

**MINUTES OF THE ROBERTS CREEK WATER DISTRICT
BOARD OF COMMISSIONERS JOINT MEETING WITH GREEN SANITARY,
BUDGET HEARING, AND REGULAR BOARD MEETING
June 13, 2019**

President Tracey Parker called the meeting to order at 5:33 pm. Present were Commissioners Carolyn White, Steve Lusch, and Phil Bigler. Also present from Roberts Creek Water District were Office Manager David Campos, Superintendent Alan Paulson, and Employee Dan Radford. Commissioner Tom Fullbright was absent. Present from Green Sanitary District were: District Manager Kay Huff, Board Chair Ron Curry, Board Member Brenda Kingery, and Employee Shannon Miller. Also present were visitors Shirley McSperitt and Attorney Eileen Eakins. Tracey Parker and Steve Lusch also represented Green Sanitary District as Board members.

The joint District meeting began with Attorney Eileen Eakins. Ms. Eakins stated that she understands that Roberts Creek Water District and Green Sanitary District are considering creating a joint water and sewer authority and dissolving the Water and Sanitary Districts. Both Districts' Boards agreed. Ms. Eakins stated that she specializes in Special Districts Law and has assisted local municipalities with mergers before.

Ms. Eakins asked whether there is intention to assess a tax rate with the joint authority. The Boards replied that they do not plan to assess a tax rate. Ms. Eakins stated that could make things easier. Ms. Eakins also asked whether there have been any discussions with Douglas County regarding the merger consideration. The Boards replied that it has not been discussed with the County yet.

The Districts' boundaries were discussed. Green Sanitary District's boundaries are fully contained within Roberts Creek Water's boundaries.

Ms. Eakins asked whether each District has their own attorneys that will represent them. Both Districts' Boards stated that they are not opposed to having the same attorney represent both Districts as it will not be an adversarial process.

Green Sanitary District Board Chair Ron Curry informed Ms. Eakins that the Sanitary District shares ownership of the wastewater treatment plant with the City of Winston. The merger consideration has not yet been discussed with the City. The Board members stated that the City of Winston has brought up the idea of annexing the Green area on several occasions. Avoiding annexation is one of the reasons for creating a Joint Authority.

Ms. Eakins went over a detailed timeline of items that would need to be prepared and necessary steps to be taken, should the Boards decide to move forward with a merger.

To create the Joint Authority, a formal election is usually required. However, since a tax rate will not be assessed, there is an option to have the County approve the formation of the authority, and only hold an election for the Board members.

An Authority essentially has the same powers as a District. The primary difference is that an Authority has protections from annexation. A City can annex property within the Authority after formation; however, it cannot annex the Authority infrastructure unless it annexes the entirety of the infrastructure. Most often opposition to Authority formation comes from nearby cities.

Regarding the shared wastewater treatment plant with the City of Winston, Green Sanitary employee Shannon Miller noted that the plant operation costs are shared between the two agencies. Commissioner Lusch added that Green Sanitary District solely owns the bio-solids site.

Initiating the process of creating the Joint Authority is most often by citizen petition. The required signatures would have to be acquired within a six-month timeframe, and the petition would have to be signed by at least fifteen percent of the District's electors. As an alternative, the County may assist in the formation of the Authority by bypassing the petition and approving the formation. Historically, however, the County has not been eager to assist with forming Districts unless it is their idea.

A petition must be accompanied by terms, conditions, a boundary map, and an economic feasibility study.

There are two hearings required by statute. The first hearing is 30-50 days after the initial County order; the second is 20-50 days after the date of the second County order. As discussed earlier, the County may wither approve the formation after the final order and hearing, or call an election. However, a referendum could force an election.

The County bears the cost of the formation but generally the County will require the Authority to cover the costs.

Ms. Eakins then presented the steps for dissolution of the existing Districts upon formation of the Joint Authority. A plan for dissolution would need to be adopted and made public record. The process of dissolution would include winding down of the existing Districts, such as transferring of assets and liabilities, assignment of contracts, transfer of easements, etc. The existing Boards of Directors would become Boards of Trustees, and would call for elections for dissolution.

Ms. Eakins discussed the costs associated with the Authority formation and dissolution of the Districts. She estimated the total legal costs to be approximately \$15,000 to \$20,000.

Ms. Eakins then informed the Boards of both Districts that if they wish to both be represented by Ms. Eakins, the Districts will have to sign conflict waivers.

Green Sanitary District Board Chair Ron Curry stated that it seems that both Boards are in agreement to move forward.

Green Sanitary District employee Shannon Employee asked about employees involvement in politics. Ms. Eakins stated that employees are not to be involved in political activities associated with the Districts.

Visitor Shirley McSperitt asked if the new entity needed to be named as an Authority, as opposed to a District. Ms. Eakins clarified that an Authority, by statute, is given protections from annexation, whereas a District is not.

The Boards thanked Ms. Eakins for attending and going over the process of Authority formation. Ms. Eakins exited the meeting at 6:51.

For Green Sanitary District, Director Tracey Parker made a motion to hire Eileen Eakins as Attorney for the merger process. Director Steve Lusch seconded the motion. Approval was unanimous.

While both Boards were still present, Office Manager David Campos presented a proposed Cost-Of-Living increase for the Roberts Creek Water District Board to consider. David suggested a COLA increase of at least 1.75% up to 2%. After short discussion, Director Brenda Kingery made a motion to approve a 2% COLA for Green Sanitary District employees. Director Lusch seconded the motion. Approval was unanimous.

Commissioner Phil Bigler made a motion to approve a 2% COLA for Roberts Creek Water employees. Commissioner Lusch seconded the motion. Approval was unanimous.

The Joint District meeting ended at 7:03, and Green Sanitary District Board members and employees exited the meeting, with the exception of Tracey Parker and Steve Lusch, who stayed to serve as Roberts Creek Water District Commissioners for the remainder of the meeting.

