

Roberts Creek Water District Board

Dear Sirs,

I am writing this letter in regards to our water bill, of 295.00

We were not aware of a leak out in front of our home. Both my husband and I just released from mercy hospital. It wasn't until a neighbor told us about the leak, plumber was called and repaired right away. Our toilet runs but not all the time. I'm writing to ask if you could please discount the bill to help us, or maybe put a credit on our account, we would be so thankful.

RECEIVED

JUL 11 2017

Sincerely

Dick & Ethelyn Barrett
429 Bailey Dr.

Roberts Creek Water District

LEAK ADJUSTMENT REQUEST

Richard Barrett 429 Bailey Drive 0837-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June 2017	112,000	\$ 295.90	\$295.90 - 33.75 = \$262.15 / 2=
June 2016	4,600	\$ 33.75	\$ 131.08 credit
			\$100 Cap



ROBERTS CREEK WATER DISTRICT

4336 OLD HIGHWAY 99 S

ROSEBURG, OR 97471

Telephone 541-679-6451

Fax 541-679-0354

Application for Water Availability

Date: 6-19-17 T 28 R 6W S 3AD TL 1300/1301 Tax Acct # R 47968 #124094

Planning File Number: 16-066 No. Services 2 Size: 3/4"

Property Address: Little Valley Rd

Contact Name: Ron Wikison

Address: 571 Little Valley Rd.

City: Roseburg State: OR Zip: 97471 Phone: 541-430-9997

SIGNATURE: Ron Wikison DATE: 6-19-17

Roberts Creek Water District Board of Commissioners meets the second Thursday of each month. Please submit application for Water Availability to the Roberts Creek Water District office located at 4336 Old Highway 99 So. Roseburg, OR 97471. **To be on the Board's agenda, the application must be received in the District office one week prior to the monthly meeting.** Please include partition or subdivision plans with this application.

This application is for **water availability only** and does not guarantee water or fire service without the applicant being required to make a system improvement. To obtain the actual meter service the following must be completed:

- 1. Review of plans by RCWD District Board of Commissioners **Plan Review Fee: N/A**
- 2. If system improvement required, all steps outlined in Development **Date Billed: _____**
- 3. Plan fee paid. **Date Paid: _____**
- 4. Application for service and appropriate fee paid.

BACKFLOW REQUIREMENT INFORMATION PROVIDED DEVELOPMENT BROCHURE PROVIDED

ALL NEW CONSTRUCTION IS REQUIRED TO HAVE A BACKFLOW DEVICE INSTALLED AT THE METER WHICH WILL REMAIN LOCKED UNTIL APPROPRIATE DEVICE IS INSTALLED AND TESTED.

Comments: _____

RCWD Board of Commissioners approves water availability with the above-noted conditions.

Dated this _____ day of _____
President Secretary

Expiration Date: _____ See Minutes of Board Meeting dated: _____

White Office

Pink: Customer

Yellow: Planning

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
July 13, 2017**

President Tracey Parker called the meeting to order at 6:07 p.m. Present were Commissioners Phil Bigler, Carolyn White, and Tom Fullbright. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford. Commissioner Steve Lusch was absent.

The Board began the meeting with the budget hearing to receive comments from the public. No one present had any questions or changes to the Budget document that was approved by the Budget Committee at the May 11, 2017 budget meeting

Commissioner Bigler made a motion to approve the following leak adjustment request for Shane Spontini:

LEAK ADJUSTMENT REQUEST

Shane Spontini 2634 Roberts Creek Rd 7594-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
May 2017	64,200	\$ 178.30	$\$178.30 - 46.00 = \$132.30 / 2=$
May 2016	9,500	\$ 46.00	\$ 66.15 credit

Commissioner Fullbright seconded the motion, and approval was unanimous.

Commissioner Fullbright made a motion to combine and approve the May Minutes, Financial Statements and Accounts Payable. Commissioner Bigler seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. He presented Resolution R-2017-06-01 to the Board for approval. R-2017-06-01 adopts the approved budget for fiscal year 2017-2018. Commissioner Bigler made a motion to adopt Resolution R-2017-06-01. Commissioner Fullbright seconded the motion. Approval was unanimous.

David was made aware by Umpqua Bank that former Office Manager Gloria Breedlove was still listed as a signer for the District's bank accounts. The bank needs approval from the Board to remove Gloria as an authorized signer. Commissioner Bigler made a motion to remove Gloria Breedlove as a signer on all District bank accounts. Commissioner White seconded the motion. Approval was unanimous.

David informed the Board that the District's new website is now live. The Board was pleased with the new website. David will continue to add more information to the website. Commissioner Bigler asked whether the website has a way for customers to ask questions. David stated that there is a form on the website where customers can submit questions and comments.

David presented the audit contract from Neuner, Davidson, Cooley & Rapp, LLC for the 17-18 audit. The contract price of \$11,500 is a "not-to-exceed" amount and does not reflect any discount given for internally prepared financial statements and notes. Commissioner Bigler made a motion to accept the audit contract with NDCR, LLC. Commissioner White seconded the motion. Approval was unanimous.

David informed the Board that our 2016 water quality report is available online and a direct link to the report will be provided on the June billing statements.

Superintendent Alan Paulson gave his report. Steve Donovan of SHN Engineers will be quoting a price for the design of the 8" main line extension on Happy Valley Rd, which will be a crew project. Alan and Mr. Donovan also discussed a bid project to bore under Highway 99 for the future Town Tank.

The people who will be benefitting from the Happy Valley extension came in to discuss with Alan their portion of the projects costs.

The District has received two bids for painting the office exterior. Alan has also solicited bids for the cleaning of all 3 water tanks.

Douglas County is trying to wrap up its property sale on Ingram Drive, and will most likely need some documentation signed for the associated special surcharge liens.

Alan has spoken with customer Molly Jacobsen regarding an issue she is having with the finance of her property. Her lender is requiring that the lot be split into several lots, which would require that she purchase separate water services for the separated lots per District Ordinance. Ms. Jacobsen prefers to maintain the existing 2" water service for the entire subdivided property, but District ordinance does not allow for that. Discussion followed. The Board decided that it cannot change its ordinance to accommodate a customer, and if the customer ultimately subdivided her tax lot, the new lots would require separate service hookups.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 6:41 pm and Dan Radford was excused from the meeting. President Parker called the regular Board meeting back into session at 6:48 pm.

