



ROBERTS CREEK WATER DISTRICT

RECEIVED

APR 30 2019

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:

Service Address:

Daytime Phone:

Service Number:

541-0617

5342-001

52 Santa Rosa Ct.
Roseburg, OR 97471

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired:

☒ Attached

3/25/19

Plumbing Invoice

Brief Description of Leak Failure & Repair:

Crack in previous PVC Pipe. Number replaced with flexible piping.

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 4/24/19

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

4/30/19

Meter Read Date to use for
Water Leak Credit Evaluation:

3/10/19 & 4/10/19

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

32.78

Estimated leak period based on consumption history (attach service history): 2/11 - 3/25/19

Estimated normal usage during leak period: 13,900 Leak month consumption: 36,900

Past average normal usage in same billing cycle (or est ave consumption if less than 1 year) (13,900)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak consumption of the leak billing period divided by 2 = 23,000

Multiplied by the rate used to calculate billed charges during the leak billing period: X 2.85/1000

Calculated water leak credit amount: 151.45 - 85.90 = 65.55 32.78

Reviewer's Initials:

DC

Approver's Initials:

☐ Credit Granted

☐ Credit Denied

If Leak Credit Granted:

Date Applied: Initials:



Yaeger's Plumbing, Inc.

CCB: #197407

1022 NE Stephens St.
Roseburg, OR 97470

Ph: (541) 672-8460

JOB INVOICE

11201

TO

RONDA HAMILTON
52 SANTA ROSA CT
ROSEBURG

TERMS:

PHONE 5110617	DATE OF ORDER 3-25-19	
ORDER TAKEN BY	CUSTOMER'S ORDER NUMBER	
<input checked="" type="checkbox"/> DAY WORK	<input type="checkbox"/> CONTRACT	<input type="checkbox"/> EXTRA
JOB NAME/NUMBER		
JOB LOCATION		
JOB PHONE	STARTING DATE	

QTY.	MATERIAL	PRICE	AMOUNT	DESCRIPTION OF WORK
> 1	3/4 pressure Reg		135 ⁰⁰	Replaced pressure Reg
1	6" Round BDX		11 ⁰⁰	AND BROKEN PVC AT METAL
2	3/4" x 1/2" NIPS	12 ⁰⁰	24 ⁰⁰	
2	3/4" x 1/2" NIPS	25 ⁰⁰	50 ⁰⁰	
6	3/4" RINGS	15 ⁰⁰	90 ⁰⁰	
1	1/2" NIP 5' x 80		3 ⁰⁰	
1	1/2" x 1/2" PIPE		2 ⁰⁰	

OTHER CHARGES

TOTAL OTHER

LABOR

HRS. RATE AMOUNT

1 105

1 105

TOTAL LABOR

210⁰⁰

TOTAL MATERIALS

189⁰⁰

TOTAL OTHER

Thank You

TAX

TOTAL

299⁰⁰

DATE COMPLETED

TOTAL MATERIALS

189⁰⁰

Work ordered by

Signature

I hereby acknowledge the satisfactory completion of the above described work.

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
April 18, 2019**

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

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

Anita Hinson 2233 Roberts Creek Road 002292-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb 19 - Mar 19	99,600	\$ 331.00	$\$331.00 - 91.60 = \$239.40 / 2 =$
Feb 18 - Mar 18	15,900	\$ 91.60	\$119.70 calculated credit
			\$100 max per ordinance

Commissioner Lusch seconded the motion and approval was unanimous.