President Parker opened the Budget Hearing for public comment. There was no comment from the public. Commissioner Bigler made a motion to adopt Resolution R-2019-06-01, a

resolution to adopt the 2019-2020 budget and make appropriations. Commissioner Lusch seconded the motion. Approval was unanimous.

For the consent agenda, the Board reviewed a leak adjustment request from Valley View Mobile Home Park. David stated that he had a difficult time calculating billings associated with the leak. Commissioner Bigler stated that because the customer was not timely about fixing the leak, he does feel inclined to grant them a credit. The other Board members agreed, and no credit was approved.

Commissioner Bigler made a motion to approve the May minutes, financial statements, and accounts payable. Commissioner Carolyn White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David reviewed the health insurance renewal with Misty Pickle at Umpqua Insurance. The current medical plan through SDIS remains relatively unchanged. Along with the current medical plan, the District will reimburse an employee for 50% of the deductible if the deductible is met. David presented two alternatives for the health insurance renewal. David presented one plan with a lower deductible, but higher monthly premium. This option would eliminate the deductible reimbursement. The second alternative was to keep the current medical plan, but increase each employee's annual VEBA contribution from \$1,200 to \$2,000, and eliminate the deductible reimbursement. This option carried a lower overall cost, and it also mirror what benefits Green Sanitary District provides to their employees. Commissioner Bigler made a motion to retain the same health plan but increase the VEBA contribution to \$2,000 and eliminate the deductible reimbursement. Commissioner Lusch seconded the motion. Approval was unanimous.

David informed the Board that the new server has been installed and CUSI will begin working in the new server so that they can start working with the utility billing data. CUSI has also been working with our meter readers and billing statement provider to get everything lined up for the conversion. The office has seen a significant response from the informational insert sent out to customers.

David presented the 2018-19 audit contract from Neuner Davidson Co. The contract includes a not-to-exceed amount of \$9,200. Commissioner Bigler made a motion to approve the audit contract with Neuner Davidson Co. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his report. Alan stated that we issued a letter of intent to purchase for the new Mag meters and Miox System. A pre-construction meeting was held at

the plant last week. Terry Nelson spoke with Miox guys and electricians to go over the SCADA and such.

Alan informed the Board that there is a proposed subdivision off of Poppy Lane. We should have no problem furnishing water for the subdivision.

A pre-construction meeting was held for the second phase of Tabor's subdivision.

The sediment basin has been drained and cleaned.

Alan spoke with Shannon Miller regarding our GIS mapping. Green Sanitary District will be hiring an engineering assistant with the City of Myrtle Creek to assist getting the device ready for data collection.

The water system survey is scheduled for July 24.

Alan interviewed 9 applicants for the open utility worker position. There were several qualified applicants. Alan selected Josh Manson, who currently works at the City of Roseburg.

President Parker made a motion to adjourn. Commissioner Bigler seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:21 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JUNE 2019

Avista Utilities	Natural gas at office/plant/Carnes	73.90
Atlas Copco Compressors	Roto-xtend + shipping	491.80
Bassett-Hyland Co.	Fuel for company vehicles	771.32
BMS Technologies	Statement fees, online billpay fees, bill insert re: new system	1,968.51
Canon Solutions America	Plant and office copier service agreement 4/20 - 5/19	67.43
Cardmember Service (Visa)	Serviceable whip, blueprints for hydraulic modeling, tab dividers and toner for plant office, QB Cloud/Adobe/Office	
	365 subscriptions, food for budget mtg, spotlights for flagpole, front desk safety class - Beth	381.77
Cascade Columbia	CL2 plus shipping + container deposit	3,400.51
Corix Water Products	Ball valves, meters, parts for inventory, poly pipe	4,163.98
David Campos	Reimburse May mileage	220.40
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Filter, supplies for air tank safety, insect killer, wasp spray	47.68
Douglas County Clerk	Special District election costs	1,001.51
Douglas Fast Net	Internet	141.78
Exodus Pest Control	Office pest control services	23.00
Flury Supply	Machete	38.80
H2O Backflow Testing	5 non-comp backflow tests	225.00
Land Mark Surveying	Monitoring main tank, map	443.75
Long's Building Supply	Sealant for flagpole base	9.18
TSYS	Monthly debit/credit card fees previous mo.	926.65
Metereaders LLC	May + June meter readings	4,372.89
Nexcom, LLC	VOIP	166.00
Occuhealth	UA Will Hope, UA/A/c testing Shawn Hastings	130.00
Oregon Board of Accountancy	CPA License renewal	255.00
Oregon Linen	Rugs for office	65.42
Oregon State Police	Background check - Josh Manson	10.00
Oregon Tool & Supply	Ear plugs, electrical tape, duct tape, socket	97.75
Pacific Power	Plant/Carnes/Office/Pumpstations electricity	8,848.36
Payroll: Office	Payroll	7,895.14
Plant	Payroll + draws	24,116.99
Commissioners	Board Compensation	184.50
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,856.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	10,739.60
Child Support EFTPS	Withheld from paycheck per court order	390.00
Edward Jones	Quarter ended June 2019 Retirement contribution	15,007.80
Refunds	Overpayment & Service Deposit refunds	700.94
SAIF	Workers Comp premium 19-20	6,832.37
SDIS	July health/supplemental insurance premiums	15,984.35
Staples	Cover stock, copy paper, APC Backups 650, envelopes, calc ribbon, 2-4TB hard drives + cases, highlighters	486.83
Umpqua Computers	Jeremy keyboard issues, plant backup maintenance	90.00
Umpqua Research	Water sample testing	682.00
Umpqua Quarries	drain rock for tank	103.85
USA Blue Book	Shipping charges	21.00
RCWD Crew Staff	Cell phone stipend for December	300.00
Winston Auto Parts	Motor oil, wiper blades, grease, oil, oil filter	194.56
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for June 2019	115,206.22
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SHN Consulting Engineers	Town tank engineering + travel and expenses	22,989.47
Goin' Postal	Mailing for hydraulic model	2.80