Commissioner Bigler made a motion to advance Shawn Hastings to Utility II Step 9. Commissioner Fullbright seconded the motion. Approval was unanimous.

The Board directed Alan to come up with a revised job description for the Utility III position in the near future.

There being no further business before the Board, Commissioner Bigler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:52 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
 June 2017

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	97,186.61
402 · Meter Sales	1,000.00
403 · Special Surcharge Revenue	12,005.00
404 · Special Surcharge Revenue/Tank	17,663.60
406 · Previously Levied Taxes	0.21
408 · Backflow Test Receipts	225.00
410 · Miscellaneous Income	3,081.68
412 · Interest	52.58
Total Income	171,214.68

Expense

501 · Office Manager	5,142.50
502 · Office Assistants	5,971.52
506 · Elections	1,396.46
507 · Office Supplies	1,000.34
508 · Telephone & Internet	157.36
509 · Electricity (office)	190.23
510 · Social Security	850.22
511 · Workmen's Comp.	179.90
515 · Health Insurance (office)	6,876.02
517 · Repair & Maint. Office	1,658.31
518 · Administrative	200.00
519 · Contract Services	2,151.10
522 · Budgeting	202.50
525 · Misc. Expense	410.06
528 · Postage	980.49
530 · Unemployment Comp.	433.43
531 · Retirement - Office	4,019.90
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	557.96
601 · Plant Superintendent	5,984.19
602 · Service Crew	22,616.11
603 · Backflow Tests	265.00
605 · Freight	83.74
606 · Tools	36.56
607 · Supplies & Safety Items	367.02
608 · Telephone / Internet	472.74
609 · Plant Electricity & Gas	8,333.81
610 · Social Security/Plant	2,203.22
611 · Workmen's Compensation	8,078.97
612 · Fees & Dues	482.56
613 · Fuel	862.56
614 · Vehicle Maintenance	441.48

Continued...

Roberts Creek Water District
Profit & Loss
 June 2017

615 · Health Insurance (plant)	10,978.88
617-A · R & M - Field	2,447.49
617-B · R & M - Plant	1,306.60
618 · Chemicals	9,506.85
620 · Water Samples	476.35
624 · Meter Installations	165.54
630 · Unemployment Comp. Plant	1,123.20
631 · Retirement - Plant	10,374.84
640 · New Connection Materials	245.16
650 · Safety Equipment	98.32
675 · Inventory Adjustment	-1,283.62
703 · Do County Integovernmental Ag.	17,663.60
Total Expense	175,709.47
NET INCOME - GENERAL FUND	-4,494.79

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
 June 2017

Income	
402 · METER SALES	6,964.00
412 · INTEREST	181.72
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
Total Income	0.00
NET INCOME - CAPITAL PROJECTS	0.00

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JUNE 2017

Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	82.17
Aaction Backflow	<i>1 Non-comp backflow test + repair</i>	130.00
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	862.56
Camp Creek Electric	<i>Replace relays and install starters</i>	1,078.60
Cardmember Service (Visa)	<i>100 books stamps, document frames, Adobe subscription, mtg food</i>	1,237.06
Corix	<i>Angle meter stops, hot saw blade, 12" saddle</i>	704.90
Consolidated Supply Co.	<i>Traffic box and lid</i>	132.36
David Campos	<i>Reimburse mileage for May</i>	133.12
Digital Deployment, Inc.	<i>Streamline Website monthly fee</i>	200.00
Douglas County	<i>Tank SDC remit for 188 Ingram Drive</i>	17,663.60
Douglas County Clerk	<i>Election fees</i>	1,396.46
Douglas Co. Farmers' Co-Op	<i>Office fountain pump, herbicide, other supplies</i>	498.66
Douglas Fast Net	<i>Internet</i>	131.50
Edward Jones Co.	<i>Quarterly retirement contribution for employees</i>	14,394.74
Exodus Pest Control	<i>Monthly office pest control</i>	46.00
Fastenal	<i>Blue caps, high vis vests, ear plugs</i>	102.06
Graphic Dimensions	<i>Doorhanger stock</i>	112.30
Green Sanitary District	<i>Monthly sewer fees</i>	114.00
Hach	<i>Finished pH meter PM</i>	152.00
Kelley Imaging Systems	<i>Quarterly copier lease contract - office + plant</i>	352.41
Knife River Materials	<i>Sack mix</i>	304.00
Long's Building Supply	<i>pvc supplies, nuts, bolts, couplers</i>	22.19
Merchant Connect	<i>Monthly debit/credit card fees previous mo.</i>	557.96
Mack Clark Backflow Testing	<i>3 Non-comp backflow tests</i>	135.00
Metereaders	<i>Monthly meter readings</i>	2,151.10
News Review	<i>Budget hearing public notice</i>	202.50
Northstar Chemical, Inc.	<i>Phosphoric Acid, citric acid, calcium thiosulfate</i>	9,586.85
Oregon Board of Accountancy	<i>Biennial License Renewal</i>	255.00
Oregon Linen	<i>Rugs for office</i>	53.92
Oregon Tractor	<i>Mower parts</i>	77.57
Pacific Power	<i>Plant, Shop, Office electricity</i>	8,441.87
Petty Cash	<i>Replenish petty cash - maps, supplies, storage boxes</i>	109.69
Payroll: Office	<i>Payroll</i>	8,155.72
Plant	<i>Payroll + draws</i>	20,977.76
Commissioners	<i>Board Compensation</i>	184.70
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding</i>	2,670.00
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security & Medicare</i>	11,237.87
Child Support EFTPS	<i>Withheld from paycheck per court order</i>	390.00
Quill	<i>Envelopes, ink, notepads, coffee</i>	384.74
Refunds	<i>Overpayment & Service Deposit refunds</i>	557.64
SAIF	<i>Worker's comp premium for 17-18</i>	8,239.17
SDIS	<i>July health insurance premiums</i>	14,709.92
Deductible Reimbursements	<i>Reimburse two employees for met deductibles</i>	2,000.00
Staples	<i>Paper, cover paper, binder clips and combs, envelopes, coffee</i>	210.60

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JUNE 2017

Continued...