Board reviewed the Budget Committee application submitted by Michele Carlson, who resides within the District. After review, Commissioner Bigler made a motion to appoint Michele Carlson to the Budget Committee. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the March minutes, quarter-ended March 31 budget-to-actual 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 he recently completed and reviewed the gap document with CUSI, which identifies potential areas that need to be addressed in moving from the current Springbrook software to the UMS software. One of the main issues is that the file format we currently receive from Metereaders will not be compatible with UMS, so the format will need to be changed in order to import meter readings into UMS. The new software will require new account numbers to be assigned, but we should be able to use the old account numbers as a reference. With the change to a new online payment portal, we will need to notify customers that they will need to re-register their payment accounts online. The office staff may need to provide some assistance to customers in getting them set up with the new portal. Commissioner Bigler asked whether Sharon Cason, Office Assistant, plans to retire before or after the new software is implemented. David stated that Sharon does not plan to retire until sometime in 2020, and she will give David plenty of notice on when she plans to retire so that he can have a new staff person trained. Commissioner Fullbright asked whether the new software will be an issue if our District merges with Green Sanitary District. David informed Commissioner Fullbright that CUSI UMS supports water and sewer billing so we should be able to merge the billings into one.

In regards to the merger discussion, Commissioner Bigler asked whether there may be any obstacles, personnel-wise. The general consensus from the discussion is that there should not be any major obstacles. Several employees from Green Sanitary District plan to retire in the next couple years, so their positions could be consolidated with a merger.

David informed the Board that he plans to allocate more funding to legal fees for the next budget year, in order to have discussions with Eileen Eakins, Attorney, about a merger. The legal costs would be split with Green Sanitary District. Commissioner Lusch stated that he liked the idea of having a joint meeting with Green Sanitary District to discuss a merger, and, if the current budget allows, he would like to begin discussions sooner. David stated that he will look into scheduling a joint District meeting with Eileen Eakins.

David informed the Board that he has budgeted for a part-time employee, who could also work part-time for Green Sanitary District. The employee's benefit costs could then be shared by the two Districts.

David recently attended a two-day BOLI seminar on current employment law and best practices.

David informed the Board that the SDIS health insurance premiums will be increasing by approximately 6% for the next year, with only minor changes to the plans. There was no increase in premiums last year.

Superintendent Alan Paulson gave his report. He informed the Board that Douglas County Fire District No. 2 is currently flushing hydrants so we have been getting a few complaints about dirty water.

Alan informed the Board that Charlie Borden has returned to work, and is getting around well.

Alan stated that SHN Engineers is currently working on our Hydraulic Model.

Alan stated that he will include funding in the budget for a transfer switch at the treatment plant. The estimated cost of the transfer switch is \$46,000. There are also options that include a generator, but that comes with a much higher cost. For now, just the ability to connect a generator will be sufficient.

In regards to the new onsite chlorine generation system, MIOX quoted approximately \$75,000 plus installation for the new system. The quote we received from Chloro-tech was \$160,000. The MIOX system will give us twice the capacity and include a redundant backup system.

Alan informed the Board that we will budget for 39 filter membranes for next budget year.

Alan, along with employees Dan Radford, Will Hope, and Shawn Hastings, attended an asbestos course a couple weeks ago.

We currently use 3 ultrasonic meters to measure flow of our treated water. However, we do not believe that they are accurately measuring water flows due to the meter constraints with larger-sized pipe. We would like to replace the ultrasonic meters with Mag meters. The estimated cost is approximately \$7,000. This may solve our issue with accounting for large variances between treated gallons pumped and gallons billed.

In regards to the town tank funding, President Parker asked whether we plan to fully fund the project, or seek funding from any agencies in the form a grant or loan, or some combination of each. We anticipate contributing District funds for a significant portion of the project costs, but we plan to also seek grant/loan funding options for a portion of the project. With any grant/loan agreement, the District would be required to contribute some level of matching funds.

Alan stated that he plans to advertise for an open Utility I position in the next couple weeks.

President Parker called the meeting into executive session at 6:49 pm in accordance with ORS 192.660(2)(b) to consider the evaluation of an employee.

President Parker called the meeting back into regular session at 6:53 pm. Commissioner Fullbright made a motion to advance Will Hope to Utility II Step 9 on the salary scale. Commissioner Bigler seconded the motion. Approval was unanimous.