TOTAL CAP PROJECTS PAYABLES for June 2019	22,992.27
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Roberts Creek Water District
Profit & Loss
June 2019

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	115,868.67
402 · Meter Sales	1,000.00
405 · Standby Charges	300.00
408 · Backflow Test Receipts	525.00
409 · Water Service Fees	1,295.00
410 · Miscellaneous Income	554.50
412 · Interest	958.03
Total Income	160,501.20

Expense

501 · Office Manager	5,848.25
502 · Office Assistants	4,676.48
506 · Elections	1,001.51
507 · Office Supplies	437.68
508 · Telephone & Internet	167.64
509 · Electricity (office)	192.24
510 · Social Security	806.95
511 · Workmen's Comp.	145.34
515 · Health Insurance (office)	4,959.98
517 · Repair & Maint. Office	97.60
518 · Administrative	200.00
519 · Contract Services	4,372.89
520 · Dues & Subscriptions	321.98
522 · Budgeting	131.51
524 · Education (office)	99.00
525 · Misc. Expense	441.02
527 · Office Equipment.	-550.00
530 · Unemployment Comp.	10.73
531 · Retirement - Office	3,996.12
532 · Billing Costs	1,816.00
533 · Transfer to Capital Projects	50,000.00
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	926.65
537 · Online Billpay Fees	152.51
538 · Website	200.00
601 · Plant Superintendent	7,016.67
602 · Service Crew	23,895.92
603 · Backflow Tests	225.00
605 · Freight	525.91
606 · Tools	110.97
607 · Supplies & Safety Items	284.15
608 · Telephone / Internet	440.14

Cont'd on next page

Roberts Creek Water District
Profit & Loss
June 2019

Expense (Cont'd)

609 · Plant Electricity & Gas	8,730.02
610 · Social Security/Plant	2,354.50
611 · Workmen's Compensation	6,701.84
612 · Fees & Dues	395.00
613 · Fuel	771.32
614 · Vehicle Maintenance	194.56
615 · Health Insurance (plant)	11,024.37
617-A · R & M - Field	1,871.68
617-B · R & M - Plant	542.40
618 · Chemicals	2,935.00
620 · Water Samples	682.00
624 · Meter Installations	57.39
628 · Replace Lines	14.40
630 · Unemployment Comp. Plant	29.41
631 · Retirement - Plant	11,011.68
635 · Reservoir Maint.	547.60
640 · New Connection Materials	66.84
650 · Safety Equipment	49.95
675 · Inventory Adjustment	2,245.97
Total Expense	203,176.77
Net Income - General Fund	-42,675.57

ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

June 2019

Income

402 · METER SALES	9,042.00
412 · INTEREST	4,141.69
415 · TRANS.GEN FUND to CAP.PROJECTS	50,000.00
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
Total Income	103,183.69

Expense

625 · MISCELLANEOUS	0.10
627 · RESERVOIR CONSTRUCTION	22,992.27
Total Expense	22,992.37

Net Income - Capital Projects	80,191.32
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Office Manager's Report

July 2019 Meeting

SALES	June	May	June Last Year
Gallons	32,615,800	26,604,400	28,562,700
Revenue	\$176,126	\$158,815	\$163,648
Meters Sold	2	3	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	352,144,200	334,724,600	17,419,600
Revenue	\$1,998,635	\$1,851,230	\$147,405

VISA/MC	June	May	Fiscal YTD
# Transactions	791	816	9,242
Total Transacted	\$39,713	\$37,173	\$488,077
Fees We Paid	\$893	\$867	\$10,926

CHECKING ACCTS. AS OF June 30, 2019	
General Checking	\$337,357
General Fund Reserve	\$421,302
Surcharge Savings	\$65,420
Capital Checking	\$63,945
Capital Projects Reserve	\$1,350,414
Plant Upgrade Debt Reserve	\$567,397
	\$2,805,835

Online Billpay	
<i>As of July 9, 2019</i>	
Accounts Registered:	981
Paperless Accounts:	457
Autopay Accounts:	407

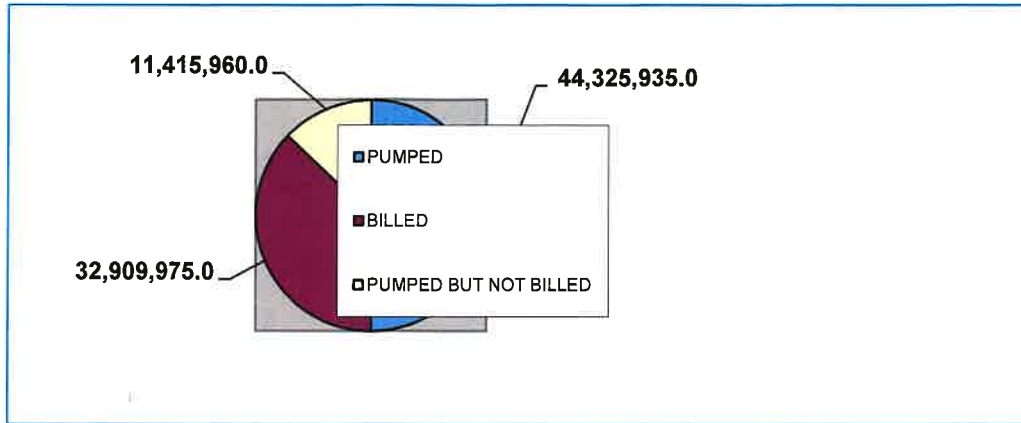
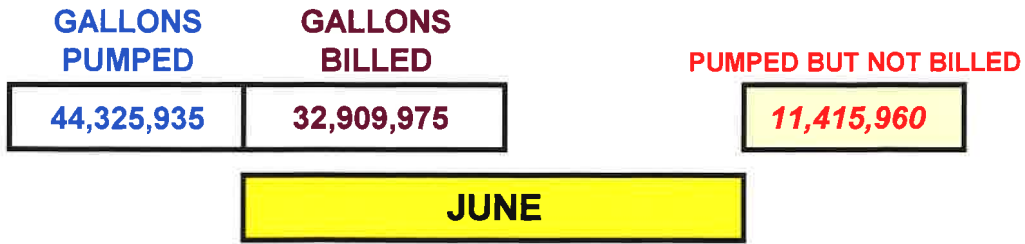
CUSI has put the first round of data into the new server. The conversion tech has given me a short list of items that need attention. We can then start looking at scheduling training and data review. In the meantime, the gals have been watching CUSI Academy training videos to familiarize themselves with the new system.