The Striping Company	Office parking lot re-seal and striping	1,225.00
TruEdge Communications	VOIP	166.00
Umpqua Quarries	Crushed rock for inventory	355.41
Umpqua Research	Water sample testing	474.00
UNUM	Supplemental insurance coverage for May + June	1,144.98
Verizon Wireless	Cell phones for crew	332.60
Winston Auto Parts	Truck mirror, oil change supplies, gas can, cleaning supplies	427.88
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for June 2017	135,344.04
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No Capital Projects disbursements -

TOTAL CAP PROJECTS PAYABLES for June 2017	-
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Office Manager's Report

July 2017 Meeting

SALES	June	May	June Last Year
Gallons	29,502,400	21,266,500	28,575,700
Revenue	\$150,312	\$129,964	\$147,748
Meters Sold	2	0	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	333,244,900	343,090,300	(9,845,400)
Revenue	\$1,750,902	\$1,776,104	(\$25,201)

VISA/MC	June	May	Fiscal YTD
# Transactions	330	306	3,451
Total Transacted	\$19,306	\$16,219	\$185,537
Fees We Paid	\$659	\$558	\$6,958

CHECKING ACCTS. AS OF June 30, 2017	
General Checking	\$58,600
General Fund Money Market	\$408,743
Surcharge Savings	\$65,224
Capital Checking	\$96,403
Capital Projects Money Market	\$914,407
Upgrade Money Market	\$558,227
	\$2,101,604

The office parking lot has been re-sealed and striped by The Striping Company. There were a couple issues with the original asphalt coming through, so they discounted the cost by \$200. Final cost was \$1,225.

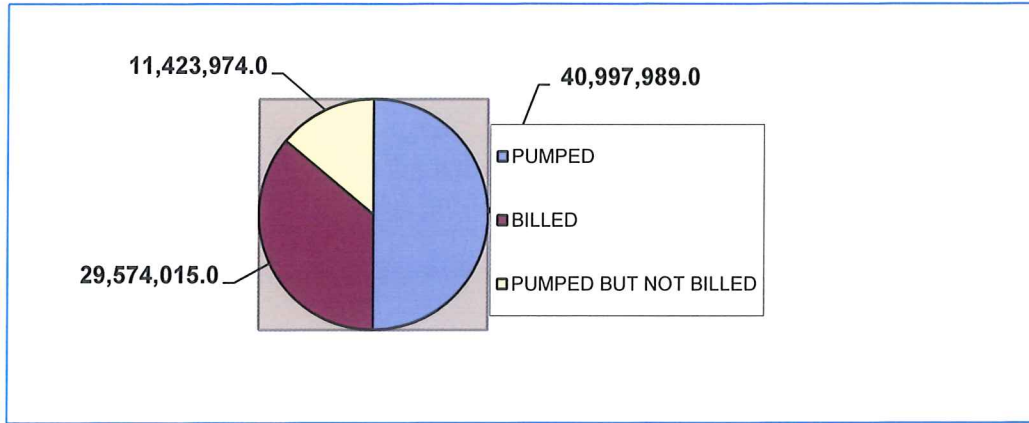
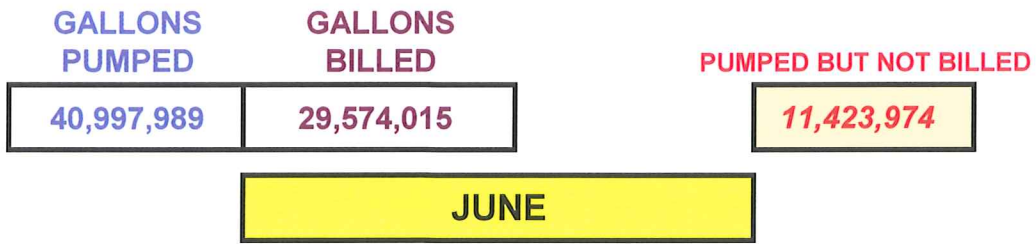
The office exterior will be painted during the weekend of 7/22. Hendrix Painting, located here in Green, had the lowest quote at \$3,200. The company has very good reviews on its facebook page.

The 2016-17 audit is scheduled for the week of August 21st.

This month's water billings will be in the new statement format. We could not itemize some of the misc charges like we wanted to due to Springbrook's constraints but we are very happy with the design.

I will begin putting the water rate study into a readable format. We should consider scheduling a public hearing soon for the new rate implementation.

David Campos, CPA
Office Manager



30 DAYS IN BILLING CYCLE: 5/11/17 T 6/10/17

Repairs, leaks, etc. rendering unverifiable consumption

- | | | |
|------------|----------------------|--------------------|
| 5/11/17 | REPAIR SERVICE | 211 CARSON LANE |
| 5/11,12/17 | HYDRANT FLUSHING | & BLOW OFF |
| 5/15/17 | REPAIR SERVICE | 449 CORONA LOOP |
| 5/30/17 | REPAIR SERVICE | 4378 STELLA STREET |
| 5/30/17 | REPAIR SERVICE | 2142 AUSTIN ROAD |
| 5/31/17 | REPAIR SERVICE | 2103 AUSTIN ROAD |
| 6/1/17 | REPLACE SERVICE LINE | 2204 GREEN AVE |
| 6/8/17 | REPAIR SERVICE | 456 TIPTON ROAD |

2014-2015	DIFFERENCE	2015-2016	DIFFERENCE	2016-2017	DIFFERENCE
JULY	8,900,846	JULY	2,933,720	JULY	7,171,434
AUGUST	4,246,828	AUGUST	6,281,386	AUGUST	11,445,670
SEPTEMBER	7,194,802	SEPTEMBER	7,482,892	SEPTEMBER	12,326,534
OCTOBER	10,439,330	OCTOBER	8,952,939	OCTOBER	13,200,303
NOVEMBER	4,113,515	NOVEMBER	3,162,607	NOVEMBER	9,394,631
DECEMBER	4,145,404	DECEMBER	2,840,217	DECEMBER	14,210,106
JANUARY	3,534,744	JANUARY	6,574,284	JANUARY	11,334,601
FEBRUARY	2,450,847	FEBRUARY	7,340,459	FEBRUARY	9,219,899
MARCH	7,125,462	MARCH	4,277,092	MARCH	6,648,152
APRIL	5,018,179	APRIL	5,433,399	APRIL	4,110,282
MAY	5,997,727	MAY	4,199,433	MAY	9,314,582
JUNE	3,752,289	JUNE	5,580,994	JUNE	11,423,974