For the good of the order, David stated that he and his wife are expecting their second child.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:57 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
April 2019

Income

401 · Water Sales	143,436.84
402 · Meter Sales	500.00
405 · Standby Charges	17,406.00
409 · Water Service Fees	1,690.00
410 · Miscellaneous Income	1,727.55
412 · Interest	953.82
Total Income	165,714.21

Expense

501 · Office Manager	5,848.25
502 · Office Assistants	5,503.74
507 · Office Supplies	258.42
508 · Telephone & Internet	157.36
509 · Electricity (office)	382.14
510 · Social Security	874.05
511 · Workmen's Comp.	4.58
515 · Health Insurance (office)	4,702.78
517 · Repair & Maint. Office	147.39
518 · Administrative	250.00
519 · Contract Services	2,184.67
520 · Dues & Subscriptions	481.10
522 · Budgeting	123.84
524 · Education (Office)	249.00
525 · Misc. Expense	46.60
529 · Office Improvements	-1,120.00
530 · Unemployment Comp.	11.60
532 · Billing Costs	1,599.89
536 · Debit/Credit Card customer fees	998.66
537 · Online Billpay Fees	152.60
538 · Website	200.00
601 · Plant Superintendent	7,016.67
602 · Service Crew	24,278.27
603 · Backflow Tests	180.00
605 · Freight	1,279.10
607 · Supplies & Safety Items	231.69
608 · Telephone / Internet	455.22
609 · Plant Electricity & Gas	16,095.54
610 · Social Security/Plant	2,383.77
611 · Workmen's Compensation	11.17
612 · Fees & Dues	1,050.00
613 · Fuel	697.14
615 · Health Insurance (plant)	10,451.56
617-A · R & M - Field	1,062.78

Cont'd on Next Page

Roberts Creek Water District
Profit & Loss
April 2019

Expense (Cont'd)

617-B · R & M - Plant	2,654.00
618 · Chemicals	16,150.50
620 · Water Samples	472.60
622 · Education (crew)	1,573.34
624 · Meter Installations	55.00
630 · Unemployment Comp. Plant	31.31
640 · New Connection Materials	162.14
650 · Safety Equipment	-3,292.00
675 · Inventory Adjustment	-1,202.02
684 · Replace Filter Media	9,760.25

Total Expense	114,614.70
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Net Income - General Fund	51,099.51
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ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

April 2019

Income

402 · METER SALES	4,521.00
412 · INTEREST	4,138.35
Total Income	8,659.35

Expense

625 · MISCELLANEOUS	0.15
Total Expense	0.15

Net Income - Capital Projects	8,659.20
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
APRIL 2019

Avista Utilities	Natural gas at office/plant/Carnes	409.46
Bassett-Hyland Co.	Fuel for company vehicles	697.14
BMS Technologies	Statement fees, online billpay fees	1,752.49
Canon Solutions America	Plant and office copier service agreement 2/20 - 3/19	33.05
Cardmember Service (Visa)	Sunriver lodging for OAWU conference, QB Cloud and Office 365 subscription, OSCPA dues, Janitorial supplies, office supplies, BOLI training class	1,318.98
Cascade Columbia	CL2 plus shipping + container deposit	560.16
Corix Water Products	Red marking paint	54.00
David Campos	Reimburse March mileage	55.10
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Ice melt, clamp, ant bait, weedkiller trash bags, brass fitting, brass 90	191.20
Douglas Fast Net	Internet	131.50
Evoqua Water Technologies	13 filter membranes + freight	10,820.36
Exodus Pest Control	Monthly office pest control	23.00
Green Sanitary District	Office/Plant/Carnes sewer services	114.00
Knife River Materials	Short load concrete for flagpole base	225.00
Long's Building Supply	Wall anchors for AED cabinet	0.92
TSYS	Monthly debit/credit card fees previous mo.	998.66
Metereaders	Monthly meter readings	2,184.67
News Review	Budget Committee meeting notice publication	123.84
Nexcom, LLC	VOIP	166.00
Northstar Chemical	Aluminum Chlorohydrate + freight, freight on citric acid shipment	15,801.50
OAWU	Membership renewal	1,050.00
Oregon Linen	Rugs for office	65.42
Pacific Power	Plant/Carnes/Office/Pumpstations electricity (2 months)	16,068.22
Popeye's Pump & Backflow	District backflow tests	180.00
Payroll: Office	Payroll	8,423.95
Plant	Payroll + draws	23,343.19
Commissioners	Board Compensation	230.63
Oregon Dept. Revenue EFTPS	Payroll Withholding + STT	2,605.44
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	9,586.86
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	511.10
Safety Directions, LLC	Asbestos Course for AP, WH, DR, SH	1,039.48
SDIS	May health/supplemental insurance premiums	15,154.34
Staples	Employee eval gift cards, Jeremy office chair, pens, coffee	368.39
Trojan UV	Board, Driver Bipolar Stepper + freight	2,585.83
Umpqua Research	Water sample testing	472.60
RCWD Crew Staff	Cell phone stipend for December	300.00
Verizon Wireless	Tablet data service	15.08
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for April 2019	118,640.47
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None

