



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

DEC 22 REC'D

Roberts Creek Water District

**Water Leak
Credit Request**



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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name: <u>FREDERICK GIESSNER</u>		Service Address: <u>769 GLENGARY LOOP RD ROSEBURG OR 97470</u>
Daytime Phone: <u>541-679-4849</u>	Service Number: <u>000 4855 000</u>	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired: <u>Dec 2, 2020</u>	<input checked="" type="checkbox"/> Attached <u>check sent 10 Dec 2020 when I received bill</u>	
Brief Description of Leak Failure & Repair: <u>Broken line under large bush</u>		
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 <u>JW Giessner</u>		Date <u>Dec 18, 2020</u>

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>12/22/2020</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>11/10 & 12/10/2020</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>11.40</u>
Estimated leak period based on consumption history (attach service history): <u>10/11 - 12/2/2020</u>		
Estimated normal billing during leak period: <u>51.20</u>	Leak month billing:	<u>74.50</u>
Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): <u>(51.20)</u> <small>(NOTE: if estimating average billing, attach calculation documentation)</small>		
Estimated charges in connection with the leak of the leak billing period(s) divided by 2= <u>22.80/2 = 11.40</u>		
Calculated water leak credit amount: ----- <u>10,000 gal - 2,000 gal = 11.40</u>		
Reviewer's Initials: <u>DC</u>	Approver's Initials:	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
If Leak Credit Granted: Date Applied: _____ Initials: _____		

Invoice #16986

Billing Address

Giessner, Fred
769 Glengary Loop Road
Roseburg OR 97471
+1 541 679 4849

Service Address

Giessner, Fred
769 Glengary Loop Road
Roseburg OR 97471
+1 541 679 4849

Send Payment To

Yaeger's Plumbing, Inc.
1022 NE Stephens
Roseburg OR 97470
541-672-8460
marissa@yaegerplumbing.com

Date 12/04/20
Sent 12/04/20
Total \$1,804.10
Payments \$1,804.10
Balance \$0.00

Charges

Item	Description	Unit Cost	Tax	Quantity	Line Total
Plumbing Income	Leak locator	\$650.00	*	1.0	\$650.00
Plumbing Income	Called on site for an outside leak - had to call in leak locator, located leak and fixed leak outside, we insulated pipe due to it being only 6" below soil/ground. turned on meter went through the house to verify all fixtures were working correctly, checked meter and it was holding tight. Replaced existing kitchen faucet with new Delta faucet per owner request.	\$950.00	*	1.0	\$950.00
Plumbing Materials	Misc. Material 2 pvc x pex shark bite couplings. 1: 3/4 pex 90, 2 pex rings, 2ft of pipe	\$80.00	*	1.0	\$80.00
Plumbing Materials	Delta kitchen faucet	\$124.10	*	1.0	\$124.10

*Note = \$1,804 include
Cost of new faucet -*

Subtotal \$1,804.10
Tax \$0.00
Total \$1,804.10
Total \$1,804.10
payments
Balance \$0.00
remaining

Payments

Date	Type	Amount
12/14/2020	Check	\$1,804.10
		\$1,804.10

Notes

Thank you for your business!

Terms

Due upon receipt

*I have NO phone answering machine and am frequently gone from home.
Hard to get hold of me*

RECEIVED

DEC 22 REC'D

Roberts Creek Water District



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

DEC 16 REC'D

Roberts Creek Water District

**Water Leak
Credit Request**



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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION

(Please type or print clearly)

Customer Name: Katherine Hogan		Service Address: 147 Pippin Ave. Roseburg, OR 97471
Daytime Phone: 541-670-2100	Service Number: 30000302	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: 11/21/2020	<input checked="" type="checkbox"/> Attached We repaired ourselves with materials we had on hand or were given to us by family.
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Brief Description of Leak Failure & Repair:
Leak was located near the house crawlspace entrance; we repaired on the first day my husband had off work after we were notified.