Utility Billing

Detailed Summary by Rate Code

User: SHARON C
 Printed: 06/23/2017 - 9:48 AM
 Batch: 001-06-2017
 001



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	2,990	2,990	63,801.96	49,102.90	19,935,600
002	- 1" METER	18	18	967.50	445.90	181,000
004	- 1 1/2" METER SERVICE	17	17	1,827.50	2,557.80	1,043,000
005	- 2" METER SERVICE INS	21	21	3,612.00	4,655.00	1,898,200
006	- 3" METER SERVICE INS	1	1	344.00	71.05	29,000
007	- 4" METER SERVICE INS	4	4	2,150.00	12,720.40	5,192,000
008	- 8" METER SERVICE INS	1	1	2,110.00	1,732.15	706,800
009	- SECOND LEVEL CHARGE	38	38	760.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	645.00	566.40	191,000
00B	- 1" SRVC OUT OF DIST	3	3	241.89	112.10	37,200
00E	- 2" SRVC OUT OF DIST	2	2	516.00	59.00	19,900
010	- 10" FIRE LINE	1	1	120.00	433.65	177,300
Water Totals:		3,116	3,116	77,095.85	72,456.35	29,411,000
<i>Regular Billing</i>						
Grand Totals:		3,116	3,116	77,095.85	72,456.35	29,411,000

Utility Billing

Detailed Summary by Rate Code

User: BETH D
 Printed: 06/12/2017 - 1:04 PM
 Batch: 122-06-2017



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	50	0	535.37	215.60	90,600
005	- 2" METER SERVICE INS	1	0	5.73	2.45	800
009	- SECOND LEVEL CHARGE	1	0	0.67	0.00	0
Water Totals:		52	0	541.77	218.05	91,400
<i>Final Billing</i>						
Grand Totals:		52	0	541.77	218.05	91,400



YEAR-END REPORTS

- Subdivision Meters Sold & Available
- Past Due / Late Notification Fees (2-yr. comparison)
- Leak Adjustments (2-yr. comparison)
- 5-yr. comparison Increase/Decrease in gallons & billing
- 2-yr. Meter Sales comparison
- Gallons billed chart
- Dollars billed chart
- Budget Results & Comparisons
- Miscellaneous Income
- Money Market account status & diversification

SUBDIVISION METERS 2016-17 SOLD / AVAILABLE

SUBDIVISIONS	LOCATION	NO. OF LOTS	METERS NOT PURCHASED	COMMENTS
Alexander, Katherine		2	2	
Dodson View		8	8	
Glenview Subdivision	Carnes Rd.	20	18	
South Park Subdivision / Broyhill	Happy Valley / Rolling Hills	9	9	(2) Duplexes
Wheeler Subdivision	Glengary Loop	3	3	
Garris / Fullbright	Harmony Dr.	12	11	
Happy Valley Estates	Bailey Dr.	20	1	
Highlands: 1st Addition		14	6	
Highlands: Phase III		32	4	
Hillsview: 3rd Addition	Quincetree / Chandler	12	1	
Jensen Court	off Stella	13	4	
LeBlanc Subdivision / Saccato	Armande Loop	21	2	
Logan Crest	Chandler	23	3	
Lone Oak: Phase I (Gordon Light)	Rolling Hills	9	3	
Melody: Phase I	Chandler	16	1	
Nehalem Subdivision		5	2	
Rivercrest II	Umpqua View	147	0	
Rosewood: Phase VI	Little Valley	12	1	
Rosewood: Phase VII	Little Valley	7	3	
Rosewood: Phase VIII	Little Valley	18	1	
Rowsey, Lyle	Landers	2	2	
Ryan Glengary Estates	Hagle off Glengary	9	2	
Schuyler, Troy	Carnes Rd.	5	5	
Slone: Phase II	Landers	10	10	(2) Duplexes
Tillman, Clay	Stella St.	2	2	
Volk, Karen	Glengary Loop	3	3	
Grange Rd Subdivision	Grange Rd/Brittney Ave	24	20	
	TOTAL	458	127	

2015-16 PAST DUE ACCOUNTS AS OF THE 15th OF EACH MONTH

DATE	BEGINNING BALANCE	PAST DUE ON 15th	% PAST DUE	PAST DUE CHARGES	NO. OF LATE FEES	LETTERS TERMINATION MAILED	DOOR HANGERS	LOCKED OFF
Jul-15	168,279.88	53,127.34	31.57%	3,780	756	194	41	10
Aug-15	198,412.11	45,103.74	22.73%	3,485	697	181	49	6
Sep-15	206,557.82	51,311.33	24.84%	3,690	738	197	42	9
Oct-15	204,928.75	54,385.19	26.54%	3,600	720	201	64	12
Nov-15	131,418.71	41,205.93	31.35%	3,355	735	176	42	11
Dec-15	129,962.54	44,745.49	34.43%	3,535	707	187	61	13
Jan-16	112,856.30	32,124.29	28.46%	3,070	614	187	59	10
Feb-16	123,293.19	41,373.29	33.56%	3,700	740	187	44	8
Mar-16	116,168.79	34,437.81	29.64%	3,180	638	154	39	3
Apr-16	113,062.17	34,845.57	30.82%	2,930	586	151	34	13
May-16	118,289.16	34,712.35	29.35%	3,445	689	185	42	6
Jun-16	141,007.35	39,232.74	27.82%	3,775	675	160	37	7
		PAST DUE CHARGES		41,545	8,295	2,160	554	108
		LATE NOTIFICATION FEES		11,080				
		RECONNECT FEES		2,700				
				\$ 52,625				

2016-17 PAST DUE ACCOUNTS AS OF THE 15th OF EACH MONTH

DATE	BEGINNING BALANCE	PAST DUE ON 15th	% PAST DUE	PAST DUE CHARGES	NO. OF LATE FEES	LETTERS TERMINATION MAILED	DOOR HANGERS	LOCKED OFF
Jul-16	146,763.14	36,670.81	24.99%	3,235	647	174	39	4
Aug-16	176,635.58	41,482.26	23.48%	3,430	686	191	47	9
Sep-16	190,254.83	46,370.62	24.37%	3,640	729	157	39	6
Oct-16	186,438.44	52,239.87	28.02%	3,765	753	214	45	8
Nov-16	173,759.89	42,954.92	24.72%	3,475	695	159	39	8
Dec-16	137,371.21	38,922.46	28.33%	3,645	729	222	66	7
Jan-17	131,747.36	41,466.35	31.47%	3,815	763	182	41	7
Feb-17	130,148.38	35,410.31	27.21%	3,245	649	189	42	4
Mar-17	131,863.36	35,595.02	26.99%	3,290	658	173	39	8
Apr-17	112,938.17	32,254.92	28.56%	3,265	653	168	40	7
May-17	131,844.39	37,288.80	28.28%	3,290	658	175	41	4
Jun-17	132,481.48	39,075.12	29.49%	3,280	656	185	46	8
		PAST DUE CHARGES		41,375	8,276	2,189	524	80
		LATE NOTIFICATION FEES		10,480				
		RECONNECT FEES		2,000				
				\$ 51,855				