I have attached some year-end reports to review with the Board.

I would like to discuss the timeline for the merger

My evaluation is due this month. I have uploaded the eval form to the website

David Campos, CPA
Office Manager



30 DAYS IN BILLING CYCLE: 5/11/19 TO 6/10/19

Repairs, leaks, etc. rendering unverifiable consumption

5/14/19	198 LANCASTER AVE	REPAIR SERVICE
5/15/19	2298 LANDERS AVE	REPAIR SERVICE
5/20/19	2002 PALOS VERDES	REPAIR SERVICE
5/29/19	1536 AUSTIN RD	REPAIR SERVICE
5/30/19	2219 CIRCLE DRIVE	REPAIR SERVICE
6/3/19	3460 CARNES RD	REPAIR SERVICE
6/4/19	695 GLENGARY LP RD	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	11,622,757
JANUARY	11,334,601	JANUARY	7,934,905	JANUARY	10,352,621
FEBRUARY	9,219,899	FEBRUARY	9,346,538	FEBRUARY	10,484,214
MARCH	6,648,152	MARCH	5,885,652	MARCH	5,357,511
APRIL	4,110,282	APRIL	10,291,349	APRIL	8,834,702
MAY	9,314,582	MAY	10,343,287	MAY	9,034,888
JUNE	11,423,974	JUNE	8,942,550	JUNE	11,415,960

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: sharon c
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Batch: 001-06-2019
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	2,996	2,997	68,579.87	62,757.00	21,885,600
002	- 1" METER	18	18	1,035.00	1,784.10	624,300
004	- 1 1/2" METER SERVICE	17	17	1,955.00	3,009.60	1,053,000
005	- 2" METER SERVICE INS	20	20	3,680.00	5,449.20	1,911,900
006	- 3" METER SERVICE INS	1	1	368.00	99.75	34,700
007	- 4" METER SERVICE INS	4	4	2,300.00	16,199.40	5,684,000
008	- 8" METER SERVICE INS	1	1	2,257.00	2,604.90	914,000
009	- SECOND LEVEL CHARGE	40	40	783.33	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	661.20	229,800
00B	- 1" SRVC OUT OF DIST	3	3	207.00	79.80	27,600
00E	- 2" SRVC OUT OF DIST	2	2	441.60	57.00	20,300
010	- 10" FIRE LINE	1	1	120.00	461.70	161,700
Water Totals:		3,123	3,124	82,278.80	93,163.65	32,546,900
<u>Regular Billing</u>						
Grand Totals:		3,123	3,124	82,278.80	93,163.65	32,546,900

