

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
September 14, 2017**

President Tracey Parker called the meeting to order at 6:00 pm. Present were Commissioners Phil Bigler, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Carolyn White was absent.

Commissioner Bigler made a motion to approve the following leak adjustment request for Green Meadow Trailer Park:

**LEAK ADJUSTMENT REQUEST**

**Green Meadows Trailer Park    5461 Grange Rd    9942-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Aug 2017	1,114,800	\$ 2,946.75	$\$2,946.75 - 1535.55 = \$1411.20 / 2 =$ <b>\$ 705.60 credit</b> <b>\$100 Cap</b>
July-Aug 2016	538,400	\$ 1535.55	

Commissioner Fullbright Seconded the motion and approval was unanimous.

Office Manager David Campos and Superintendent Alan Paulson informed the Board that the leak associated with the following adjustment request should have been caught sooner by the District.

**LEAK ADJUSTMENT REQUEST**

**Helen Schmidt    10 Carmel Ct    2768-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Sep 2017	183,200	\$ 512.85	$\$512.85 - 250.70 = \$262.15 / 2 =$ <b>\$ 131.08 credit</b>
July-Sep 2016	76,200	\$ 250.70	

Commissioner Bigler made a motion to approve the leak adjustment request for Helen Schmidt in the amount of \$131.08. Commissioner Fullbright seconded the motion and approval was unanimous.

Commissioner Lusch made a motion to combine and approve the August Minutes, Financial Statements and Accounts Payable. Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Bigler gave a short presentation to the Board on Disaster Recovery Planning. He suggested that the District devise a business continuity plan for the District Office and Plant should disaster strike. First, the District should be backing up its systems regularly and

storing the back-ups offsite. Then, the District should be able to access its phones, server and software programs should an event, such as a fire, occur. Commissioner Bigler stated that he will compile a checklist for items that should be covered in the District's Disaster Recovery Plan. Alan stated that although the Plant does not have a backup generator, in the event of a disaster, the water plant would be a high priority for emergency service agencies since water is a necessity. It would be feasible to install a transfer switch should the District have to bring in a generator in an emergency.

Office Manager David Campos gave his monthly report. David noted that customers' use of Online Billpay is steadily increasing. David stated that the office ran into an issue with a couple customers making very large payments online. Those payments came from mobile home parks, whose bills amount to thousands of dollars. To process those payments online, it costs the District a great deal in merchant processing fees. David proposed to implement a \$300 payment limit for credit and debit card transactions, reflected in Resolution R-2017-09-01. Superintendent Alan Paulson added that the Online Billpay was meant to be a benefit for the residents of the District and not be a crutch for businesses. Commissioner Fullbright questioned whether the District would start charging customers a card transaction fee in the near future. David reminded the Board that, when different options for online payments were presented to the Board, the option chosen meant that the District would continue to absorb transaction fee costs. President Parker added that we should wait six months or so to see how much online payment traffic increases. If it gets to the point where a majority of payments are made online, then the District may need to consider charging transaction fees. David also stated that charging transaction fees to the customers internally could lead to significant administrative costs, which would mean that a portion of the fees would only be covering the costs of charging the fees.

Commissioner Lusch made a motion to adopt Resolution R-2017-09-01, which implements a \$300 bank card payment limit for water bill payments. Commissioner Fullbright seconded the motion. Approval was unanimous.

David addressed concerns Commissioner Fullbright had from the previous meeting regarding District reserves and whether the District would be too "profitable" given the upcoming rate increase. David stated that the District currently has \$409,000 in operating reserves. Best practices for water utility districts state that the District should maintain a 90-day operating reserve. The District's monthly operating expenditures average \$135,000. For a 90-day period, District operations average \$405,000, so the current reserves are spot on. As far as Capital Projects funds go, \$400,000 of the reserves goes towards the annual debt service payment. The majority of the funds in Capital Projects are accumulated for capital improvements detailed in our master plan. Some of these projects may not be completed in the next year or two, but they will cost hundreds of thousands of dollars. If the District does not plan for these improvements financially, the funds will have to come in the form of a

large loan. A brief discussion followed. Commissioner Fullbright thanked David for the clarification.

