpqua Research	Water sample testing	297.00
Verizon Wireless	Cell phones for crew (2 months)	373.96
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for January 2018	133,329.78
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SHN Consulting Engineers	Final walkthrough - Happy Valley	375.00
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TOTAL CAP PROJECTS PAYABLES for January 2018	375.00
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Office Manager's Report

February 2018 Meeting

SALES	January	December	Jan Last Year
Gallons	17,465,800	19,396,300	23,211,300
Revenue	\$133,140	\$138,492	\$134,677
Meters Sold	3	0	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	226,684,300	223,836,800	2,847,500
Revenue	\$1,128,570	\$1,093,517	\$35,052

VISA/MC	January	December	Fiscal YTD
# Transactions	653	625	3,863
Total Transacted	\$31,144	\$28,515	\$220,351
Fees We Paid	\$742	\$746	\$5,317

CHECKING ACCTS. AS OF January 31, 2018	
General Checking	\$136,236
General Fund Money Market	\$409,084
Surcharge Savings	\$65,281
Capital Checking	\$94,801
Capital Projects Money Market	\$1,015,260
Upgrade Money Market	\$490,868
	\$2,211,530

Online Billpay	
<i>As of February 13, 2018</i>	
Accounts Registered:	654
Paperless Accounts:	317
Autopay Accounts:	232

Last week, Tracey, Steve, and I attended the annual SDAO Conference in Seaside. The conference had a good turnout and there were some good topics covered.

I have attached the budget calendar for the 18-19 budget process. Budget committee members Gary Schroeder and Shirley McSperritt have renewed their terms to serve 3 more years.

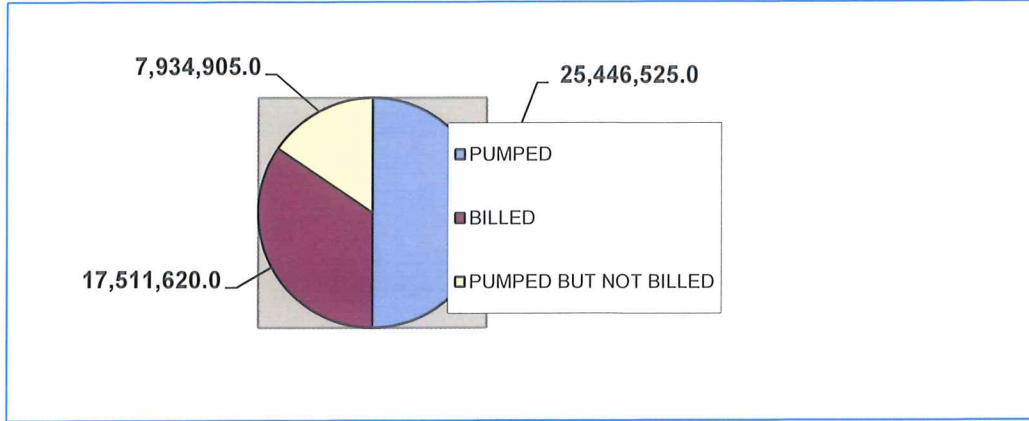
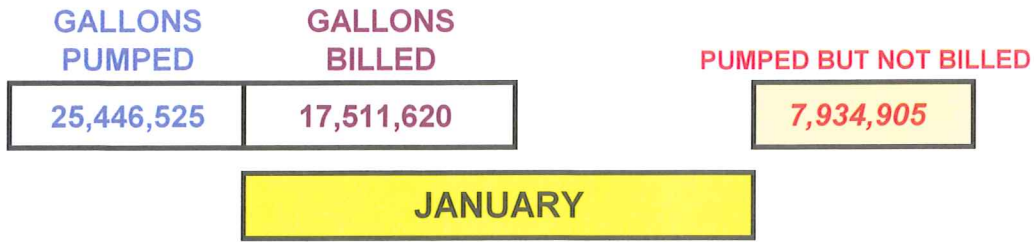
As of last month, Tabor Building has purchased 6 meters (8 in service) in the first phase of the new subdivision.

RUSA will be hosting the Public Contracting/Contract Review Board training on Friday, Feb. 16th from 11 am to 2 pm. The training will be led by Eileen Eakins, of the Law Offices of Eileen Eakins, LLC. Lunch will be provided.

David Campos, CPA
Office Manager

ROBERTS CREEK WATER DISTRICT BUDGET CALENDAR 2018-19

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> 1. Appoint budget officer | January 11 |
| <input type="checkbox"/> 2. Appoint budget committee members | February 15 |
| <input type="checkbox"/> 3. Prepare proposed budget | March & April |
| <input type="checkbox"/> 4. Publish notice of first budget committee meeting | Monday, April 16 |
| <input type="checkbox"/> 5. Publish 2 nd notice of budget committee meeting | Monday, April 30 |
| <input type="checkbox"/> 6. Budget Committee receives budget (deliver to each member) | Thursday, May 3 |
| <input type="checkbox"/> 7. Budget Committee meets to review budget at 5:30 (Board)
a) Second Meeting if needed at 5:30 | Thursday, May 10
Thursday, May 17 |
| <input type="checkbox"/> 8. Publish Notice of Budget Hearing in News Review | Wednesday, May 24 |
| <input type="checkbox"/> 9. Hold budget hearing to approve/adopt budget | June 7 (Board) |
| <input type="checkbox"/> 10. Enact resolutions to:
___adopt budget
___make appropriations
___levy taxes by fund
___categorize | by June 30 |



