



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

MAR 23 2021

BY: _____

**Water Leak
Credit Request**



Per Roberts Creek Water District Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Ordinance #2000-3-1 (rental tenants not eligible for credit). For credit consideration, the water customer account holder **must complete Section 1 below**:

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION

(Please type or print clearly)

Customer Name: <u>Christopher Aumock</u>		Service Address: <u>2456 Austin Rd</u>
Daytime Phone: <u>541-680-0776</u>	Service Number: <u>30000316</u>	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <u>3-22-21</u>	<input type="checkbox"/> Attached
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Brief Description of Leak Failure & Repair:
Owner hired leak detector and leak has stopped

I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.

Customer Signature Date 3-23-21

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

3/23/21

Meter Read Date to use for Water Leak Credit Evaluation:

2/10 + 3/10/21

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

100.00

Estimated leak period based on consumption history (attach service history): 1/11/21 - 3/22/21

Estimated normal billing during leak period: 80.20 Leak month billing: 550.45

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (80.20)
(NOTE: if estimating average billing, attach calculation documentation)

Estimated charges in connection with the leak of the leak billing period(s) divided by 2 = $\frac{470.25}{2} =$ 235.13

Calculated water leak credit amount: 177,000 gallons vs 12,000 gallons 100.00

Reviewer's Initials:

DC

Approver's Initials:

Credit Granted

Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

Roberts Creek Water District
Consumption History - Detailed

Sort Order: Date

Limited to : Account No 30000316 Location No 51

Location No.	Customer No.	Customer Name	Location Address				Revenue Class		Route					
Service	Bill Date	Rate Code	Units	SerialNo	Meter Size	Prior Read	Prior Read Date	Current Read	Current Read Date	Actual	Adjusted	Billed	Charges	
000000000000051	000030000316	CHRISTOPHER AUMOCK	2456 AUSTIN ROAD				Residential		01					
Water	3/24/2021	001	gal	1247633	5/8"	629	02/10/2021	2061	03/10/2021	143200	0	143000	407.55	
Water	2/24/2021	001	gal	1247633	5/8"	287	01/10/2021	629	02/10/2021	34200	0	34000	96.90	
Water	1/25/2021	001	gal	1247633	5/8"	200	12/10/2020	287	01/10/2021	8700	0	9000	25.65	
Water	12/22/2020	001	gal	1247633	5/8"	174	11/10/2020	200	12/10/2020	2600	0	3000	8.55	
Water	11/23/2020	001	gal	1247633	5/8"	163	10/10/2020	174	11/10/2020	1100	0	1000	2.85	
Water	10/23/2020	001	gal	1247633	5/8"	154	09/25/2020	163	10/10/2020	900	0	1000	2.85	

Service	Units	Rate Code	Actual	Adjusted	Billed	Charges
Water	gal	001	190,700	0	191,000	544.35
			190,700	0	191,000	\$544.35

MINUTES OF THE BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 11, 2021

President Tracey Parker called the meeting to order at 6:03 pm. Present were Commissioners Brenda Kingry, Steve Lusch, and Carolyn White. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Tom Fullbright was absent.

Commissioner Steve Lusch made a motion to approve the February meeting minutes, financial statements, and accounts payable. Commissioner Brenda Kingry seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David provided an update on the authority formation process. David and Kay at Green Sanitary District have been working with the attorney to develop findings of fact and a dissolution plan. David presented Resolution R-2021-03-01, a resolution making findings of fact (Exhibit A) and adopting a dissolution plan (Exhibit B). Commissioner Lusch made a motion to adopt Resolution R-2021-03-01. Commissioner Carolyn White seconded the motion. Approval was unanimous.

David then stated that Roberts Creek Water District and Green Sanitary District will prepare their own separate budgets for the next fiscal year, and then together prepare a budget for the joint authority, should the ballot measures pass. David added that in the event that the measures do not pass, a budget committee meeting will be held in June for the District's 2021-2022 budget. There was a brief discussion on when the Authority would take over for the Districts if the measure passes and how many times the District Boards would need to meet if the Authority is formed. David stated that he would get a more detailed timeline and action items from the attorney.

