

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
January 10, 2019**

President Tracey Parker called the meeting to order at 6:00 pm. Present were Commissioners Tom Fullbright, Phil Bigler, Steve Lusch and Carolyn White. 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 requests:

LEAK ADJUSTMENT REQUEST

Charles Seaton 299 Grant Smith 001415-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 2018	35,300	\$ 122.75	$\$122.75 - 31.55 = \$91.20 / 2 =$
Dec 2017	3,000	\$ 31.55	\$ 45.60 credit

Commissioner Lusch seconded the motion and approval was unanimous.

Commissioner Bigler made a motion to approve the December minutes, December/January payables, and December/YTD financial statements. Commissioner Lusch seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David stated that the new copiers have been installed, including separate print drivers for color and black printing. The new copiers are working out well.

David met with Guy Kennerly at Umpqua Insurance to review the Property and Liability Insurance renewal for 2019. There were very few changes to the policy, and the premium increase of \$1,644 was minimal. The modification rate on the workers comp policy is also decreasing due to the absence of recent claims. The Board was pleased with the news.

David presented the audited financial report for the 2017-2018 fiscal year. The audit was performed by Neuner & Davidson Co. David stated that the recent actuarial figures for Other Post Employment Benefit Obligations were not included in the financial statements. David felt that the calculated liability was not only immaterial to the financial statements, but the liability is more of an arbitrary number and will never be paid out by the District. The Board agreed with David. Overall, the District is in great financial shape. A brief discussion followed.

David stated that he will begin working with CUSI on the beginning stages of the billing software conversion.

David presented Resolution R-2019-01-01 for the Board to consider. Resolution R-2019-01-01 is a resolution to adopt public contracting rules and procedures, specifically with regards to personal service contracts. The resolution would permit the District to award personal service contracts directly, without competitive bidding. Commissioner Fullbright questioned whether management would be able to make the decision to award a contract on any dollar amount, or would there be a threshold. It was noted that the resolution contains a clause for the Board to designate a dollar threshold for management's authority to award contracts. After discussion, the Board agreed that management should have authority to award contracts up to \$25,000. Any contracts over \$25,000 will require Board approval. Commissioner White made a motion to adopt Resolution R-2019-01-01, adopting public contracting rules and procedures. Commissioner Bigler seconded the motion, and approval was unanimous.

David stated that the possibility of selecting a new IT contractor had been discussed. David also made an inquiry to the Oregon Government Ethics Commission as to whether a Board member can also be a contractor to the District, as Commissioner Bigler previously served as the District's IT provider before being appointed to the Board. According to the OGEC, a Board Member may provide services as a contractor to the District as long as the conflict of interest is announced at District public meetings and the Board Member involved abstains from voting on contract awards of which Board Member is a potential recipient. Discussion followed. Commissioner Bigler stated that he does not necessarily recommend that he be selected as the District's IT provider, but he does recommend that the District seek other options for IT services. Commissioner Bigler also stated that he will abstain from discussion on selecting a new IT provider. President Parker asked if Commissioner Bigler would be willing to verify credentials for any potential IT provider, and Commissioner Bigler agreed that he would. Commissioner Bigler also reminded those present that he does have a day job and may not be readily available. David stated that he will research IT providers in the local area. After discussion, the consensus of the Board was that Commissioner Phil Bigler may perform IT services for the District while the District searches for a new IT provider. Commissioner Bigler abstained from the discussion and decision.

Superintendent Alan Paulson gave his report. There will be a pre-construction meeting on the 15th with Cradar Enterprises and the engineer for the DFPA hookup on Speedway Road.

Alan will be meeting with the engineer next week to discuss the new town tank.

During the recent power failure, the plant computers were affected because the existing power supplies did not work. With the power down, the computer with the program to run the plant was down. New power supplies will be ordered. Some network repairs were also

done and Terry Nelson is looking into new computers for the plant, and will assist in configuring the new setup. A short discussion followed.

Terry Nelson also programmed a new transducer at the plant. The old transducer in the clear well failed.

President Parker called the meeting into executive session at 6:40 pm in accordance with ORS 192.660(2)(b) to consider discipline of an employee.

President Parker called the meeting back into regular session at 6:45 pm.