**ROBERTS CREEK
WATER DISTRICT**

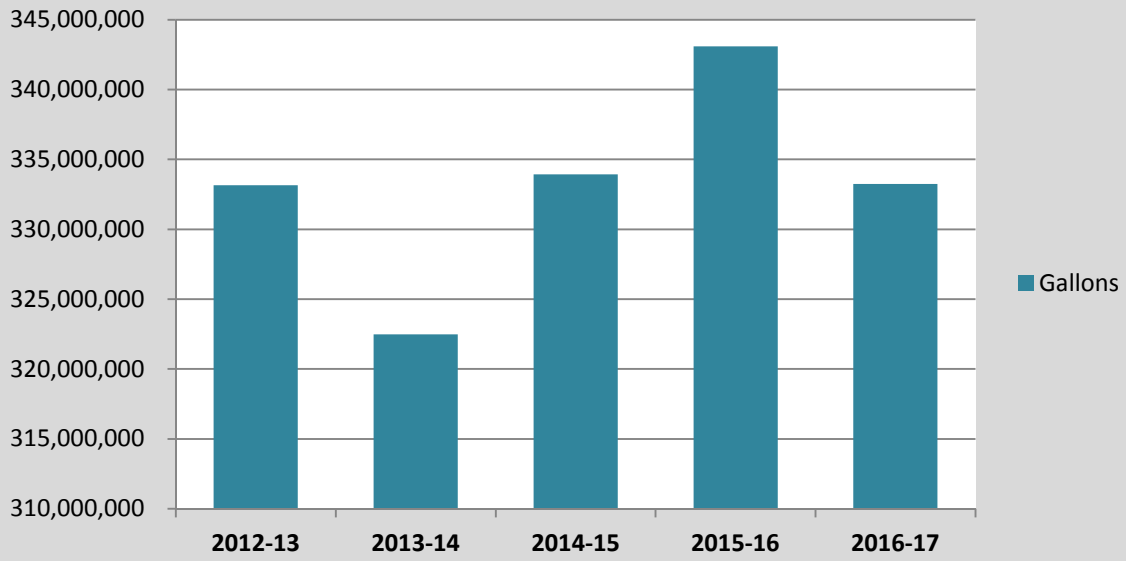
LEAK ADJUSTMENTS WITH 2-yr. COMPARISON

# NOTIFIED	DATE	NAME	ACCOUNT #	ADJUST
	07/10/15	PACIFIC POWER/PACIFICORP	1673-000	100.00
	07/10/15	PATRICIA WARDEN	10163-000	33.00
21	07/10/15	MRS VERDO LIGON	2368-000	49.00
	08/14/15	ROBERT IRMER	6732-000	67.38
	08/14/15	BRADLEY DAYTON	9183-000	100.00
12	08/14/15	LORI VANDEVORT	2332-000	55.87
	09/11/15	STEVE DICKENSON	8606-000	100.00
9	10/16/15	CHRIS HUBBARD	8737-000	90.65
	10/16/15	DALEEN THOMAS	9966-000	17.97
	10/16/15	ROBERT UTTERBACK	9844-000	68.60
12	10/16/15	EUDITH JEFFERSON	8650-000	218.00
25	12/11/15	MARK HESS	2600-000	56.35
15	12/11/15	MIKE FOLINO	2331-000	81.67
	01/15/16	ROBERT HILLARD	3960-000	49.00
	01/15/16	KEITH & SARAH HAMMOND	10141-000	31.00
	01/15/16	GARY MILES	6496-000	45.33
	01/15/16	REBA LAWSON	9294-000	46.55
24	03/14/16	CHERYL JIMENEZ	1183-000	23.28
4	03/14/16	SHAROL LANKERT	9869-000	19.60
11				
5				
4				
TOTAL THIS FISCAL YEAR 2015-16			19	\$ 1,153.25
	8/11/2016	ASHLEY FARLEY	10651-000	72.28
20	8/12/2016	COW CREEK TRIBE	9663-000	100.00
10	10/14/2016	KARISSA MADISON	10068-000	18.38
15	11/15/2016	DONALD YODER	2626-000	44.10
9	12/9/2016	PAUL PERRY	3667-000	72.28
	12/9/2016	AMY PEACH	9922-000	19.60
	12/9/2016	LARRY SACCATO	1405-001	77.18
	12/9/2016	FAITH CONSTRUCTION LLC	1650-000	100.00
12	1/13/2017	FREDA SIGFRIDSON	9927-000	100.00
	1/13/2017	DAVID ROBERTS	10665-000	100.00
	1/13/2017	KEVIN CICHY	10285-000	100.00
12	2/17/2017	DAVID MALONE	1216-000	100.00
	2/17/2017	LORNA HAYDEN	6507-000	35.53
6	4/14/2017	JIM WRIGHT	0018-000	42.88
8	6/9/2017	SHANE SPONTINI	7594-000	66.15
14				
16				
TOTAL THIS FISCAL YEAR 2016-17			15	\$ 1,048.38