David informed the Board members that they needed to appoint a budget officer for the 2021-2022 budget year. Commissioner Lusch made a motion to appoint Office Manager David Campos as the Budget Officer for the 2021-2022 Budget Year. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his report. Alan provided the Board with an update on the Carnes Road sidewalk project. He stated that things are going smoothly and Knife River is doing a great job.

Alan informed the Board that we had a Zoom call with the electrical engineer and Camp Creek Electric. There were several technical difficulties, but we did identify some items to address. Alan and Jeremy will meet with Camp Creek Electric to go over the report.

Alan informed the Board that the crew recently completed the blow-offs and are currently turning valves. We will coordinate with Fire District No. 2 to flush our district lines in conjunction with the hydrant flushing.

There being no further business, Commissioner Lusch made a motion to adjourn the meeting. Commissioner Kingry seconded the motion. Approval was unanimous, and President Parker adjourned the meeting at 6:30 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

MINUTES OF THE SPECIAL BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 17, 2021

President Tracey Parker called the meeting to order at 5:30 pm. Present were Commissioners Brenda Kingry, Steve Lusch, and Carolyn White. Also present was Office Manager David Campos. Commissioner Tom Fullbright was absent.

Commissioner Steve Lusch made a motion to adopt Resolution R-2021-03-02, a resolution calling an election on the question of dissolution of the District upon formation of a joint authority. Commissioner Carolyn White seconded the motion. Approval was unanimous.

There being no further business, Commissioner Kingry made a motion to adjourn the meeting. Commissioner Lusch seconded the motion. Approval was unanimous, and President Parker adjourned the meeting at 5:31 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
March 2021

	Mar 21
Ordinary Income/Expense	
Income	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	111,950.11
405 · Standby Charges	300.00
408 · Backflow Test Receipts	150.00
409 · Water Service Fees	1,890.00
410 · Miscellaneous Income	3,903.86
412 · Interest	274.88
	158,468.85
Total Income	158,468.85
Gross Profit	158,468.85
Expense	
501 · Office Manager	6,990.99
502 · Office Assistants	7,037.27
507 · Office Supplies	142.77
508 · Telephone & Internet	1,573.28
509 · Electricity (office)	325.88
510 · Social Security	1,096.00
511 · Workmen's Comp.	5.29
512 · Legal Fees	4,907.25
515 · Health Insurance (office)	5,353.57
516 · Liability Insurance & Auto	2,020.00
517 · Repair & Maint. Office	249.56
518 · Administrative	400.00
519 · Contract Services	2,281.98
520 · Dues & Subscriptions	378.00
525 · Misc. Expense	136.43
530 · Unemployment Comp.	14.42
531 · Retirement - Office	5,034.24
532 · Billing Costs	3,076.01
533 · Transfer to Capital Projects	60,000.00
534 · Capital Project Rate Transfer	40,000.00
601 · Plant Superintendent	7,470.25
602 · Service Crew	27,556.15
603 · Backflow Tests	303.25
605 · Freight	25.00
606 · Tools	458.79
607 · Supplies & Safety Items	49.46
608 · Telephone / Internet	1,101.56
609 · Plant Electricity & Gas	15,939.36
610 · Social Security/Plant	2,669.20
611 · Workmen's Compensation	914.59
612 · Fees & Dues	1,896.00
613 · Fuel	592.66
614 · Vehicle Maintenance	204.00
615 · Health Insurance (plant)	13,366.96
617-A · R & M - Field	1,053.32
617-B · R & M - Plant	2,239.12
618 · Chemicals	15,644.50
625 · Misc. Expense Plant	41.91
628 · Replace Lines	8,085.28
630 · Unemployment Comp. Plant	35.03
631 · Retirement - Plant	12,534.12
650 · Safety Equipment	535.01
675 · Inventory Adjustment	4,911.80
	258,650.26
Total Expense	258,650.26
Net Ordinary Income	-100,181.41
Net Income	-100,181.41

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
March 2021

	<u>Mar 21</u>
Ordinary Income/Expense	
Income	
412 · INTEREST	992.33
415 · TRANS.GEN FUND to CAP.PROJECTS	60,000.00
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
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Total Income	100,992.33
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Gross Profit	100,992.33
Expense	
625 · MISCELLANEOUS	0.05
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Total Expense	0.05
	<hr/>
Net Ordinary Income	100,992.28
	<hr/>
Net Income	100,992.28
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
MARCH 2021