For the good of the order, David asked the Board Members to create short bio's to be posted on the District website. David feels that this will help our users become familiar with our Board.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:52 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
 January 2019

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	106,319.99
408 · Backflow Test Receipts	335.00
409 · Water Service Fees	2,635.00
410 · Miscellaneous Income	1,637.60
412 · Interest	978.94
Total Income	151,906.53

Expense

501 · Office Manager	5,848.25
502 · Office Assistants	5,740.22
504 · Auditing	3,900.00
507 · Office Supplies	254.49
508 · Telephone & Internet	157.36
509 · Electricity (office)	229.01
510 · Social Security	888.34
511 · Workmen's Comp.	5.42
512 · Legal Fees	350.00
515 · Health Insurance (office)	4,702.78
517 · Repair & Maint. Office	202.42
518 · Administrative	200.00
519 · Contract Services	2,178.99
520 · Dues & Subscriptions	166.10
525 · Misc. Expense	216.45
527 · Office Equipment.	2,146.08
528 · Postage	2,001.75
530 · Unemployment Comp.	11.79
532 · Billing Costs	1,605.82
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	973.71
537 · Online Billpay Fees	139.27
538 · Website	200.00
601 · Plant Superintendent	7,016.67
602 · Service Crew	21,285.16
603 · Backflow Tests	45.00
605 · Freight	524.26
606 · Tools	61.29
607 · Supplies & Safety Items	394.70
608 · Telephone / Internet	317.99
609 · Plant Electricity & Gas	9,486.70
610 · Social Security/Plant	2,154.78
611 · Workmen's Compensation	10.48
612 · Fees & Dues	80.00
613 · Fuel	712.02

Cont'd on next page

Roberts Creek Water District
Profit & Loss
January 2019

Expense (Cont'd)

614 · Vehicle Maintenance	1,454.27
615 · Health Insurance (plant)	10,451.56
617-A · R & M - Field	545.81
617-B · R & M - Plant	3,716.56
618 · Chemicals	4,718.12
620 · Water Samples	176.00
626 · Equipment Purchases	2,643.92
630 · Unemployment Comp. Plant	28.30
675 · Inventory Adjustment	4,864.99
Total Expense	142,806.83
Net Income - General Fund	9,099.70

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
January 2019

Income

412 · INTEREST	3,804.80
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00

Total Income	43,804.80
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Expense

665 · WATER TREATMENT PLANT UPGRADE	16,811.54
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Total Expense	16,811.54
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Net Income - Capital Projects	26,993.26
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JANUARY 2019

Avista Utilities	Natural gas at office/plant/Carnes	320.06
Atlas Copco Compressors	PRV kit, oil, shipping, thermostat kit	626.41
Bassett-Hyland Co.	Fuel for company vehicles	712.02
BMS Technologies	Statement fees, online billpay fees	1,745.09
Camtronics Inc.	Troubleshooting clearwell transducer	599.50
Canon Solutions America	2 Canon C3525 Copiers + fax board for plant copier, svc agreement 12/20 - 1/19	4,821.29
Cardmember Service (Visa)	Quickbooks/Microsoft Office subscription, meeting food, Wilden AODD Pump, flat bed trailer fix parts, flash drive, repair kits, portable HD for plant BU, 200 books stamps	3,389.20
Cascade Columbia	3 x 300 gal CL2 plus shipping + container deposit	2,523.86
Chuck Swarm & Family Auto	Exhaust leak check gray svc truck	49.95
Cooley, Rapp & Friel, LLC	Audit final billing	3,900.00
Corix Water Products	Branch, 50 zenner meters, gate valve, romagrip, hymax coupling, hand pump, pressure guage, bushings	4,988.03
David Campos	Reimburse mileage November and December	82.84
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Brass nipple and tee, star flat screws	33.35
Douglas Fast Net	Internet	131.50
Exodus Pest Control	Monthly office pest control	23.00
Flury Supply	6" cap	53.67
Goin Postal	Postage for year end reports	1.60
Green Sanitary District	Monthly sewer service for plant, carnes, office + YE tax forms	139.99
H2O Backflow Testing	1 non-comp backflow test	45.00
Industrial Tire Service	Tires	400.94
Law Offices of Eileen Eakins	Consult and draft resolution for personal svc contract rules	350.00
Long's Building Supply	Pressure treated 2x8x20'	357.48
TSYS	Monthly debit/credit card fees previous mo.	973.71
Meterreaders	Monthly meter readings	2,178.99
Northstar Chemical	Citric acid 50%	2,485.40
Occuhealth	DOT drug screen and breath alcohol test	80.00
Oregon Linen	Rugs for office	65.42
Oregon Tractor	Front cutting blade + shipping, PLO, hardwahr, NC nut	417.24
Pacific Power	Plant, shop, office electricity	9,395.65
Payroll: Office	Payroll	8,700.28
Plant	Payroll + draws	20,915.74
Commissioners	Board Compensation	184.48
Oregon Dept. Revenue EFTPS	Payroll Withholding + State Transit tax	2,798.54
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	10,429.16
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	447.77
SDIS	February health/supplemental insurance premiums	15,154.34
Staples	Laminating, legal paper, copy paper, banker boxes	228.93
Nexcom, LLC	VOIP	166.00
Umpqua Computers	Network/backup work at plant	855.00
Umpqua Quarries	Crushed rock for inventory, drain rock	495.91
Umpqua Research	Water sample testing	176.00
USA Blue Book	KPSI Transducer, DPD Dispenser, freight	979.87
Verizon Wireless	On-call tablet (2 months)	177.85
RCWD Crew Staff	Cell phone stipend for December	300.00
Winston Auto Parts	Oil change gray pickup, napa battery, rags	214.43
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for January 2019	104,094.40
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Harvey & Price Co.	Final Disbursement Request + retainage on PPU	16,811.54
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TOTAL CAP PROJECTS PAYABLES for January 2019	16,811.54
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Office Manager's Report