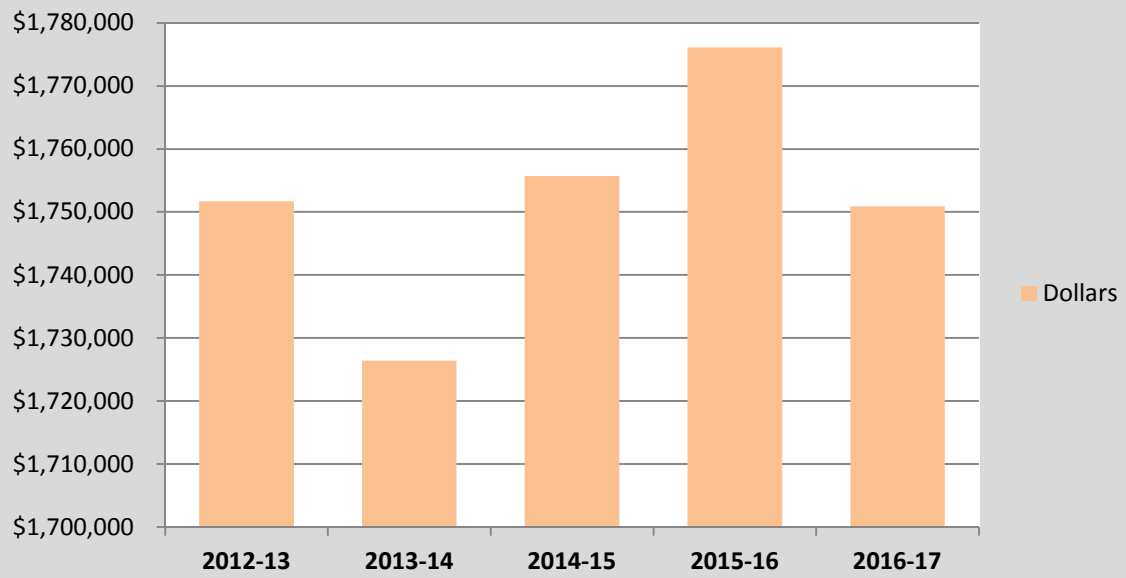
MOST RECENT 2-YR. (fiscal) METER SALES COMPARISONS						
2015-16	2015-16	2015-16		2016-17	Reinstall fee or	2016-17
	Hookup Fee	To Capital		METERS SOLD	orig. hook up fee	To Capital
0	\$ -	\$ -	JULY	0	\$ 500	\$ -
0	\$ -	\$ -	AUGUST	0	1,000	-
3	\$ 1,500.00	\$ 10,446.00	SEPTEMBER	3	1,500	10,446
1	\$ 500.00	\$ 3,482.00	OCTOBER	0	-	-
0	\$ 500.00	\$ -	NOVEMBER	1	500	3,482
1	\$ 500.00	\$ 3,482.00	DECEMBER	0	-	-
0	\$ 500.00	\$ -	JANUARY	1	1,000	3,482
1	\$ 1,000.00	\$ 3,482.00	FEBRUARY	0	1,000	-
0	\$ -	\$ -	MARCH	3	1,500	10,446
0	\$ -	\$ -	APRIL	4	2,400	19,151
0	\$ -	\$ -	MAY	0	500	-
0	\$ 500.00	\$ -	JUNE	2	1,000	6,964
6	\$ 5,000.00	\$ 20,892.00		14	\$ 10,900.00	\$ 53,971.00

5-YR. BILLING COMPARISON						
Fiscal Year	Gallons	Billing	Increase / Decrease in Billing	Increase / Decrease in Gallons	No. Services	Net Change
2012-13	333,145,700	\$ 1,751,716	\$ 51,546	333,145,700	3,062	1
2013-14	322,483,020	\$ 1,726,435	\$ (25,281)	(10,662,680)	3,068	6
2014-15	333,922,380	\$ 1,755,735	\$ 29,299	11,439,360	3,065	-3
2015-16	343,090,300	\$ 1,776,104	\$ 20,369	9,167,920	3,066	1
2016-17	333,244,900	\$ 1,750,902	\$ (25,202)	(9,845,400)	3,078	12

5-Year Gallons Billed Comparison



5-Year Dollars Billed Comparison



BUDGET YEAR 2016-17		APRIL	MAY	JUNE	QUARTER 6/30/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	265,000						265,000.00	
WATER SALES	1,450,000	74,405.60	92,098.45	97,186.61	263,690.66	1,340,311.82	109,688.18	92%
WATER SALES to upgrade	440,000	40,000.00	40,000.00	40,000.00	120,000.00	440,000.00	-	100%
METER SALES	10,000	2,400.00	-	1,000.00	3,400.00	7,400.00	2,600.00	74%
SPECIAL SDC / LINES	50,000	-	-	12,005.00	12,005.00	12,005.00	37,995.00	24%
SPECIAL SDC / TANK	50,000	-	-	17,663.60	17,663.60	17,663.60	32,336.40	35%
STANDBY CHARGES	19,000	1,320.00	1,272.00	-	2,592.00	18,535.00	465.00	98%
BACKFLOW TESTS	6,000	75.00	375.00	225.00	675.00	4,451.55	1,548.45	74%
MISCELLANEOUS	60,000	1,410.92	3,579.72	3,081.68	8,072.32	44,164.91	15,835.09	74%
INTEREST	600	50.99	53.61	52.58	157.18	607.11	(7.11)	101%
TRANS. FROM OTHER FUND								
BUDGET RESOURCES	2,350,600	119,662.51	137,378.78	171,214.47	428,255.76	1,885,138.99	465,461.01	80%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	73,500	5,142.70	5,142.70	5,142.50	15,427.90	80,371.70	(6,871.70)	109%
OFFICE ASSISTANTS (2)	79,500	5,719.80	6,487.77	5,971.52	18,179.09	71,981.16	7,518.84	91%
PART-TIME FILL-IN PERSON	2,000	-	-	-	-	-	2,000.00	0%
SOCIAL SECURITY / FICA	12,000	830.99	908.86	850.22	2,590.07	11,695.81	304.19	97%
WORKMEN'S COMP	500	7.12	5.89	179.90	192.91	189.40	310.60	38%
INSURANCE	60,000	4,649.77	4,489.08	6,876.02	16,014.87	62,700.10	(2,700.10)	105%
UNEMPLOYMENT	6,100	423.65	463.35	433.43	1,320.43	8,608.15	(2,508.15)	141%
RETIREMENT (OFFICE)	18,500			4,019.90	4,019.90	16,413.66	2,086.34	89%
VACATION & COMP. TIME	2,000			-	-	-	2,000.00	0%
TOTAL THIS CATEGORY	254,100	16,774.03	17,497.65	23,473.49	57,745.17	251,959.98	2,140.02	99%