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

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Batch: 112-06-2019

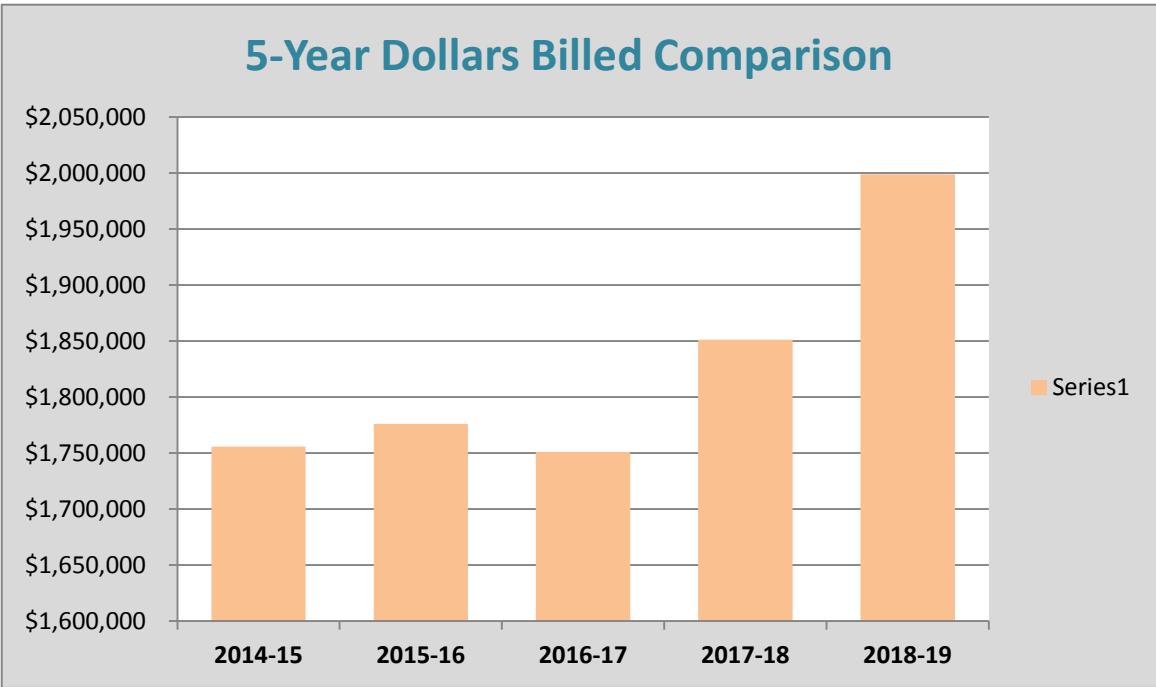
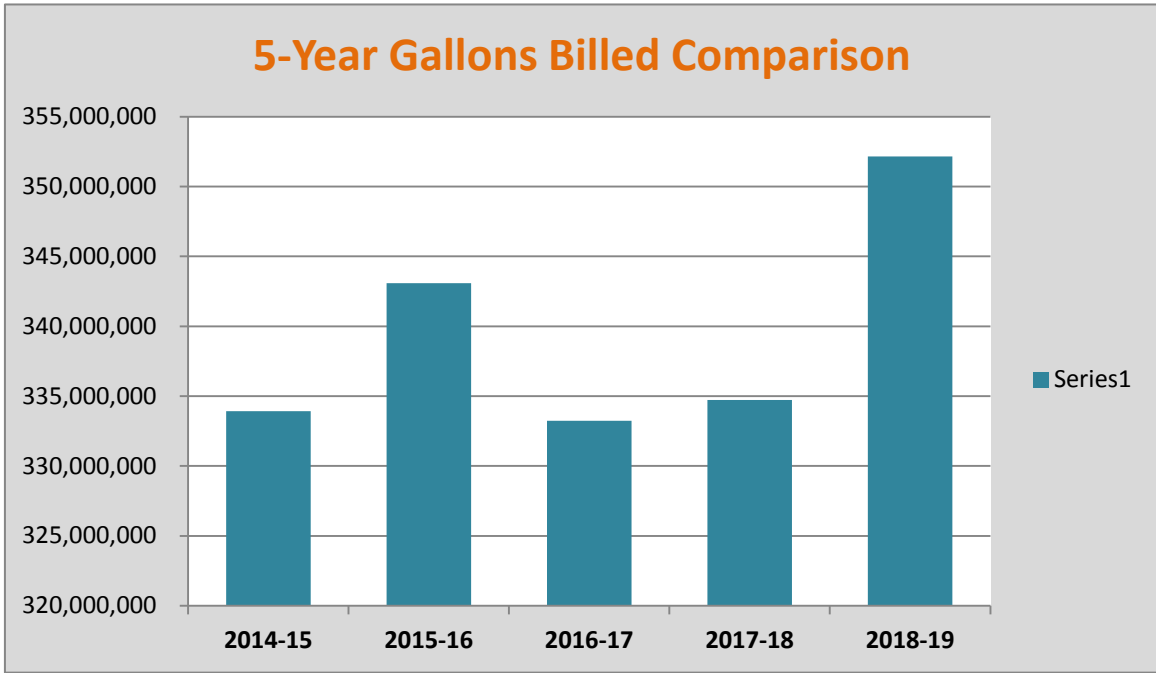
Code	Description	No of Accounts	No of Services	Total Billing Base	Total Billing Cons	Consumption
Summary for Service: Water						
001	- 5/8 X 3/4 METER SERV	38	0	452.36	230.85	78,900
009	- SECOND LEVEL CHARGE	1	0	0.67	0.00	0
Water Totals:		39	0	453.03	230.85	78,900
<u>Final Billing</u>						
Grand Totals:		39	0	453.03	230.85	78,900

BUDGET YEAR 2018-19		APRIL	MAY	JUNE	QUARTER 6/30/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	600,000						600,000.00	
WATER SALES	1,550,000	143,436.84	104,799.59	115,868.67	364,105.10	1,609,175.87	(59,175.87)	104%
WATER SALES to upgrade	400,000	-	40,000.00	40,000.00	80,000.00	400,000.00	-	100%
METER SALES	7,500	500.00	1,500.00	1,000.00	3,000.00	8,000.00	(500.00)	107%
SPECIAL SDC / LINES	50,000	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	50,000	-	-	-	-	-	50,000.00	0%
STANDBY CHARGES	19,000	17,406.00	-	300.00	17,706.00	17,778.00	1,222.00	94%
BACKFLOW TESTS	4,500	75.00	450.00	525.00	1,050.00	3,361.42	1,138.58	75%
PENALTIES & WATER SVC CHARGES	22,000	1,615.00	1,330.00	1,295.00	4,240.00	20,395.00	1,605.00	
MISCELLANEOUS	23,000	1,727.55	2,302.33	554.50	4,584.38	34,804.47	(11,804.47)	151%
INTEREST	8,000	953.82	987.82	958.03	2,899.67	10,784.09	(2,784.09)	135%
TRANS. FROM OTHER FUND					-	-	-	
					-	-		
BUDGET RESOURCES	2,734,000	165,714.21	151,369.74	160,501.20	477,585.15	2,104,298.85	629,701.15	77%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	71,000	5,848.25	5,848.25	5,848.25	17,544.75	70,171.07	828.93	99%
OFFICE ASSISTANTS (2)	76,000	5,503.74	5,577.24	4,676.48	15,757.46	63,770.98	12,229.02	84%
TEMPORARY FILL-IN PERSON	10,000	-	-	-	-	-	10,000.00	0%
SOCIAL SECURITY / FICA	12,000	874.05	879.70	806.95	2,560.70	10,292.76	1,707.24	86%
WORKMEN'S COMP	500	4.58	4.98	145.34	154.90	202.57	297.43	41%
INSURANCE	65,000	4,702.78	4,702.78	4,959.98	14,365.54	61,290.56	3,709.44	94%
UNEMPLOYMENT	2,000	11.60	11.68	10.73	34.01	136.78	1,863.22	7%
RETIREMENT (OFFICE)	18,000			3,996.12	3,996.12	16,034.64	1,965.36	89%
VACATION & COMP. TIME	2,000	-	-	-	-	-	2,000.00	0%
TOTAL THIS CATEGORY	256,500	16,945.00	17,024.63	20,443.85	54,413.48	221,899.36	34,600.64	87%