February 2019 Meeting

SALES	January	December	January Last Year
Gallons	17,809,000	18,392,800	17,465,800
Revenue	\$133,606	\$135,311	\$133,140
Meters Sold	0	0	3

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	229,597,200	226,684,300	2,912,900
Revenue	\$1,234,532	\$1,128,570	\$105,963

VISA/MC	January	December	Fiscal YTD
# Transactions	777	757	5,304
Total Transacted	\$37,051	\$38,236	\$304,330
Fees We Paid	\$852	\$921	\$6,690

CHECKING ACCTS. AS OF January 31, 2019	
General Checking	\$405,120
General Fund Reserve	\$416,573
Surcharge Savings	\$65,379
Capital Checking	\$68,419
Capital Projects Reserve	\$1,236,012
Plant Upgrade Debt Reserve	\$457,259
	\$2,648,762

Online Billpay	
<i>As of February 12, 2019</i>	
Accounts Registered:	903
Paperless Accounts:	423
Autopay Accounts:	367

The SDAO Conference went well. I will give a summary of the sessions I attended.

The new security camera systems have been installed at the office, plant, and shop and we are pleased with the setup. We are able to view camera activity via an app on our phones as well as on our desktops.

I have a tentative budget calendar for the 2019-2020 Budget Process (attached). The Board will need to appoint a budget officer.

I have received one Board Member Bio so far.

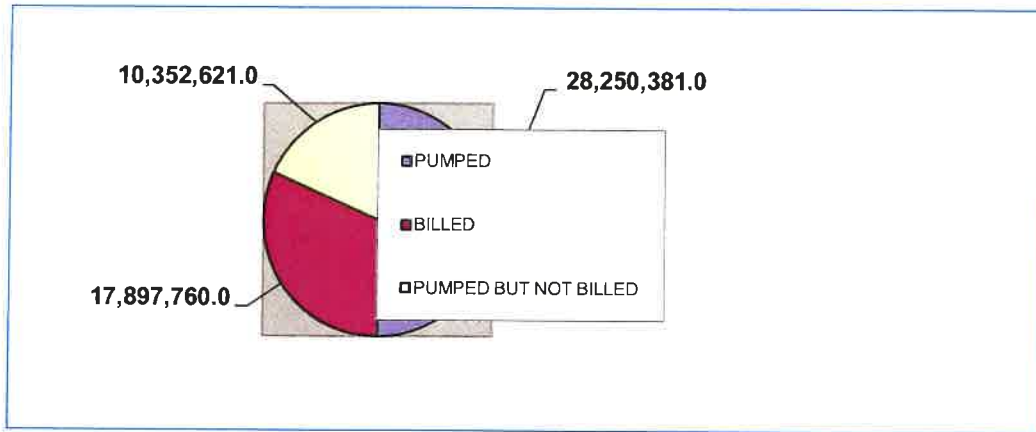
CUSI is in the process of analyzing our data from Springbrook. We have held a couple sessions with them to pull data, view our current interface, gather reports, etc. On our end, we are working on detailing our processes and procedures for CUSI.