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 *Katherine Hogan* Date 12/16/20

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <u>12/16/2020</u>	Meter Read Date to use for Water Leak Credit Evaluation: <u>11/10 + 12/10/2020</u>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount: <u>17.10</u>
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Estimated leak period based on consumption history (attach service history): 10/11 - 11/21/2020

Estimated normal billing during leak period: 63.10 Leak month billing: 97.30

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (63.10)
(NOTE: if estimating average billing, attach calculation documentation)

Estimated charges in connection with the leak of the leak billing period(s) divided by 2 = ^{34.20/2 =} 17.10

Calculated water leak credit amount: 18,000 gal - 6,000 gal (estimated) = 17.10

Reviewer's Initials: <u>DC</u>	Approver's Initials: _____	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied	If Leak Credit Granted: Date Applied: _____ Initials: _____
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**MINUTES OF THE BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
December 10, 2020**

President Tracey Parker called the meeting to order at 6:01 pm. Present were Commissioners Brenda Kingry, Tom Fullbright, Carolyn White and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Foreman Dan Radford.

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

Pamela DeOrnellas 4152 Melody Ln 30000045			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June 2020	76,000	\$ 239.60	$\$239.60 - 35.35 = \$204.25 / 2 =$
3-month Avg	4,333	\$ 35.35	\$ 102.13 credit
			\$100 Max

Rebecca Robinson 124 Columbia Loop 4173000			
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept 2020	47,000	\$ 156.95	$\$156.95 - 45.80 = \$111.15 / 2 =$
Sept 2019	8,000	\$ 45.80	\$ 55.58 credit

Commissioner Carolyn White seconded the motion, and approval was unanimous.

The Board then reviewed a letter from customer Laura Klein, regarding her dispute of a recent high water bill. After reviewing, the Board felt that the tone of the letter was condescending. Nevertheless, even though the high bill was no fault of the District, the Board decided to approve a bill adjustment for Mrs. Klein. Commissioner Lusch made a motion to credit Mrs. Klein \$48.45, which amounts to one-half of her recent bill. Commissioner Tom Fullbright seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the November meeting minutes, financial statements, and accounts payable. Commissioner Lusch seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David informed the Board that the 2019-2020 financial report is being reviewed by the auditors, and David will present the audited report at the January Board meeting.

David informed the Board that Sharon Cason, Office Assistant, will be retiring on December 31.

David provided an update on the joint water and sanitary authority formation process. David stated that we are awaiting a response from the county regarding our request to initiate the formation process by county order.

David requested the Board approve a holiday cash gift for District employees, which is customarily approved every year in December. Commissioner Brenda Kingry made a motion to approve a holiday cash gift of \$150 per employee. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his report. Alan stated that we received an invoice from Douglas County for our portion of the Carnes Road project.

Alan discussed the planned filter membrane replacement with the Board. Alan has been able to get a lock on current pricing. However, we will hold off on the replacements until spring due to freezing issues with shipping in the winter.

Alan informed the Board a mechanical seal on one of the pumps failed, but has been repaired.

The crew recently fixed a leak on the CIP line.

Alan stated that the treatment plant power system study has been completed and we are just waiting on the report.

Alan informed the Board that we finally received a reply from the state on the SPIRE grant. We should be receiving a mobile water purification system.

Alan stated that we are continually making adjustments to maintain compliance with new COVID-19 regulations.

Commissioner Fullbright made a motion approve the payment of \$184,118.02 to Douglas County Public Works for our portion of the Carnes Road sidewalk project. Commissioner Lusch seconded the motion. Approval was unanimous.

There being no further business, President Parker adjourned the meeting at 6:18 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
December 2020