David stated that the Board needs to set a date for the Public Hearing for the rate increase. After discussion, the date for the Public Hearing meeting was set for Tuesday, October 17, at 6:00pm at the District office.

David informed the Board that the auditors came to do their field work on August 21-22, and everything went smoothly.

The Allstate agents came out to the District on September 6 to present their supplemental insurance options to the District employees. It seems that there was significant employee participation.

Superintendent Alan Paulson gave his report. He estimates that the tanks will be cleaned in October. Also, Landmark Surveying will be resetting some way points at the main tank.

Alan then informed the Board that the crew will be starting the Happy Valley extension project on Monday. The extension will be bringing us closer to an intertie with Umpqua Basin Water. This is a busy time of the year for leaks and the crew has been a little shorthanded so some of the other service work will have to be scheduled in between work with the Happy Valley project. Alan estimates that it will take a couple weeks to finish the extension.

Commissioner Bgler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:58 pm.

---

Commissioner  
Roberts Creek Water District

---

Commissioner  
Roberts Creek Water District

BUDGET YEAR 2017-18		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2017	% OF BUDGET	AVAILABLE
<b>REVENUE</b>							
<i>Beginning Balance</i>	300,000						300,000.00
WATER SALES	1,475,000	113,449.30	153,218.76	132,128.66	398,796.72	27%	1,076,203.28
WATER SALES to upgrade	400,000	40,000.00	40,000.00	40,000.00	120,000.00	30%	280,000.00
METER SALES	10,000	-	500.00	500.00	1,000.00	10%	9,000.00
SPECIAL SDC / LINES	50,000	-	-	-	-	0%	50,000.00
SPECIAL SDC / TANK	50,000	-	-	-	-	0%	50,000.00
STANDBY CHARGES	19,000	-	48.00	-	48.00	0%	18,952.00
BACKFLOW TESTS	5,000	525.00	825.00	225.00	1,575.00	32%	3,425.00
MISCELLANEOUS	45,000	3,312.49	3,992.44	3,096.55	10,401.48	23%	34,598.52
INTEREST	4,000	56.28	57.35	2.90	116.53	3%	3,883.47
TRANS. FROM OTHER FUND					-		
<b>BUDGET RESOURCES</b>	<b>2,358,000</b>	<b>157,343.07</b>	<b>198,641.55</b>	<b>175,953.11</b>	<b>531,937.73</b>	<b>23%</b>	<b>1,826,062.27</b>
<b>ADMINISTRATIVE DEPT.</b>							
OFFICE MANAGER	66,000	5,255.67	5,899.90	5,577.50	16,733.07	25%	49,266.93
OFFICE ASSISTANTS (2)	83,000	6,032.35	6,183.14	6,005.74	18,221.23	22%	64,778.77
PART-TIME FILL-IN PERSON	2,000	-	-	-	-	0%	2,000.00
SOCIAL SECURITY / FICA	11,500	882.68	939.62	886.12	2,708.42	24%	8,791.58
WORKMEN'S COMP	500	5.85	6.86	5.05	17.76	4%	482.24
INSURANCE	65,000	4,851.94	4,703.29	4,703.29	14,258.52	22%	50,741.48
UNEMPLOYMENT	2,000	124.17	135.13	129.61	388.91	19%	1,611.09
RETIREMENT (OFFICE)	18,500	-	-	4,194.48	4,194.48	23%	14,305.52
VACATION & COMP. TIME	2,000	-	-	-	-	0%	2,000.00
<b>TOTAL THIS CATEGORY</b>	<b>250,500</b>	<b>17,152.66</b>	<b>17,867.94</b>	<b>21,501.79</b>	<b>56,522.39</b>	<b>23%</b>	<b>193,977.61</b>