BUDGET YEAR 2018-19		APRIL	MAY	JUNE	QUARTER 6/30/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	85,000	7,016.67	7,016.67	7,016.67	21,050.01	84,362.64	637.36	99%
SERVICE CREW	298,000	24,278.27	24,347.97	23,895.92	72,522.16	267,123.71	30,876.29	90%
SOCIAL SECURITY / FICA	29,500	2,383.77	2,389.10	2,354.50	7,127.37	26,765.11	2,734.89	91%
WORKMEN'S COMP	8,000	11.17	12.20	6,701.84	6,725.21	6,828.43	1,171.57	85%
INSURANCE	143,000	10,451.56	10,451.56	11,024.37	31,927.49	134,191.53	8,808.47	94%
UNEMPLOYMENT COMP.	3,900	31.31	31.36	29.41	92.08	335.76	3,564.24	9%
RETIREMENT (PLANT)	46,000			11,011.68	11,011.68	43,855.08	2,144.92	95%
VACATION & COMP TIME	2,000	-	-	-	-	-	2,000.00	0%
TOTAL THIS CATEGORY	615,400	44,172.75	44,248.86	62,034.39	150,456.00	563,462.26	51,937.74	92%
MATERIALS & SERVICES								
BACKFLOW TESTING	3,700	180.00	730.00	225.00	1,135.00	2,581.42	1,118.58	70%
FREIGHT	3,000	1,279.10	217.76	525.91	2,022.77	3,823.43	(823.43)	127%
TOOLS	3,000	-	-	110.97	110.97	793.71	2,206.29	26%
SUPPLIES & OPERATIONS ITEMS	4,000	231.69	86.43	284.15	602.27	3,963.68	36.32	99%
TELEPHONE & INTERNET	5,700	455.22	475.30	440.14	1,370.66	5,274.34	425.66	93%
ELECTRICITY	130,000	16,095.54	7,561.60	8,730.02	32,387.16	113,221.09	16,778.91	87%
FEES & DUES	5,500	1,050.00	134.40	395.00	1,579.40	6,533.36	(1,033.36)	119%
FUEL	10,000	697.14	753.27	771.32	2,221.73	8,077.89	1,922.11	81%
VEHICLE MAINTENANCE	12,000	-	2.78	194.56	197.34	10,875.12	1,124.88	91%
R & M FIELD	35,000	1,062.78	1,813.76	1,871.68	4,748.22	22,128.52	12,871.48	63%
R & M PLANT	35,000	2,654.00	834.66	542.40	4,031.06	30,631.80	4,368.20	88%
CHEMICALS	40,000	16,150.50	1,632.25	2,935.00	20,717.75	44,356.92	(4,356.92)	111%
WATER SAMPLES	8,500	472.60	417.20	682.00	1,571.80	5,775.60	2,724.40	68%
EDUCATION	7,000	1,573.34	-	-	1,573.34	6,870.24	129.76	98%
MISCELLANEOUS	2,000	-	-	-	-	303.45	1,696.55	15%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	5,000	-	-	547.60	547.60	4,647.11	352.89	93%
MIOX SYSTEM	4,000	-	-	-	-	125.90	3,874.10	3%
NEW CONNECT MATERIAL	2,000	162.14	348.91	66.84	577.89	1,502.02	497.98	
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	(1,202.02)	(1,913.18)	2,245.97	(869.23)	8,069.62	(8,069.62)	
COMPLIANCE FEES	-	-	-	-	-	-	-	
TOTAL THIS CATEGORY	323,900	40,862.03	13,095.14	20,568.56	74,525.73	281,730.22	42,169.78	87%

BUDGET YEAR 2018-19		APRIL	MAY	JUNE	QUARTER 6/30/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	55.00	224.78	57.39	337.17	890.41	2,109.59	30%
EQUIPMENT PURCHASE	8,000	-	-	-	-	8,268.92	(268.92)	103%
VEHICLE PURCHASE	-	-	-	-	-	-	-	0%
REPLACE LINES	50,000	-	-	14.40	14.40	14.40	49,985.60	0%
SAFETY EQUIPMENT	3,000	(3,292.00)	391.34	49.95	(2,850.71)	3,998.67	(998.67)	133%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	10,000	9,760.25	-	-	9,760.25	9,760.25	239.75	98%
TOTAL THIS CATEGORY	78,000	6,523.25	616.12	121.74	7,261.11	22,932.65	55,067.35	29%
TOTAL OPERATING								
	1,017,300	91,558.03	97,960.12	172,724.69	362,242.84	868,125.13	149,174.87	85%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	200,000.00	-	100%
RATES TO PLANT UPGRADE	400,000	-	40,000.00	40,000.00	80,000.00	400,000.00	-	100%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
DEFERRED LOAN INTEREST	1,788	-	-	-	-	1,787.39	0.61	100%
DEFERRED LOAN PRINCIPAL	29,791	-	-	-	-	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	90,000.00	-	631,577.97	175,001.03	78%
TOTAL ALL DEPTS.								
	2,292,379	114,614.70	127,305.22	203,176.77	445,096.69	1,920,522.74	371,856.26	84%
ENDING FUND BALANCE	441,621						441,621	
TOTAL BUDGET								
	2,734,000				445,096.69	1,920,522.74	813,477.26	
						2,734,000.00		