	Dec 20
Ordinary Income/Expense	
Income	
401 · Water Sales	168,352.23
402 · Meter Sales	500.00
409 · Water Service Fees	2,055.00
410 · Miscellaneous Income	4,544.19
412 · Interest	341.34
	175,792.76
Total Income	175,792.76
Gross Profit	175,792.76
Expense	
501 · Office Manager	7,153.60
502 · Office Assistants	10,231.16
504 · Auditing	2,000.00
507 · Office Supplies	443.29
508 · Telephone & Internet	2,029.02
509 · Electricity (office)	186.63
510 · Social Security	1,343.30
511 · Workmen's Comp.	5.92
512 · Legal Fees	1,552.78
515 · Health Insurance (office)	6,922.01
517 · Repair & Maint. Office	148.12
518 · Administrative	250.00
520 · Dues & Subscriptions	184.00
525 · Misc. Expense	306.41
527 · Office Equipment.	49.99
530 · Unemployment Comp.	17.48
531 · Retirement - Office	5,825.76
532 · Billing Costs	1,585.49
533 · Transfer to Capital Projects	60,000.00
536 · Debit/Credit Card customer fees	1,562.00
601 · Plant Superintendent	7,632.85
602 · Service Crew	29,152.72
603 · Backflow Tests	90.00
606 · Tools	115.94
607 · Supplies & Safety Items	487.42
608 · Telephone / Internet	1,115.52
609 · Plant Electricity & Gas	8,832.62
610 · Social Security/Plant	2,803.79
611 · Workmen's Compensation	26.98
612 · Fees & Dues	410.00
613 · Fuel	508.22
615 · Health Insurance (plant)	13,366.96
617-A · R & M - Field	1,033.90
617-B · R & M - Plant	6,091.69
620 · Water Samples	539.60
624 · Meter Installations	115.60
630 · Unemployment Comp. Plant	30.74
631 · Retirement - Plant	9,871.56
640 · New Connection Materials	267.97
644 · Summer Stored Water	2,175.00
675 · Inventory Adjustment	1,129.68
	187,595.72
Total Expense	187,595.72
Net Ordinary Income	-11,802.96
Net Income	-11,802.96

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
December 2020

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	4,521.00
412 · INTEREST	1,199.85
415 · TRANS.GEN FUND to CAP.PROJECTS	60,000.00
	<hr/>
Total Income	65,720.85
	<hr/>
Gross Profit	65,720.85
Expense	
625 · MISCELLANEOUS	0.05
627 · RESERVOIR CONSTRUCTION	145.00
628 · LINE REPLACEMENT	184,118.02
	<hr/>
Total Expense	184,263.07
	<hr/>
Net Ordinary Income	-118,542.22
	<hr/>
Net Income	<u><u>-118,542.22</u></u>

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
DECEMBER 2020

Avista Utilities	Natural gas at office/plant/Carnes	224.01
Bassett-Hyland Co.	Fuel for company vehicles	508.22
BMS Technologies	November statement fees	1,585.49
Camp Creek Electric	Power system study	5,728.50
Canon Solutions America	Plant/Office copier service agreement 10/20 -11/19	60.55
Cardmember service	Dell laptop charger, janitorial supplies, Zoom webinar subscription, Office 365/QB Cloud subscriptions, Flex seal, silicone, caulk gun, Streamline Website fee	1,876.43
Consolidated Supply Co.	2 meter boxes and lids	229.24
Continental Utility Solutions, Inc.	November merchant services	1,562.00
Cooley, Rapp, Friel & Lee, LLC	Financial audit progress billing - 2nd payment	2,000.00
Douglas Co. Farmers Co-op	Supplies parts, janitorial, Winston intertie parts, union ball valve, sawzall blade	260.12
Douglas Fast Net	Internet, Phone, Office complete security suite 10/1 - 11/30	1,141.43
FEI Waterworks #3011	Visulink VL-9 25'	114.29
Green Sanitary District	Office/Plant/Carnes sewer service - 2 months	228.00
H2O Backflow Testing	2 non-comp backflow tests	90.00
Iconix Water Products	Romac saddles, 910 valve lid/base, 20 straight ball valves, pacer traffic repair	2,285.58
IVR Techology Group	October + November IVR maintenance and transaction fees	263.04
Lookingglass-Olalla Water Control District	2021 Summer Stored Water Fee	2,175.00
Nexcom, LLC	Plant phone, fax line	65.00
NW Local Government Legal Advisors	SDC Installment Lien form and application work, Authority formation work	1,552.78
OHA - Cashier	2021 Cross Connection annual fee, Will Hope certification renewal	410.00
Oregon Linen	Monthly rug service - office	72.12
Oregon Tool & Supply	Rotary nozzle	69.95
Pacific Power	Plant/Office/Shop/Tipton/Hwy 99/Highlands/Roberts Creek electricity	8,795.24
Payroll: Office	Payroll	12,958.86
Plant	Payroll + draws	25,549.90
Commissioners	Board Compensation	230.60
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,267.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,423.36
Allstate	Supplemental insurance (EE paid)	256.96
Edward Jones Co.	Sept - Dec 2020 Retirement Contribution	15,697.32
Refunds	Overpayment & Service Deposit refunds	657.93
SAIF	SAIF audit adjustment 19-20	14.78
SDIS	January health/supplemental insurance premiums	20,288.97
Smokin Friday BBQ	Employee holiday luncheon	260.00
Staples	Copy paper, tab folders, heavy duty stapler, plastic sign holders	193.17
Umpqua Quarries	Crushed rock for inventory	137.55
Umpqua Research	Water sample testing	539.60
Verizon Wireless	Tablet line	45.08
RCWD Crew Staff	Cell phone stipend for December	400.00
Winston Auto Parts	Nuts and bolts	10.60
Winston Sanitary	Dumpster at Carnes shop	77.90
TOTAL GEN. FUND PAYABLES for December 2020		124,306.57
Douglas County Public Works	Carnes Rd. project 11028 IGA 2020-0364	184,118.02
SHA Consulting Engineers	Town tank engineering October	145.00
TOTAL CAP PROJECTS PAYABLES for December 2020		184,263.02