30 DAYS IN BILLING CYCLE: 12/11/17 TO 01/10/18

Repairs, leaks, etc. rendering unverifiable consumption

- | | | |
|----------|-----------------|----------------|
| 12/13/17 | 4293 CARNES RD | REPAIR SERVICE |
| 12/18/17 | 262 TIPTON RD | REPAIR SERVICE |
| 12/20/17 | 4200 CARNES RD | REPAIR SERVICE |
| 12/22/17 | 2490 CASTLE AVE | REPAIR SERVICE |
| 1/10/18 | 144 KERMANSHAH | LOWER BLOW OFF |

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	
MARCH	4,277,092	MARCH	6,648,152	MARCH	
APRIL	5,433,399	APRIL	4,110,282	APRIL	
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: 01/24/2018 - 1:01 PM
Batch: 001-01-2018
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	2,993	2,993	68,516.20	36,565.50	12,658,300
002	- 1" METER	19	19	1,046.13	475.95	167,845
004	- 1 1/2" METER SERVICE	17	17	1,955.00	1,872.45	657,100
005	- 2" METER SERVICE INS	21	21	3,834.32	3,573.90	1,252,829
006	- 3" METER SERVICE INS	1	1	368.00	31.35	11,100
007	- 4" METER SERVICE INS	4	4	2,300.00	5,962.20	2,092,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,185.60	416,300
009	- SECOND LEVEL CHARGE	39	39	768.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	279.30	95,700
00B	- 1" SRVC OUT OF DIST	3	3	207.00	45.60	14,600
00E	- 2" SRVC OUT OF DIST	2	2	441.60	68.40	24,100
010	- 10" FIRE LINE	1	1	120.00	91.20	32,000
Water Totals:		3,121	3,121	82,365.25	50,151.45	17,421,874
<i>Regular Billings</i>						
Grand Totals:		3,121	3,121	82,365.25	50,151.45	17,421,874

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: sharon c
Printed: 01/11/2018 - 11:47 AM
Batch: 112-01-2018

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	43	0	479.14	131.10	44,300
009	- SECOND LEVEL CHARGE	1	0	12.67	0.00	0
Water Totals:		44	0	491.81	131.10	44,300
<i>Final Billings</i>						
Grand Totals:		44	0	491.81	131.10	44,300

Roberts Creek Water District

Superintendents Report

February 2018

Will, Shawn and I attended an OAWU Short School in Sutherlin, February 6th. I also attended a class on the 8th, dealing with Safety & Security. Jeremy and Will are scheduled to go to a Short School/ Conference in March.

A meter has been purchased for a new coffee shop (Dutch Bros.) in front of Ray's Market. The County Permit has been applied for, and the one-call has been made.

We have completed our annual pinning of the membranes. We purchased some replacement membranes, and will replace them next week.

Our engineer has given us a proposal to re-design the existing C.I.P. line, from the current plastic piping, to Stainless Steel. As you remember, the plastic was used as a cost saving measure in the new treatment plant, but we have had issues with it failing. The proposal is attached.

We have an employee that is currently on light duty. He is looking at options, but it's quite possible he will need surgery to correct the problem. I will keep the board updated.

I have an employee evaluation for Dan Radford.

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

Thanks Alan

Task Order 002
Water Treatment Plant Piping Upgrade
Roberts Creek Water District

Reference: 617026

Task Order 002 hereby modifies the current **Service Agreement** between SHN Consulting Engineers & Geologists, Inc. (“SHN”) and Roberts Creek Water District (Client) to include Engineering Services for the Water Plant Piping Upgrade Project”.

Project Understanding

A portion of the existing water treatment plant piping was constructed with PVC pipe and glued joints. The PVC pipe was installed as a cost savings measure and the pipe joints have been subject to failure. This project is to replace the existing pipe with stainless steel pipe or other suitable durable material to be determined.

Scope of Work

SHN will provide the following services to design, bid, and administer construction for the replacement of the existing piping system.

Design Services

- Prepare drafting and design services for replacement of existing piping within the existing Water Treatment Facility. The design effort will include recreation of the existing drawings for the plant piping in the area of impact and with enough detail of related piping for contractors to bid the work.
- Evaluate alternative pipe materials to be used in relation to cost and service life and recommend a material for District approval.
- Drawings will include plan and elevation views of the pipe to be replaced and connection fittings and or valves as may be required.
- Plans will include a diagram of the system and valves required to isolate piping to be replaced.
- The work will include site visits during the design phase to verify the proposed piping with existing conditions.
- Prepare, specifications and contract documents for the work.

Bid Services

- Prepare bid documents and advertise the project for bid with Quest CDN online bidding services. (other bid advertising can be provided by Client)
- Provide bid period services for responding to bidder’s questions, preparing one addenda (less than 5 pages), opening bids, and recommending an award to the successful bidder.

Construction Period Services

- Provide construction period services including holding a pre-construction meeting, review of submittal documents, and periodic construction observation of the work. Construction observation is based on three full days work for an engineering technician.

Schedule:

Construction Complete:	May 11, 2018
Contractor Notice to Proceed:	March 30, 2018
Bids open:	March 15, 2018
Design complete:	Within 30 calendar days of notice to proceed.

Deliverables:

- Construction drawings 90% & 100% plans
- Specifications
- Contract /bid documents
- Submittal Review
- Inspection documents

Fee Estimate

Total \$14,810

Attest

Task Order No. 002 authorizes SHN to proceed with the design services outlined above.

In Witness Whereof, the parties have executed this Agreement the day and year first set forth.

SHN Consulting Engineers & Geologists, Inc.

Address: 275 Market Avenue
Coos Bay, OR 97420-2228

CLIENT: Roberts Creek Water District

Address: 4336 Old Highway 99 S
Roseburg, OR 97471

By: Steven K. Donovan

By: _____

Title: Principal Engineer

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

License #: 16,604