Avista Utilities	Natural gas at office/plant/Carnes	520.90
Bassett-Hyland Co.	Fuel for company vehicles	592.66
BMS Technologies	February statement fees	1,646.46
Canon Solutions America	Plant/Office copier service agreement 1/20 -2/19	44.59
Cardmember Service	Remaining balance on actuator, PRV repair kits, safety meeting food, Zoom Webinar/Office 365/QB Cloud subscriptions, Oregon Notary registration fee, Notary journal and guide, Streamline Website fee	1,572.38
Cintas	2 safety kits	527.03
Consolidated Supply Co.	Meter box and cover, coupling, angle ball valves, freight charge	2,087.13
Continental Utility Solutions, Inc.	February merchant services	1,429.55
David Birch	1 non-comp backflow tests	45.00
Douglas Co. Farmers Co-op	Cartridge filter, couplings, Sch 40 pvc, masterlocks	313.39
Douglas Fast Net	Phone/internet/office and plant complete security suite	1,159.22
Ferguson Waterworks	Dewalt saw kit	284.00
Flury Supply	Suction hose	204.00
Green Sanitary District	Office/plant/Carnes shop sewer services	114.00
Iconix Water Products	Inventory parts and supplies, Carnes Rd project materials	11,748.51
IVR technology Group	December/January IVR maintenance and transaction fees	275.39
Metereaders LLC	February meter readings	2,281.98
News Review	Notice of Public Hearing publish	114.26
Northstar Chemical	46,700# Aluminum Chlorohydrate	15,644.50
Northwest Local Gov't Legal Advisors	Authority formation communications and work	4,798.67
OAWU	2021-22 Membership dues	1,150.00
Occuhealth	Annual consortium fee	70.00
Oregon Dept of Revenue	SFM Right-to-know fee, DEQ toxic reduction fee, DEQ Orpan site cleanup program fee	714.91
Oregon Linen	Monthly rug service - office	58.13
Oregon Tool & Supply	4 shovels	159.80
Pacific Power	Plant/Office/Shop/Highland PS/RC PS/Tipton electricity	15,744.34
Popeye's Pump & Backflow	5 non-comp backflow tests + 1 repair	258.25
Payroll: Office	Payroll	10,631.14
Plant	Payroll + draws	25,352.47
Commissioners	Board Compensation	369.00
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,256.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,353.66
Allstate	Supplemental insurance (EE paid)	420.40
Edward Jones Co.	Quarterly EE retirement contribution	17,568.36
Refunds	Overpayment & Service Deposit refunds	228.32
SAIF	SAIF premium adjustment 20-21	901.83
SDIS	April health/supplemental insurance premiums	18,720.53
Umpqua Insurance	Cyber liability policy	2,020.00
Verizon Wireless	Tablet line	50.25
RCWD Crew Staff	Cell phone stipend for March	400.00

TOTAL GEN. FUND PAYABLES for March 2021	155,831.01
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None

TOTAL CAP PROJECTS PAYABLES for March 2021	-
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Office Manager's Report

April 2021 Meeting

SALES	March	February	March Last Year
Gallons	17,773,400	18,309,800	18,567,300
Revenue	\$135,274	\$136,104	\$136,342
Meters Sold	0	2	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	264,228,400	231,999,400	13,661,700
Revenue	\$1,519,141	\$1,463,198	\$55,944

Feb Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$59,100	\$3,505	\$11,774	\$74,379
# of Transactions	1,164	79	212	1,455
Fees Charged*	TBD	TBD	n/a	TBD

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF March 31, 2021	
General Checking	\$212,825
General Fund Reserve	\$534,222
Surcharge Savings	\$65,524
Capital Checking	\$154,978
Capital Projects Reserve	\$1,480,427
Plant Upgrade Debt Reserve	\$558,209
	\$3,006,185

I reached out to our attorney, Eileen Eakins, to get a clearer picture of the timeline of events “post-election.” I will discuss in detail at the meeting.

I would like to discuss making a couple billing policy change for the next fiscal year, whether it is for Roberts Creek Water District or for the new Authority. My first proposal is to discontinue the collection of security deposits on new utility accounts. I feel the management of customer deposits is not cost effective. Second, our current policy for abandoned services states that, after 12 consecutive months of non-payment, the water service will be reverted (connection removed). I feel that a 12-month period of billings results in a significant outstanding balance that most often is never collected. No action is needed at this time; however, I would like to present my initial proposal for changes to the board.