Office Manager's Report

January 2021 Meeting

SALES	December	November	Dec Last Year
Gallons	21,684,300	23,897,300	21,259,900
Revenue	\$145,716	\$151,781	\$143,720
Meters Sold	1	2	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	207,383,500	194,629,700	12,753,800
Revenue	\$1,104,688	\$1,053,852	\$50,836

Nov Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$54,920	\$4,292	\$12,186	\$71,398
# of Transactions	1,048	89	194	1,331
Fees Charged*	\$1,571	\$67	n/a	\$1,638

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF December 31, 2020

General Checking	\$400,146
General Fund Reserve	\$532,965
Surcharge Savings	\$65,516
Capital Checking	\$136,894
Capital Projects Reserve	\$1,417,981
Plant Upgrade Debt Reserve	\$437,390
	\$2,990,892

Douglas County commissioners passed the resolution to initiate the authority formation process. Next, there will be two public hearings at the county, scheduled for February 3rd and 24th. Our attorney has drafted the orders for the hearings and the notices for us to publish. Copies of the orders are attached for your review.

I have attached our Property/Liability/Auto insurance renewal from Umpqua Insurance. Very minimal changes to the policy/valuations. The overall increase in premium is approximately 6%.

We inquired to CUSI about importing our backflow management software data into UMS so that cross connection compliance can be managed in the same software with our water billings. We currently use CrossTrak for backflow management. The quote for data conversion, setup and training is \$4,200. We will budget for this along with merging the sewer billings should the authority formation pass.

I have the 2019-2020 fiscal year financial audit to present.

David Campos, CPA
Office Manager



SPECIAL DISTRICTS
INSURANCE SERVICES

Preliminary Renewal Summary

Date: 21-Dec-20

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

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

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
36P54183-894	54183	01-Jan-21	31-Dec-21	21-Dec-20

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$7,100
Less Best Practices Credit	(\$710)
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$6,390
Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	
Auto Contribution	\$3,697
Less Best Practices Credit	(\$370)
Adjusted Contribution	\$3,327
Non-owned and Hired Auto Liability	\$175
Auto Physical Damage	\$1,121
Hired Auto Physical Damage	\$0
Property	
Property Contribution	\$29,991
Less Best Practices Credit	(\$2,999)
Adjusted Contribution	\$26,992
Earthquake	\$5,080
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$5,766
Crime	\$396
Total:	\$49,247

2020-21 Longevity Credit**:	
Longevity Credit %:	Longevity Credit:
6.3%	\$3,092

THIS IS NOT AN INVOICE, PLEASE DON'T PAY THE AMOUNTS LISTED IN THIS SUMMARY. YOUR FINAL TOTAL CONTRIBUTION WILL BE LISTED IN THE FINAL RENEWAL PACKET, WHICH WILL BE POSTED ONLINE ON 1/1/2021.

**This amount is for illustration only. Your Longevity Credit Check will be mailed to you in February.



Special Districts Insurance Services Trust
PRELIMINARY Liability Coverage Summary - NOT A GUARANTEE OF COVERAGE

Certificate Number: 36P54183-894

Coverage Period: 1/1/2021 through 12/31/2021

Named Participant:

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

Agent of Record:

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

Limits of Liability: SDIS Liability Coverage	Limit	Deductible (2) (3)
Per Occurrence Limit of Liability	\$5,000,000 (1)	None
Per Wrongful Act Limit of Liability	\$5,000,000 (1)	None
Annual Aggregate Limit of Liability	No Limit Except as Outlined Below (1)	None

Additional and Supplemental Coverages

Unless otherwise indicated in Section III Additional Coverages of the SDIS Liability Coverage Document, the following Additional Coverages are not in addition to the Total Limit of Liability identified above.