TOTAL CAP PROJECTS PAYABLES for April 2019	-
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Office Manager's Report

May 2019 Meeting

SALES	April	March	April Last Year
Gallons	20,918,500	20,659,300	16,199,400
Revenue	\$142,718	\$141,748	\$129,305
Meters Sold	1	2	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	292,814,000	283,303,000	9,611,000
Revenue	\$1,663,694	\$1,539,560	\$124,134

VISA/MC	April	March	Fiscal YTD
# Transactions	Data	867	6,874
Total Transacted	Not Yet	\$42,156	\$376,594
Fees We Paid	Avail	\$946	\$8,357

CHECKING ACCTS. AS OF April 30, 2019	
General Checking	\$357,318
General Fund Reserve	\$419,372
Surcharge Savings	\$65,403
Capital Checking	\$75,652
Capital Projects Reserve	\$1,294,447
Plant Upgrade Debt Reserve	\$540,597
	\$2,752,789

Online Billpay	
<u>As of May 7, 2019</u>	
Accounts Registered:	944
Paperless Accounts:	440
Autopay Accounts:	390

We have received the new server from Dell. The new server meets UMS minimum system requirements. Once the server is scheduled to be installed, we can move forward with our project manager at CUSI.

Beth will be attending a Front-Desk Safety & Security seminar on May 15th.

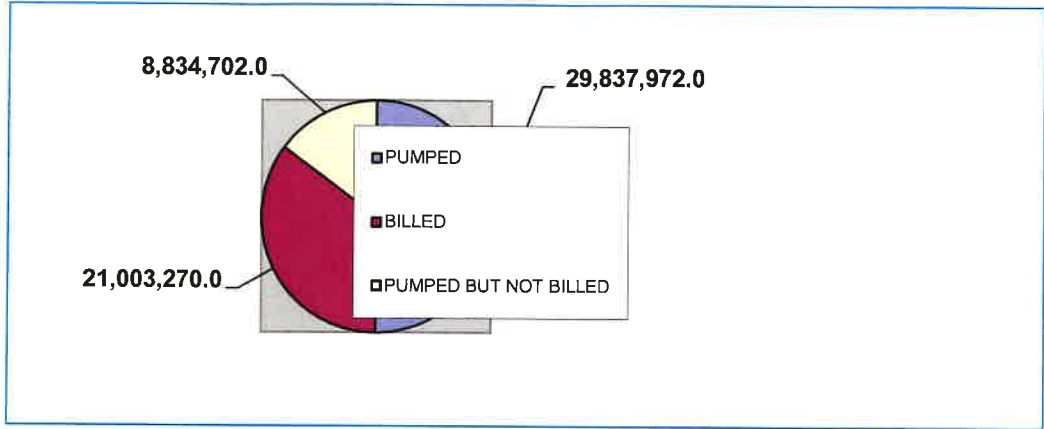
David will be attending the annual government accounting and auditing conference on May 20-21.