CAPITAL FUNDS BUDGET YEAR 2018-19		APRIL	MAY	JUNE	QUARTERLY 6/30/2019	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>BEGINNING BALANCE</i>	1,700,000							
Meter Sales	67,000	4,521.00	13,563.00	9,043.00	27,127	72,337.00	(5,337)	108%
Interest	20,000	4,138.35	4,284.78	4,141.69	12,565	44,655.79	(24,656)	223%
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	200,000.00	-	100%
Gen. Fund Plant Upgrade (rates)	400,000	-	40,000.00	40,000.00	80,000	400,000.00	-	100%
Reimbursement (Intergov. Agmt)		-	-		-			
Miscellaneous Income	-	-	-		-	-	-	
BUDGET RESOURCES	687,000	8,659.35	57,847.78	103,184.69	169,692	716,992.79	(29,993)	104%
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	0.15	-	0.10	0.25	0.80	1,999	0%
Reservoir Maintenance	-	-	-	-	-	-	-	
Reservoir Construction	-	-	11,319.64	22,992.27	34,312	34,311.91	(34,312)	
Line Replacement	300,000	-	-	-	-	-	300,000	0%
Intertie								
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	-	-	-	-	84,250.16	(4,250)	105%
Carnes Rd. Site	-	-	-	-	-	-	-	
TOTAL EXPENSES	859,000	0.15	11,319.64	22,992.37	34,312.16	84,250.16	774,750	10%
DEBT SERVICE								
Plant Upgrade Loan Principal	285,000	-	-	-	-	285,000.00	-	100%
Plant Upgrade Loan Interest	114,926	-	55,660.00	-	55,660.00	114,925.25	1	100.00%
TOTAL DEBT SERVICE	399,926	-	-	-	55,660.00	399,925.25	1	
TOTAL ALL EXPENSES	1,258,926	0.15	11,319.64	22,992.37	34,312.16	484,175.41	774,751	38.46%
ENDING FUND BALANCE	1,128,074							
TOTAL BUDGET	2,387,000					484,175.41	774,750.59	
						\$1,258,926		



MOST RECENT 2-YR. (fiscal) METER SALES COMPARISONS						
2017-18	2017-18	2017-18		2018-19	#402	2018-19
METERS SOLD	Hookup Fee	To Capital		METERS SOLD	Hookup Fee	To Capital
0	\$ -	\$ -	JULY	0	\$ -	\$ -
1	\$ 500.00	\$ 3,482.00	AUGUST	0	-	-
1	\$ 500.00	\$ 3,482.00	SEPTEMBER	2	1,000	9,042
1	\$ 500.00	\$ 3,482.00	OCTOBER	2	1,000	9,042
2	\$ 1,000.00	\$ 6,964.00	NOVEMBER	0	-	-
0	\$ -	\$ -	DECEMBER	0	-	-
3	\$ 1,500.00	\$ 10,446.00	JANUARY	0	-	-
2	\$ 1,000.00	\$ 6,964.00	FEBRUARY	4	2,000	18,084
1	\$ 500.00	\$ 3,482.00	MARCH	2	1,000	9,042
1	\$ 500.00	\$ 3,482.00	APRIL	1	500	4,521
2	\$ 1,000.00	\$ 6,964.00	MAY	3	1,500	13,563
0	\$ -	\$ -	JUNE	2	1,000	9,042
14	\$ 7,000.00	\$ 48,748.00		16	\$ 8,000.00	\$ 72,336.00

Acct #409: PENALTIES & WATER SERVICE FEES

July 1, 2018 - June 30, 2019

Month	LATE NOTIFICATION FEES (Door Hangers)	ACTIVATION FEES	RE-CONNECT FEES (From non-pay locks)	NSF CHECK FEES	NET DEPOSIT TO #409	RUNNING TOTAL FOR FISCAL YEAR
JUL	1,480.00	600.00	525.00	100.00	2,705.00	2,705.00
AUG	900.00	925.00	120.00	25.00	1,970.00	4,675.00
SEP	375.00	575.00	50.00	25.00	1,025.00	5,700.00
OCT	1,400.00	925.00	475.00	25.00	2,825.00	8,525.00
NOV	360.00	775.00	50.00	-	1,185.00	9,710.00
DEC	820.00	600.00	175.00	25.00	1,620.00	11,330.00
JAN	1,240.00	870.00	400.00	125.00	2,635.00	13,965.00
FEB	160.00	425.00	100.00	25.00	710.00	14,675.00
MAR	880.00	500.00	100.00	-	1,480.00	16,155.00
APR	840.00	625.00	125.00	50.00	1,640.00	17,795.00
MAY	680.00	525.00	125.00	-	1,330.00	19,125.00
JUN	620.00	500.00	125.00	50.00	1,295.00	20,420.00
	9,755.00	7,845.00	2,370.00	450.00	20,420.00	20,420.00

Acct #410: MISCELLANEOUS INCOME

July 1, 2018 - June 30, 2019

Month	BULK WATER	REFUND REBATE	CREDIT SERVICES RECEIPTS	UNLOCK ON/OFF	FIRE LINE	MISC.	OTHER	NET DEPOSIT TO MISC. INCOME 410 only	RUNNING TOTAL FOR FISCAL YEAR
JUL	1,717.50		301.05	-	87.00	415.70	41.19	2,521.25	2,521.25
AUG	866.50		54.74	-	175.50	912.50	0.19	2,009.24	4,530.49
SEP	116.50		329.24	-	334.50	900.00	12.50	1,680.24	6,210.73
OCT	118.00	2,865.00	143.22	-	313.50	900.00	12.50	4,339.72	10,550.45
NOV	985.50	-	784.78	-	140.50	909.97	0.21	2,820.75	13,371.20
DEC	92.00		502.27	-	552.25	6,235.29	-	7,381.81	20,753.01
JAN	1,006.50	-	70.00	-	-	561.10	-	1,637.60	22,390.61
FEB	72.00	-	841.14	-	89.10	1,900.00	-	2,902.24	25,292.85
MAR	326.00	3,318.50	186.45	-	218.70	900.00	-	4,949.65	30,242.50
APR	188.50	-	871.05	20.00	248.00	400.00	-	1,727.55	31,970.05
MAY	159.00	-	106.33	-	537.00	1,500.00	-	2,302.33	34,272.38
JUN	447.00	-	-	-	107.50	-		554.50	34,826.88
	6,095.00	6,183.50	4,190.27	20.00	2,803.55	15,534.56	66.59	34,826.88	34,826.88