Coverage	Limit	Coverage Period Total Limit	Deductible	Contribution
Ethics Complaint Defense Costs	\$5,000	\$5,000	None	Included
EEOC/BOLI Defense Cost	\$5,000,000	None	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$250,000	\$250,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000 (4)	None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000	None	Included
OCITPA Expense Reimbursement	\$100,000	\$100,000 (5)	None	Included
Data Disclosure Liability	\$1,000,000	\$5,000,000 (6)	None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000 (7)	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000 (8)	None	Included
Communicable Disease Defense	\$50,000	\$2,000,000 (9)	None	Included

Forms applicable to Named Participant:

Total Contribution: \$6,390.00

SDIS Liability Coverage Document effective January 1, 2021

- (1) \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) \$10,000 controlled burn deductible if DPSST guidelines are not followed.
- (3) \$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
- (4) Injunctive Relief Defense Costs limited to \$100,000 for all members of the Trust combined during the Coverage Period.
- (5) OCITPA Expense Reimbursement limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (6) Data Disclosure Liability Limited to \$5,000,000 for all members of the Trust combined during the Coverage Period.
- (7) Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.
- (8) Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (9) Communicable Disease Defense limited to \$2,000,000 for all members of the Trust combined during the Coverage Period.

This summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.



Special Districts Insurance Services Trust (SDIS)
PRELIMINARY Auto Coverage Summary - NOT A GUARANTEE
OF COVERAGE

Certificate Number: 36P54183-894

Coverage Period: 1/1/2021 through 12/31/2021

Named Participant:

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

Agent of Record:

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

Coverage is provided for only those coverages indicated below for which a contribution is shown.

Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Liability Coverage Document, January 1, 2021

	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability Coverage	\$500,000	None	\$3,327.00
Non-Owned/Hired Auto Liability	\$500,000	None	\$175.00

Excess Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Excess Liability Coverage Document, January 1, 2021

	Per Accident Excess Limit of Liability	Deductible	Contribution
Excess Auto Liability Coverage	\$4,500,000	None	Included with Auto Liability Contribution
Excess Non-Owned/Hired Auto Liability	\$4,500,000	None	Included with Non-Owned/Hired AL Contribution

Auto Supplemental Coverage

Applicable Coverage Document: SDIS Auto Supplemental Coverage Document, January 1, 2021

	Limit of Liability	Deductible	Contribution
Personal Injury Protection	See Coverage Document	None	Included with Auto Liability Contribution
Uninsured/Underinsured Motorist Bodily Injury Coverage	\$500,000 Per Accident Limit of Liability	None	Included with Auto Liability Contribution

Auto Physical Damage

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document, January 1, 2021

	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	Per Schedule	Per Schedule	\$1,121.00
Hired Auto Physical Damage	No Coverage	No Coverage	No Coverage

This summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the coverage documents referenced above. This represents only a brief summary of coverages. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.



Special Districts Insurance Services
PRELIMINARY Property Coverage Summary - NOT A
GUARANTEE OF COVERAGE

Certificate Number: 36P54183-894

Coverage Period: 1/1/2021 through 12/31/2021

Named Participant:

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

Agent of Record:

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

Scheduled Property Values:

\$19,798,089	Buildings, Other Structures and Scheduled Outdoor Property
\$2,870,567	Personal Property
\$210,750	Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$22,879,406	The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.
\$300,000,000	SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence):

The subjects of coverage listed below are sub-limited within the "Occurrence" Total Limit of Indemnification shown above. The limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Sublimits for Covered Property:

(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)

\$250,000	Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment
\$100,000	Property of Employees/Volunteers - (subject to a \$5,000 maximum per person)
\$100,000	Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days
\$10,000	Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Sublimits for Additional Coverages:

(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)