BUDGET YEAR 2017-18		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2017	% OF BUDGET	AVAILABLE
<b>MATERIALS &amp; SERVICES</b>							
AUDITING	9,200	-	-	3,000.00	3,000.00	33%	6,200.00
ELECTIONS	-	-	-	-	-		-
OFFICE SUPPLIES	5,000	289.10	209.59	772.44	1,271.13	25%	3,728.87
TELEPHONE	3,000	106.00	213.72	157.36	477.08	16%	2,522.92
ELECTRICITY	3,500	200.42	274.14	241.90	716.46	20%	2,783.54
LEGAL FEES & DUES	3,000	-	-	-	-	0%	3,000.00
DUES & SUBSCRIPTIONS	8,000	3,457.45	28.00	26.00	3,511.45	44%	4,488.55
PROPERTY/QUAKE INS.	34,000	-	-	-	-	0%	34,000.00
LIABILITY & AUTO INS.	10,000	-	-	-	-	0%	10,000.00
R & M OFFICE	4,000	53.92	4,026.21	114.92	4,195.05	105%	(195.05)
ADMINISTRATIVE (Board)	3,200	250.00	200.00	200.00	650.00	20%	2,550.00
CONTRACT SERVICES	26,500	2,184.67	2,185.38	2,186.80	6,556.85	25%	19,943.15
BANK CHARGES	2,000	-	-	-	-	0%	2,000.00
BILLING COSTS	23,000	2,799.00	1,731.25	1,665.71	6,195.96	27%	16,804.04
ONLINE BILLPAY FEES	1,000	-	50.32	90.74	141.06	14%	858.94
WEBSITE	2,600	400.00	-	200.00	600.00	23%	2,000.00
BUDGETING	400	-	-	-	-	0%	400.00
EDUCATION (office)	7,000	175.00	-	-	175.00	3%	6,825.00
MISCELLANEOUS	3,000	79.70	229.02	55.07	363.79	12%	2,636.21
ADVERTISING	500	-	-	-	-	0%	500.00
POSTAGE	2,500	-	-	-	-	0%	2,500.00
DEBIT / CREDIT CARD FEES	4,500	658.58	815.59	705.22	2,179.39	48%	2,320.61
<b>TOTAL THIS CATEGORY</b>	<b>155,900</b>	<b>10,653.84</b>	<b>9,963.22</b>	<b>9,416.16</b>	<b>30,033.22</b>	<b>19%</b>	<b>125,866.78</b>
<b>CAPITAL OUTLAY</b>							
OFFICE EQUIPMENT	1,000	-	224.00	-	224.00	22%	776.00
OFFICE IMPROVEMENT	12,000	-	-	-	-	0%	12,000.00
<b>TOTAL THIS CATEGORY</b>	<b>13,000</b>	<b>-</b>	<b>224.00</b>	<b>-</b>	<b>224.00</b>	<b>2%</b>	<b>12,776.00</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>419,400</b>	<b>27,806.50</b>	<b>28,055.16</b>	<b>30,917.95</b>	<b>86,779.61</b>	<b>21%</b>	<b>332,620.39</b>
							419,400.00