We are currently building a “new/closing account request form” to be launched on our website. This will give customers the opportunity to provide us with a lot of the necessary information for completing a formal utility application or for closing an account. The form will enable staff to be more efficient in the account setup/close processes.

I have an employee evaluation to present.

Post-Election Timeline (assuming all measures pass)

For the Authority:

1. County must issue final order within 30 days of the election. Orders Authority formed and issues certificates of election to the initial board members. Authority becomes legal entity as of the date of the order.
2. Call first office Board meeting of the authority (Districts can post meeting notices and a proposed agenda).
 - New Board members are sworn in and can conduct official business.
 - Elect officers and establish regular meeting dates.
 - Formally agree to assume the duties/obligations of the two districts and name the effective date this will take place (effective date of operations) July 1?
 - Must adopt informal budget to make expenditures.
 - One option is to have Authority conduct only policy-related business through end of fiscal year and have districts pay staff and expenses through end of the year.

For the Districts:

1. Boards must meet and canvass votes, and adopt resolution declaring the districts dissolved. District boards now become Boards of Trustees.
2. Authority and District meetings must be held separately with separate meeting notices. Can be held one right after the other.
3. Boards of Trustees should only meet once or twice: approve of transfers of deeds, contracts, assignment of bank accounts, etc. and address other financial matters
4. Adopt resolution declaring districts dissolved and sign oath to be filed with the County (must be notarized). Upon filing, Authority Board takes over and District Boards finished.

3. A landlord when following the state residential landlord and tenant law pertaining to mobile home parks may be permitted to use private water meters to determine how to divide up the utility bill among various tenants based on water usage. However, the total of the amounts billed to all the tenants may not be more than the amount of the District's bill to the landlord.

The District does not have any responsibility to assist with setting up this system or arrangement between the landlord and his tenants. Nor does the District have any responsibility to the tenants as customers.

4. If the property owner is located in another area the name and telephone number of a local contact person will be furnished to the District.

I. Temporary Service

For water service of a temporary nature, the customer is required to pay the hook up portion of the new meter service. Temporary service is allowed for up to six months and can only be approved by Board action. If a meter service is purchased within six months the deposit paid will apply toward that purchase.

J. Abandoned Services

1. All service connections, active or inactive, will require payment of the monthly minimum for water service, referred to in Section 5. After the customer has paid the District's cost to obtain a meter service, a meter will be placed. If the District's monthly demand charge for that service has not been paid for twelve accumulative months, the water service will be deemed abandoned and the District will remove the water service upon compliance with the paragraph below.
2. Before declaring the service connection abandoned and directing its removal, the District will give ten days' prior written notice to the property owner. Such notice will be reasonably calculated to reach the owner and will be sent by certified mail to the last know address of the property owner. The notice will advise that, in the absence of good cause shown, the District will order the removal of the service connection in ten days from the date of the notice. If the property owner does not appeal the notice, the District will proceed to remove the meter service without further notice. If the property owner appeals the abandoned service notice, the Board will make the determination and notice of that determination will be given to the property owner in the same manner as the initial notice.

Section 4. Application for Service

- A. Customers for water service shall sign an application for service and pay a service deposit referred to in Section 5 set by Board Resolution. Application shall be made in writing on a form at the District Office. The application will set forth:
1. Date of application & Date service requested
 2. Location & address of premises
 3. Address to which bills will be mailed
 4. How service will be used (*residential commercial, multiple block etc.*)

2. The District reserves the right to make special contracts, the provisions and conditions of which are different from or have exceptions to the regularly published schedules. The special contracts will be in writing and signed by the customer.
3. When the customer's requirements for water are unusual or large or necessitate considerably special or reserve equipment or capacity, the District may require a contract for an extended period and will also require the customer to furnish security satisfactory to the District to protect the District against loss and to guarantee the performance of the provisions of this contract.
4. Except for special contracts in which the contract rate will be extended, all rates, rules, and regulations are subject to change or modification by the District without notice, except as provided by law.