\$5,000,000	Debris Removal - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$50,000	Pollutant Clean-up and Removal From Land or Water- (Sublimit is \$50,000 or 20% of the scheduled location(s) value whichever is less)
\$10,000	Fungus as a Result of a "Covered Cause of Loss" - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$10,000	Preservation of Undamaged Covered Property - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)
\$250,000	Professional Services - (Sublimit is \$250,000 or 10% of the covered portion of the loss whichever is less)
\$25,000	Fire Department Service Charge
\$10,000	Recharging of Fire Extinguishing Equipment
\$10,000	Arson Reward
\$5,000,000	Increased Cost of Construction - Enforcement of Ordinance or Law - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)
\$500,000	Increased Cost of Construction - Cost Resulting From Unforeseen Delay - (Sublimit is \$500,000 or 25% of loss, whichever is less)

\$500,000 Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities - (Sublimit is \$500,000 or 25% of loss, whichever is less)

Sublimits for Additional Coverages - Business Income and Extra Expense:

(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)

\$1,000,000 Business Income
 \$1,000,000 Extra Expense
 \$25,000 Enforcement of Order by Government Agency or Authority
 \$25,000 Business Income from Dependent Property
 \$100,000 Interruption of Utility Services
 \$25,000 Inability to Discharge Outgoing Sewage

Sublimits for Coverage Extensions:

(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)

\$2,000,000 Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction).

\$500,000 Newly Acquired or Constructed Property. (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII. A.)

\$25,000 Unscheduled Outdoor Property

\$250,000 Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields

\$250,000 Property in Transit

\$250,000 Accounts Receivable

\$50,000 Property Damaged by Overflow of Sewers or Drains

\$100,000 Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount prorated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)

\$250,000 Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)

\$25,000 Property Damaged by Computer Virus

\$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

\$20,000,000 Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services
PRELIMINARY Property Coverage Summary - NOT A
GUARANTEE OF COVERAGE

Additional Sublimits and Deductibles (Per Occurrence):

Sublimits and Deductibles shown below, if any, are in addition to the sublimits shown above.

Locations Covered: Locations specifically listed on the Named Participant's Schedule of Property Values.

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

Deductibles: As indicated on the Schedule of Property Values on file with the Trust

Contribution: \$26,992.00

Forms Applicable: SDIS Property Coverage Document effective January 1, 2021

This summary is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This Declaration represents only a brief summary of coverages.

Roberts Creek Water District
Premium Comparison

	20/21 Premiums	21/22 Premiums
General Liability	\$ 5,846.00	\$ 6,390.00
Auto Liability	\$ 3,171.00	\$ 3,327.00
Non-owned Hired Auto Liab	\$ 175.00	\$ 175.00
Hired Auto Physical Damage	\$ 1,125.00	\$ 1,121.00
Excess Liability	incl	incl
Property	\$ 25,271.00	\$ 26,992.00
Earthquake	\$ 4,840.00	\$ 5,080.00
Flood	\$ -	\$ -
Equip Breakdown/Boiler & Match	\$ 5,654.00	\$ 5,766.00
Crime	\$ 396.00	\$ 396.00
	\$ 46,478.00	\$ 49,247.00

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY

IN THE MATTER OF THE FORMATION OF)
A JOINT WATER AND SANITARY AUTHORITY) ORDER APPROVING
IN DOUGLAS COUNTY, OREGON) BOUNDARIES OF A SPECIAL
) DISTRICT AND CALLING
) FINAL HEARING
)

WHEREAS, by order issued at its regular meeting held December 30, 2020, the Board of County Commissioners (“Commission”) for Douglas County, Oregon, initiated the formation of the Green Area Water and Sanitary Authority (“the Authority”) pursuant to Oregon Revised Statutes (“ORS”) 198.835; and

WHEREAS, such order called for an initial public hearing on the formation of the Authority to be held at 9 a.m. on Wednesday, February 3, 2021, which hearing was duly and properly held; and

WHEREAS, pursuant to ORS 198.805, following such public hearing the Commission must consider the criteria prescribed by ORS 199.462 and determine whether the area could be benefited by the formation of the Authority, to wit:

ORS 199.462. Standards for review of boundary changes; territory that may not be included in certain boundary changes. (1) In order to carry out the purposes described by ORS 199.410 when reviewing a petition for a boundary change or application under ORS 199.464, a boundary commission shall consider local comprehensive planning for the area, economic, demographic and sociological trends and projections pertinent to the proposal, past and prospective physical development of land that would directly or indirectly be affected by the proposed boundary change or application under ORS 199.464 and the goals adopted under ORS 197.225.