BUDGET YEAR 2016-17		APRIL	MAY	JUNE	QUARTER 6/30/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
MATERIALS & SERVICES								
AUDITING	11,750	-	-	-	-	8,750.00	3,000.00	74%
ELECTIONS	1,500	-	-	1,396.46	1,396.46	1,396.46	103.54	93%
OFFICE SUPPLIES	6,000	34.08	719.96	1,000.34	1,754.38	5,876.98	123.02	98%
TELEPHONE	4,000	157.36	157.36	157.36	472.08	2,064.22	1,935.78	52%
ELECTRICITY	3,000	232.08	215.82	190.23	638.13	2,916.35	83.65	97%
LEGAL FEES & DUES	5,000	295.00	-	-	295.00	295.00	4,705.00	6%
PROPERTY/QUAKE INS.	34,000	-	-	-	-	30,572.00	3,428.00	90%
LIABILITY & AUTO INS.	10,000	-	-	-	-	8,659.00	1,341.00	87%
R & M OFFICE	8,000	114.92	166.92	1,658.31	1,940.15	3,321.90	4,678.10	42%
ADMINISTRATIVE (Board)	3,200	250.00	250.00	200.00	700.00	2,465.25	734.75	77%
CONTRACT SERVICES	28,000	2,146.90	2,149.70	2,151.10	6,447.70	25,746.00	2,254.00	92%
BANK CHARGES	2,000	-	-	-	-	-	2,000.00	0%
BUDGETING	375	-	111.51	202.50	314.01	576.76	(201.76)	154%
EDUCATION (office)	2,000	-	414.00	-	414.00	1,122.31	877.69	56%
MISCELLANEOUS	5,000	248.69	335.22	410.06	993.97	2,153.26	2,846.74	43%
ADVERTISING	500	-	-	-	-	7.00	493.00	1%
POSTAGE	17,000	-	1,200.00	980.49	2,180.49	10,831.94	6,168.06	64%
DEBIT / CREDIT CARD FEES	5,500	735.99	468.52	557.96	1,762.47	6,842.75	(1,342.75)	124%
TOTAL THIS CATEGORY	146,825	4,215.02	6,189.01	8,904.81	19,308.84	113,597.18	33,227.82	77.37%
CAPITAL OUTLAY								
OFFICE EQUIPMENT	1,000	-	-	-	-	308.97	691.03	31%
OFFICE IMPROVEMENT	5,000	-	-	-	-	-	5,000.00	0%
TOTAL THIS CATEGORY	6,000	-	-	-	-	308.97	5,691.03	31%
TOTAL ADMINISTRATIVE	406,925	20,989.05	23,686.66	32,378.30	77,054.01	365,866.13	41,058.87	90%

BUDGET YEAR 2016-17		APRIL	MAY	JUNE	QUARTER 6/30/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	79,000	6,592.74	7,201.15	5,984.19	19,778.08	79,125.75	(125.75)	100%
SERVICE CREW	280,000	22,468.65	22,420.28	22,616.11	67,505.04	272,187.85	7,812.15	97%
SOCIAL SECURITY / FICA	28,000	2,242.31	2,266.06	2,203.22	6,711.59	27,047.14	952.86	97%
WORKMEN'S COMP	13,000	15.17	13.19	8,078.97	8,107.33	6,529.97	6,470.03	50%
INSURANCE	157,000	10,418.49	10,008.17	10,978.88	31,405.54	134,329.67	22,670.33	86%
UNEMPLOYMENT COMP.	14,500	1,143.15	1,155.23	1,123.20	3,421.58	13,767.02	732.98	95%
RETIREMENT (PLANT)	41,500	-	-	10,374.84	10,374.84	41,319.60	180.40	100%
VACATION & COMP TIME	2,000	-	-	-	-	-	2,000.00	0%
TOTAL THIS CATEGORY	615,000	42,880.51	43,064.08	61,359.41	147,304.00	574,307.00	40,693.00	93%
MATERIALS & SERVICES								
BACKFLOW TESTING	3,500	240.00	270.00	265.00	775.00	3,201.55	298.45	91%
FREIGHT	3,000	10.55	1,051.61	83.74	1,145.90	1,678.17	1,321.83	56%
TOOLS	2,500	-	376.86	36.56	413.42	2,724.97	(224.97)	109%
SUPPLIES & OPERATIONS ITEMS	4,000	792.58	48.86	367.02	1,208.46	2,865.23	1,134.77	72%
TELEPHONE & INTERNET	6,400	140.14	282.83	472.74	895.71	3,789.40	2,610.60	59%
ELECTRICITY	120,000	8,130.40	7,945.42	8,333.81	24,409.63	121,329.21	(1,329.21)	101%
FEES & DUES	10,000	1,015.17	220.77	482.56	1,718.50	11,172.66	(1,172.66)	112%
FUEL	10,000	734.06	525.24	862.56	2,121.86	6,957.34	3,042.66	70%
VEHICLE MAINTENANCE	10,000	-	220.16	441.48	661.64	17,260.58	(7,260.58)	173%
R & M FIELD	25,000	833.30	7,124.80	2,447.49	10,405.59	35,070.17	(10,070.17)	140%
R & M PLANT	35,000	433.73	162.06	1,306.60	1,902.39	22,454.88	12,545.12	64%
CHEMICALS	40,000	-	-	9,506.85	9,506.85	35,840.69	4,159.31	90%
WATER SAMPLES	8,500	794.00	277.00	476.35	1,547.35	6,794.55	1,705.45	80%
EDUCATION	5,000	860.00	-	-	860.00	1,673.00	3,327.00	33%
MISCELLANEOUS	2,000	9.99	-	-	9.99	333.40	1,666.60	17%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	4,000	-	-	-	-	678.00	3,322.00	17%
MIX SYSTEM	4,000	-	617.12	-	617.12	2,373.12	1,626.88	59%
NEW CONNECT MATERIAL	2,000	797.45	-	245.16	1,042.61	1,313.95	686.05	66%
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	3,173.16	(1,113.34)	(1,283.62)	776.20	1,206.56	(1,206.56)	0%
COMPLIANCE FEES	1,300	-	-	-	-	-	1,300.00	0%
TOTAL THIS CATEGORY	304,700	17,964.53	18,009.39	24,044.30	60,018.22	280,892.43	23,807.57	92%