I. Deposits

1. The credit of the customer for water service shall be established before water is turned on.
2. The credit of the customer for service will be deemed established when he makes a cash deposit as provided in ORS 264.308 and referred to in Section 5 to secure payment of bills for service.
3. For re-establishment of credit, a customer who has been a customer of the District at the premises, or at some other premises than those specified in his application, and who still owes the District for unpaid bills for material, labor, or water, shall be required to pay all outstanding bills and be required to establish his credit as provided above before connection for service is made. Service will be denied anyone who uses any subterfuge whatsoever to avoid payment for service.
4. The return of the deposit will be made when the service is discontinued by the customer, except where there are charges due the District for water service to the customer or for material and/or labor, in which case the deposit will be applied to the charges, and the excess portion of the deposit, if any, will be returned.
5. Interest will not be paid on any deposit.

J. New Account Fees

A charge set by Board resolution will be collected for the activation of any account new or previously in service. An additional charge set by Board resolution will be collected for any service turned on other than during regular hours.

Section 5. Rates & Rate Schedules

Schedules for connection rates, miscellaneous rates, temporary service, water service rates, late fees, service deposits and stand-by charges are set by Board Resolution adopted under separate action and are attachments to this ordinance.

Section 6. System Development Charge

- A. The portion of the connection charge attributable to the average cost of inspecting and installing service connections or increasing meter size or the cost of complying with requirements or conditions imposed upon a land use decision are not a system development charge. The remainder of the connection charge is a system development charge within the meaning of the state law.
- B. The methodology required by state law to support a system development charge will be adopted by District resolution in accordance with ORS 223.297.
- C. Revenues received from such charges will be deposited in the Capital Projects Fund, budgeted and expended as provided by state law. As required by state law, money will be expended for capital improvements in accordance with the Master Plan for the Roberts Creek Water District.
- D. The District may as it deems appropriate establish special System Development Charge Surcharges exclusive to certain areas.
- E. **System Development Charge Appeal**
A person objecting to the methodology adopted for the system development charge may appeal in writing to the Board of Commissioners. No legal action intended to contest the methodology used for calculating a system development charge shall be filed after 60 days following adoption or modification of the System Development Charge Resolution. ORS 223.297 (5)

Section 7. Payment and Non-Payment of Bills

- A. All bills for water are due and payable upon receipt and become delinquent if not received in the District Office by the 15th of the month following or other date as determined by the District.
- B. The Board may refuse to supply any building, place, or premises with water where the customer fails, after written notice, to comply with the regulations for the use of water as provided in this ordinance, such notice to be given to said customer as provided in ORS 264.306.
- C. Service may be locked off for a delinquent bill, as provided in ORS 264.314, if, in the judgment of the Board or their appointee, such action is necessary to enforce collection. Before service is unlocked, all charges due must be paid plus a reconnect fee, referred to in Section 5.
 - a. If a service remains locked due to non-pay for a period of 30 days the service will be finalized. If the same customer requests water service re-instated they will be required to re-apply and pay any amounts due plus a service deposit.
- D. In case water is restored by tampering with the lock or any part of the meter or fittings, the meter may be removed. After a meter has been removed by the District for tampering, if there is again to be water service, it will be necessary

Calendar Year: 2020

Total water billings, bulk not included: \$ 2,010,890

Total turned over to collections: \$ 4,764
% turned over 0.24%

Total written-off (not turned over) \$ 880
% written off 0.04%

Total number of account turned over or
written-off where service deposit partially
outstanding balance: 39
Deposit applied x \$40
\$1,560 *

*Amount recovered in 2020 from applying service deposit
to uncollectible accounts

Roberts Creek Water District

Superintendents Report

April 2021

We have received an invoice for the labor regarding the 8" mainline conflict at Carnes Road and Castle. I am currently verifying time and materials. Knife River has been great to work with and has kept our customer interruptions to a minimum.

Jeremy and I sat down with Lonnie from Camp Creek Electric and went over the electric study. Lonnie is working up some budget numbers for the recommendations from the study.

We are working with the Oregon procurement office, regarding the purchase of our replacement membranes for the plant.

Terry Nelson is still moving forward with our computers and licensing issues for our plant computers.

I have an employee evaluation to give.

We have completed our yearly valve turning program. We will be flushing our distribution system in conjunction with Fire District #2's hydrant flushing.

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

Thanks Alan