(2) Subject to any provision to the contrary in the principal Act of the affected district or city and subject to the process of transfer of territory:

(a) Territory within a city may not be included within or annexed to a district without the consent of the city council;

(b) Territory within a city may not be included within or annexed to another city; and

(c) Territory within a district may not be included within or annexed to another district subject to the same principal Act.

WHEREAS, after reviewing the proposed boundaries of the Authority and considering the criteria described in ORS 199.462, specifically the local comprehensive planning for the area, economic, demographic and sociological trends and projections pertinent to the proposal, past

and prospective physical development of land that would directly or indirectly be affected by the proposed boundary change and the goals adopted under ORS 197.225, the Commission has determined that there are no cities located within the proposed boundaries and that the area within the proposed boundaries would benefit from the formation of the Authority;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY HEREBY ORDERS:

1. The proposed boundaries for the Green Area Water and Sanitary Authority are hereby approved.
2. Pursuant to ORS 198.810(2), a final public hearing on the proposed formation shall be held at **9 a.m. on Wednesday, February 24, 2021**, at the Douglas County Courthouse, Room 216, Roseburg, Oregon.
3. Notwithstanding any contrary provision in ORS 198.810(2), following such public hearing the Commission intends to order an election on formation of the Authority on May 18, 2021.

Dated this 3rd day of February, 2021.

BOARD OF COUNTY COMMISSIONERS
FOR DOUGLAS COUNTY

By: _____
Chair

By: _____
Commissioner

By: _____
Commissioner

Approved as to form:

By: _____
Paul Meyer, County Counsel

Date: _____

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF DOUGLAS COUNTY

IN THE MATTER OF THE FORMATION OF)
A JOINT WATER AND SANITARY AUTHORITY) ORDER FORMING DISTRICT
IN DOUGLAS COUNTY, OREGON) AND CALLING FOR
) AN ELECTION
)

WHEREAS, at its regular meeting held February 3, 2021, the Board of County Commissioners (“Commission”) for Douglas County, Oregon, by order approved the proposed boundaries for the Green Area Water and Sanitary Authority (“the Authority”); determined that the area proposed for the Authority would benefit from its formation; and called a final public hearing on the formation as required by Oregon Revised Statutes (“ORS”) 198.805; and

WHEREAS, the final public hearing on the formation of the Authority was duly and properly held on Wednesday, February 24, 2021; and

WHEREAS, notwithstanding any contrary provision in ORS 198.810(2), the Commission desires to order an election on formation on May 18, 2021, which if approved by voters will simultaneously effect the dissolution of the Roberts Creek Water District and the Green Sanitary District, and enable the new entity to “succeed to the assets and become charged with all the liabilities, obligations, and functions of the districts” as provided in ORS 450.755;

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS OF DOUGLAS COUNTY HEREBY ORDERS:

1. The formation of the Green Area Water and Sanitary Authority is hereby approved.
2. Pursuant to ORS 198.810(2), an election on the formation of the Authority is hereby called for May 18, 2021, to seek voter approval of the formation and simultaneous dissolution of the Roberts Creek Water District and the Green Sanitary District as provided in ORS 450.755.
3. Pursuant to ORS 198.810(2), at the same election the initial board of five directors, elected at large, will be voted for.

Dated this 24th day of February, 2021.

BOARD OF COUNTY COMMISSIONERS
FOR DOUGLAS COUNTY

By: _____
Chair

By: _____
Commissioner

By: _____
Commissioner

Approved as to form:

By: _____
Paul Meyer, County Counsel

Date: _____

DRAFT

Roberts Creek Water District

Superintendents Report

January 2021

The Blue zones project is currently underway on Carnes Road. Knife River has been replacing services intermittently along the project as it fits with storm drain placement. We are working with them as conflicts arise.

Terry Nelson has been working on installing our new computers, that operate the treatment plant. We are simply waiting for a transfer of authorization for software licenses from Dupont (formerly Siemens). Things seem to be going smoothly.

We continue dealing with temporary rules from OSHA regarding COVID-19. We will continue trying to do what's best for the safety and well being of our employees and customers.

The crew has been busy with normal operations of the district and facility maintenance. I'd like to say how happy I am with the crew and how well they work together, it makes for a great working environment. The new crew members are doing great, and beginning this month, we will be rotating them into the on-call rotation.

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

Thanks Alan