ROBERTS CREEK WATER DISTRICT BUDGET CALENDAR 2019-2020

- 1. Appoint budget officer February 14
- 2. Appoint budget committee members
- 3. Prepare proposed budget March & April
- 4. Publish notice of first budget committee meeting Monday, April 15
- 5. Publish 2nd notice of budget committee meeting Tuesday, April 30
- 6. Budget Committee receives budget (deliver to each member) Thursday, May 2
- 7. Budget Committee meets to review budget at 5:30 (Board)
a) Second Meeting if needed at 5:30 Thursday, May 9
Thursday, May 16
- 8. Publish Notice of Budget Hearing in News Review Wednesday, May 24
- 9. Hold budget hearing to approve/adopt budget June 13 (Board)
- 10. Enact resolutions to: by June 30
 - ___adopt budget
 - ___make appropriations
 - ___levy taxes by fund
 - ___categorize

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
28,250,381	17,897,760	10,352,621

JANUARY



30 DAYS IN BILLING CYCLE: 12/11/18 TO 01/10/19

Repairs, leaks, etc. rendering unverifiable consumption

12/12/18	125 ROLLING HILLS	REPAIR SERVICE
12/13/18	2588 AUSTIN RD	REPAIR SERVICE
1/4/19	1820 AUSTIN 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	
MARCH	6,648,152	MARCH	5,885,652	MARCH	
APRIL	4,110,282	APRIL	10,291,349	APRIL	
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



**ROBERTS CREEK
WATER DISTRICT**

User: sharon c
 Printed: 01/23/2019 - 2:36 PM
 Batch: 001-01-2019
 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	2,988	2,988	68,460.25	34,339.65	11,917,600
002	- 1" METER	18	18	1,035.00	658.35	228,200
004	- 1 1/2" METER SERVICE	17	17	1,955.00	1,624.50	569,600
005	- 2" METER SERVICE INS	20	20	3,680.00	3,308.85	1,161,200
006	- 3" METER SERVICE INS	1	1	368.00	22.80	7,600
007	- 4" METER SERVICE INS	4	4	2,300.00	9,322.35	3,271,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,339.50	470,300
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	262.20	91,700
00B	- 1" SRVC OUT OF DIST	3	3	207.00	82.65	28,800
00E	- 2" SRVC OUT OF DIST	2	2	441.60	62.70	22,100
010	- 10" FIRE LINE	1	1	120.00	68.40	23,500
Water Totals:		3,114	3,114	82,155.85	51,091.95	17,791,600
<i>Regular</i>						
Grand Totals:		3,114	3,114	82,155.85	51,091.95	17,791,600

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: SHARON C
 Printed: 01/11/2019 - 11:03 AM
 Batch: 112-01-2019

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	30	0	315.12	42.75	17,400
Water Totals:		30	0	315.12	42.75	17,400
<i>Final</i>						
Grand Totals:		30	0	315.12	42.75	17,400

Roberts Creek Water District

Superintendents Report

February 2019

We are continuing to run on 12.5% Chlorine instead of MIOX. We have explored various options, and I'd like to discuss our options and my recommendation.

The security systems have been installed at the office, plant & Carnes Rd. facilities. They are working great.

We have been working on education among the crew. Alan, Dan & Shawn attended a Coordinated Response Exercise & Excavator Safety Program. Charlie & Shawn attended a Water & Wastewater Field Operations & Safety/ Hazardous Communication Standard class, at the Roseburg Water Plant. Alan & David attended a course on Resolving Conflicts in the Workplace. Alan, Jeremy & Will are scheduled to attend the OAWU Conference in Sunriver, March 4th through the 8th.

Douglas County has received a Grant to improve pedestrian safety on Carnes Rd. I've been in contact with public works, regarding conflicts with utilities. We will continue to work with them during construction and planning. We may plan on replacing some services in their project area.

I'm currently working on a SPIRE Grant, through the Oregon Office of Emergency Management. This would give us access to a 40,000 Gallon Per Day, mobile water treatment unit, for emergency purposes. I'll give more detail at the meeting.

We are currently performing our yearly pinning of the membranes. I hope to have a status report at the meeting.

CRADAR performed the two 8" hot taps, at Speedway Rd., and will be installing the 8" stub outs soon.

I have an employee evaluation, to report on

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