The joint meeting with Green Sanitary District and attorney Eileen Eakins will take place at the June 13th Board meeting, which will start at 5:30. Please note the earlier meeting time.

David Campos, CPA
Office Manager

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
29,837,972	21,003,270	8,834,702

APRIL



30 DAYS IN BILLING CYCLE: 3/11/19 TO 4/10/19

Repairs, leaks, etc. rendering unverifiable consumption
 4/8/19 REPAIR SERVICE 2148 DEL MAR DR

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	
JUNE	11,423,974	JUNE	8,942,550	JUNE	

Utility Billing

Detailed Summary by Rate Code

User: sharon c
 Printed: 04/24/2019 - 9:32 AM
 Batch: 001-04-2019
 001



ROBERTS CREEK WATER DISTRICT

Code	Description	No of Accounts	No of Services	Total Billing Base	Total Billing Cons	Consumption
Summary for Service: Water						
001	- 5/8 X 3/4 METER SERV	2,993	2,993	68,339.10	39,121.95	13,561,100
002	- 1" METER	18	18	1,035.00	837.90	291,200
004	- 1 1/2" METER SERVICE	17	17	1,955.00	2,154.60	755,200
005	- 2" METER SERVICE INS	20	20	3,680.00	3,143.55	1,102,800
006	- 3" METER SERVICE INS	1	1	368.00	34.20	11,700
007	- 4" METER SERVICE INS	4	4	2,300.00	12,200.85	4,281,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,427.85	500,600
009	- SECOND LEVEL CHARGE	39	39	780.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	595.65	207,300
00B	- 1" SRVC OUT OF DIST	3	3	207.00	42.75	14,300
00E	- 2" SRVC OUT OF DIST	2	2	441.60	28.50	9,600
010	- 10" FIRE LINE	1	1	120.00	190.95	66,800
Water Totals:		3,119	3,119	82,034.70	59,778.75	20,801,600
<u>Regular Billing</u>						
Grand Totals:		3,119	3,119	82,034.70	59,778.75	20,801,600

Utility Billing

Detailed Summary by Rate Code

User: beth d
 Printed: 04/11/2019 - 11:26 AM
 Batch: 112-04-2019



ROBERTS CREEK WATER DISTRICT

Code	Description	No of Accounts	No of Services	Total Billing Base	Total Billing Cons	Consumption
Summary for Service: Water						
001	- 5/8 X 3/4 METER SERV	41	0	574.25	330.60	116,900
Water Totals:		41	0	574.25	330.60	116,900
<u>Final Billing</u>						
Grand Totals:		41	0	574.25	330.60	116,900

Roberts Creek Water District

Superintendents Report

May 2019

The Crew is still flushing dead-end lines, in conjunction with Fire District #2 flushing their hydrants.

The crew has also been busy with various leaks; they will also be replacing some membranes at the plant, as well as cleaning the basin.

There is a small slide on the access road to our Speedway Tank. It is a shared road, with the Rock Quarry at the top of the Mountain and the Ranch owner. The Ranch owner will be providing the material to fix the slide and we will use District equipment to fix the slide.

We have advertised for a new employee. We advertised through OAWU, UBOS, The District's website, Facebook & Craigslist. The job will be advertised from May 1st thru May 15th, with a selection processes and interviews to follow.

SHN Engineering is currently performing geotechnical drilling at and near our tank site, the week of May 7th thru 10th.

The crew has set the flagpole, in front of the office.

Due to new rules from the Oregon Health Authority, we will begin testing for Cyanotoxins (blue-green Algae) beginning May 13th and continuing every other week through October 28th.

We will be having a pre-construction meeting regarding the new mag meters, June 5th, as well as a pre-construction meeting regarding our on-site generation, June 6th. I would also like to give a "letter of intent to purchase" to Wm. H. Reilly & Co. so they can start their equipment submittals.

I have an employee evaluation to give.

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

Thanks Alan