PAST DUE ACCOUNTS BY MONTH

2017-18 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-17	148,475.49	46,374.21	31.23%	3,545	709	183	39	3
Aug-17	182,313.77	49,718.74	27.27%	3,380	676	158	44	10
Sep-17	182,522.41	44,785.81	24.54%	3,145	629	170	51	11
Oct-17	209,614.83	56,561.26	26.98%	3,815	763	197	67	13
Nov-17	149,564.26	40,909.40	27.35%	3,270	654	177	57	12
Dec-17	140,762.98	32,280.92	22.93%	2,975	595	161	63	11
Jan-18	145,164.66	38,017.06	26.19%	3,480	696	168	59	8
Feb-18	132,961.74	36,737.93	27.63%	3,275	655	148	50	7
Mar-18	145,043.73	34,337.56	23.67%	3,185	637	166	44	9
Apr-18	122,357.74	30,977.80	25.32%	3,005	601	140	39	3
May-18	145,674.10	35,072.69	24.08%	3,050	610	152	46	8
Jun-18	127,672.65	32,212.23	25.23%	2,830	566	151	50	15
	PAST DUE CHARGES (Late Fees)			38,955	7,791	1,971	609	110
	LATE NOTIFICATION FEES			12,180				
	RECONNECT FEES			2,750				
				\$ 51,135				
2018-19 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-18	148,352.05	38,396.24	25.88%	3,245	649	158	45	7
Aug-18	186,652.35	46,699.58	25.02%	3,095	619	130	44	5
Sep-18	198,525.74	45,456.22	22.90%	3,120	624	151	46	11
Oct-18	205,041.99	51,650.69	25.19%	3,180	636	174	43	10
Nov-18	154,111.81	46,506.37	30.18%	3,310	662	163	38	8
Dec-18	144,201.33	46,047.53	31.93%	3,160	632	183	49	9
Jan-19	126,919.11	34,334.37	27.05%	3,060	612	154	48	5
Feb-19	116,375.74	27,861.61	23.94%	2,555	511	134	30	3
Mar-19	140,844.86	31,899.66	22.65%	2,930	586	141	44	5
Apr-19	128,107.45	37,040.14	28.91%	2,830	566	142	32	5
May-19	129,415.73	42,516.32	32.85%	3,095	619	133	36	5
Jun-19	146,151.09	35,836.64	24.52%	3,160	632	150	44	6
	PAST DUE CHARGES (Late Fees)			36,740	7,348	1,813	499	79
	LATE NOTIFICATION FEES			9,980				
	RECONNECT FEES			1,975				
				\$ 46,720				

% LATE



**ROBERTS CREEK
WATER DISTRICT**

LEAK ADJUSTMENTS WITH 2-yr. COMPARISON

# NOTIFIED	DATE	NAME	ACCOUNT #	ADJUST
	7/14/2017	RICHARD BARRETT	0837-000	262.15
13	8/11/2017	VERONICA KOENIG	2617-001	60.03
12				
13				
19	9/15/2017	DORATHY SCHMIDT	2768-000	131.08
7	9/15/2017	GREEN MEADOWS TRLR PARK	9942-000	100.00
11	11/15/2017	LYDIA GRAY-SAYLES	6453-001	44.10
	11/15/2017	ROBERT FARLEY JR.	1320-000	28.18
	11/15/2017	D ELAINE CHOATE	5125-000	98.00
17	12/15/2017	PHILLIP WITT	10503-000	58.80
	12/15/2017	HEIDI MORRISON	0906-000	100.00
	12/15/2017	DONALD CUMMINS	2230-000	100.00
	1/12/2018	RON GIBSON/MICHELLE TALCOTT	11138-000	100.00
7	2/16/2018	BARBARA KELLAR	4845-000	94.03
10	2/16/2018	RUTH HODGES	1880-000	45.60
10				1,221.97
4				
		TOTAL THIS FISCAL YEAR 2017-18	13	\$ 1,221.97
8				
16				
11	9/14/2018	LARRY SACCATO	1405-000	100.00
	10/12/2018	AMAL PETROV	9198-000	100.00
	10/12/2018	BRANDELL BURTON	6413-001	35.35
10	10/12/2018	RHONDA DAY	8771-000	21.85
13				
	12/14/2018	TRACY JOHNSON	2189-000	100.00
	12/14/2018	GREEN MEADOW PARK LLC	11642-001	55.58
7	3/15/2019	GREEN COMM CHURCH	1786-000	48.45
16	3/15/2019	GEORGE INSLEY	0759-000	253.65
26	3/15/2019	DAN BREWER	0056-000	48.45
12	4/19/2019	ANITA HINSON	2292-000	100.00
13	5/10/2019	RONDA HAMILTON	5342-001	32.78
2				
		TOTAL THIS FISCAL YEAR 2018-19		\$ 2,118.08

Roberts Creek Water District

Superintendents Report

July 2019

The crew has been refurbishing the MIOX rooms in preparation for the new units. We are patching walls, moving water lines, painting, pouring new floors (fixing drainage), as well as some other things that will make a better environment for the equipment.

Our new treated meters for the plant should be here this week. After the crew has installed them, Camp Creek Electric will run control wires and Terry Nelson will finish off with the programming.

We hope to complete the 8" road crossing for the future inter-tie with Umpqua Water Basin by the end of July, as Douglas County will be chip sealing Happy Valley Rd.

The second phase of Tabor's subdivision has broken ground, and we will be inspecting the waterlines and installing services when they reach that phase of their project.

Our new employee has started as of July 1st, and is working out very well. He is currently splitting his time between the plant & distribution crew, as we try to get him up to speed with our district.

We are prepping for our System Survey from the Oregon Health Authority. The date was changed to July 25th due to a scheduling conflict.

We have an employee evaluation for one of our service crew.

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

Thanks Alan