BUDGET YEAR 2016-17		APRIL	MAY	JUNE	QUARTER 6/30/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	220.00	-	165.54	385.54	593.54	2,406.46	20%
EQUIPMENT PURCHASE	3,000	-	-	-	-	2,695.00	305.00	90%
VEHICLE PURCHASE	-	-	-	-	-	-	-	0%
REPLACE LINES	50,000	-	-	-	-	-	50,000.00	0%
SAFETY EQUIPMENT	3,000	-	353.25	98.32	451.57	528.99	2,471.01	18%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	6,000	-	3,680.00	-	3,680.00	3,680.00	2,320.00	61%
TOTAL THIS CATEGORY	69,000	220.00	4,033.25	263.86	4,517.11	7,497.53	61,502.47	11%
TOTAL OPERATING								
	988,700	101,065.04	105,106.72	143,331.17	349,502.93	862,696.96	126,003.04	87%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	-	-	150,000.00	50,000.00	75%
RATES TO PLANT UPGRADE	440,000	40,000.00	40,000.00	40,000.00	120,000.00	440,000.00	-	100%
GEN. OPER. CONTINGENCY	73,000	-	-	-	-	-	73,000.00	0%
DEFERRED LOAN INTEREST	4,729	-	-	-	-	4,728.02	0.98	100%
DEFERRED LOAN PRINCIPAL	22,854	-	-	-	-	22,853.93	0.07	100%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOVT. AGREEMENT	50,000	-	-	17,663.60	17,663.60	17,663.60	32,336.40	35%
TOTAL THIS CATEGORY	840,583	40,000.00	40,000.00	57,663.60	17,663.60	635,245.55	205,337.45	76%
TOTAL ALL DEPTS.								
	2,236,208	122,054.09	128,793.38	175,709.47	426,556.94	1,863,808.64	372,399.36	83%
ENDING FUND BALANCE	114,392						114,392	
TOTAL BUDGET								
	2,350,600				426,556.94	1,863,808.64	486,791.36	
						2,350,600.00		

CAPITAL FUNDS BUDGET YEAR 2016-17		APRIL	MAY	JUNE	QUARTERLY 6/30/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
BEGINNING BALANCE	1,300,000							
Meter Sales	69,000	19,151.00	-	6,964.00	26,115	53,971.00	15,029	78%
Interest	2,000	177.71	187.33	181.72	547	2,133.25	(133)	107%
Transfers from Other Funds	200,000	-	-	0.00	-	150,000.00	50,000	75%
Gen. Fund Plant Upgrade (rates)	440,000	40,000.00	40,000.00	40,000.00	120,000	440,000.00	-	100%
Reimbursement (Intergov. Agmt)								
Miscellaneous Income	-							
BUDGET RESOURCES	2,011,000	59,328.71	40,187.33	47,145.72	146,662	646,104.25	64,896	32%
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	-	-	-	-	-	2,000	0%
Reservoir Maintenance	150,000	-	-	-	-	3,302.00	146,698	2%
Reservoir Construction	-	-	-	-	-	-	-	
Line Replacement	300,000	-	-	-	-	-	300,000	0%
Plant Improvements	175,000	-	-	-	-	-	175,000	0%
Other Capital Emergency	312,000	-	-	-	-	-	312,000	0%
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Master Plan Update	-	-	-	-	-	-	-	#DIV/0!
Treatment Plant Upgrade	80,000	-	-	-	-	-	80,000	0%
Carnes Rd. Site	-	-	-	-	-	-	-	#DIV/0!
TOTAL EXPENSES	1,321,000	-	-	-	-	-	1,321,000	0%
DEBT SERVICE								
Plant Upgrade Loan Principal	235,000	-	-	-	-	234,713.01	287	
Plant Upgrade Loan Interest	243,000	-	37,023.73	-	37,023.73	241,762.20	1,238	
TOTAL DEBT SERVICE								
TOTAL ALL EXPENSES	1,799,000	-	-	-	-	476,475.21	1,322,525	26.49%
ENDING FUND BALANCE	268,000						268,000	
TOTAL BUDGET	2,067,000					476,475.21	1,590,524.79	
							\$2,067,000	

MISCELLANEOUS INCOME

July 1, 2016 - June 30, 2017

Month	LNF	ACTIV. FEE	R/C FEE	NSF	BULK WATER	REFUND REBATE	CREDIT BUREAU	UNLOCK ON/OFF	MISC.	OTHER	WRITE OFF	NET DEPOSIT TO MISC. INCOME 410 only	RUNNING TOTAL FOR FISCAL YEAR
JUL	340.00	675.00	215.00	50.00	158.00		94.41	20.00	604.65		1.52	2,158.58	2,158.58
AUG	1,400.00	1,000.00	75.00	-	448.00		760.51		1,000.00		1.42	4,684.93	6,843.51
SEP	860.00	750.00	125.00	50.00	3,269.00		206.14			4.29		5,264.43	12,107.94
OCT	540.00	750.00	25.00	50.00	1,447.50		248.52		234.95			3,295.97	15,403.91
NOV	900.00	825.00	175.00	100.00	173.00		186.59					2,359.59	17,763.50
DEC	820.00	775.00	200.00	-	219.00		230.49			3,653.00		5,897.49	23,660.99
JAN	1,220.00	550.00	290.00	50.00	286.45		466.32		500.00			3,362.77	27,023.76
FEB	620.00	675.00	225.00	25.00	279.35		368.63		1,008.40			3,201.38	30,225.14
MAR	1,265.00	600.00	140.00	25.00	330.10		656.35			2,831.00		5,847.45	36,072.59
APR	260.00	425.00	100.00	50.00	223.90		231.62	20.00	100.40			1,410.92	37,483.51
MAY	900.00	1,025.00	150.00	25.00	712.60		247.12		500.00			3,559.72	41,043.23
JUN	1,215.00	625.00	125.00	25.00	177.50		344.18	20.00	550.00			3,081.68	44,124.91
	10,340.00	8,675.00	1,845.00	450.00	7,724.40	-	4,040.88	60.00	4,498.40	6,488.29	2.94	44,124.91	44,124.91

Roberts Creek Water District

Superintendents Report

July 2017

SHN Engineers & Consulting, are currently engineering the 8" extension on Happy Valley Rd. for the future intertie with Umpqua Water Basin, as well as a crossing on Hwy 99, near a future water tank.

We have received bids to clean & inspect all three of our Tanks. LiquiVision Technology was \$5,400, Inland Potable Services was \$5,750 and Liquid Engineering was \$ 6,175. Both LiquiVision Technology and Inland Potable Services, have done work for us in the past, both did quality work.

We ran into a problem setting a vault at the main tank, for some control valve work. We will be waiting toward the end of the summer to perform the work.

We have cleaned our basin at the treatment plant, and are currently in "summer" mode.

We had a customer inquire about a meter located at the end of Little Valley Rd. and I would like to discuss its status.

We will be conducting our Lead & Copper Sampling in July of this year. We are in a three year cycle, and the sampling has to be performed in the warmer months.

I will have an evaluation for Charles Borden, this month.

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