BUDGET YEAR 2017-18		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2017	% OF BUDGET	AVAILABLE
<b>OPERATING EXPENSES</b>							
PLANT SUPERINTENDENT	84,000	6,737.67	6,892.58	6,892.58	20,522.83	24%	63,477.17
SERVICE CREW	292,000	22,795.06	24,174.77	24,369.47	71,339.30	24%	220,660.70
SOCIAL SECURITY / FICA	29,000	2,259.27	2,376.65	2,406.85	7,042.77	24%	21,957.23
WORKMEN'S COMP	8,000	11.25	13.28	11.27	35.80	0%	7,964.20
INSURANCE	143,000	10,749.88	10,452.58	10,452.58	31,655.04	22%	111,344.96
UNEMPLOYMENT COMP.	5,000	327.61	341.73	342.70	1,012.04	20%	3,987.96
RETIREMENT (PLANT)	44,000	-	-	10,669.44	10,669.44	24%	33,330.56
VACATION & COMP TIME	2,000	-	-	-	-	0%	2,000.00
<b>TOTAL THIS CATEGORY</b>	<b>607,000</b>	<b>42,880.74</b>	<b>44,251.59</b>	<b>55,144.89</b>	<b>142,277.22</b>	<b>23%</b>	<b>464,722.78</b>
							607,000.00
<b>MATERIALS &amp; SERVICES</b>							
BACKFLOW TESTING	3,700	662.50	180.00	210.00	1,052.50	28%	2,647.50
FREIGHT	3,000	45.83	185.37	40.00	271.20	9%	2,728.80
TOOLS	3,000	321.27	22.98	-	344.25	11%	2,655.75
SUPPLIES & OPERATIONS ITEMS	4,000	53.01	63.06	39.51	155.58	4%	3,844.42
TELEPHONE & INTERNET	4,000	688.59	374.48	140.14	1,203.21	30%	2,796.79
ELECTRICITY	130,000	9,742.44	13,475.26	12,091.02	35,308.72	27%	94,691.28
FEES & DUES	4,000	165.00	176.30	-	341.30	9%	3,658.70
FUEL	10,000	606.59	853.60	1,102.98	2,563.17	26%	7,436.83
VEHICLE MAINTENANCE	12,000	78.52	22.54	71.28	172.34	1%	11,827.66
R & M FIELD	35,000	4,454.41	5,328.79	2,370.36	12,153.56	35%	22,846.44
R & M PLANT	35,000	966.00	3,659.38	202.06	4,827.44	14%	30,172.56
CHEMICALS	40,000	-	-	12,891.50	12,891.50	32%	27,108.50
WATER SAMPLES	8,500	197.00	1,087.00	831.00	2,115.00	25%	6,385.00
EDUCATION	5,000	-	-	151.00	151.00	3%	4,849.00
MISCELLANEOUS	2,000	-	-	-	-	0%	2,000.00
ENGINEERING	1,000	-	-	-	-	0%	1,000.00
RESERVOIR MAINTENANCE	10,000	-	-	717.50	717.50	7%	9,282.50
MIOX SYSTEM	4,000	-	-	108.05	108.05	3%	3,891.95
NEW CONNECT MATERIAL	-	-	65.59	155.73	221.32	#DIV/0!	(221.32)
SUMMER STORED WATER	6,000	-	-	-	-	0%	6,000.00
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	0%	1,500.00
INVENTORY ADJUSTMENT	-	(1,049.14)	(2,279.51)	2,483.85	(844.80)	#DIV/0!	844.80
COMPLIANCE FEES	-	-	-	-	-		-
<b>TOTAL THIS CATEGORY</b>	<b>321,700</b>	<b>16,932.02</b>	<b>23,214.84</b>	<b>33,605.98</b>	<b>73,752.84</b>	<b>23%</b>	<b>247,947.16</b>
							321,700.00

BUDGET YEAR 2017-18		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2017	% OF BUDGET	AVAILABLE
<b>CAPITAL OUTLAY</b>							
METER INSTALLATION	3,000	55.18	55.00	55.00	165.18	6%	2,834.82
EQUIPMENT PURCHASE	8,000	-	-	-	-		8,000.00
VEHICLE PURCHASE	-	-	-	-	-		-
REPLACE LINES	50,000	-	-	-	-		50,000.00
SAFETY EQUIPMENT	3,000	334.08	-	-	334.08		2,665.92
REPAIR RIVER INTAKE	4,000	-	-	-	-		4,000.00
REPLACE FILTER MEDIA	10,000	-	-	-	-		10,000.00
<b>TOTAL THIS CATEGORY</b>	<b>78,000</b>	<b>389.26</b>	<b>55.00</b>	<b>55.00</b>	<b>499.26</b>	<b>1%</b>	<b>77,500.74</b>
<b>TOTAL OPERATING</b>	<b>1,006,700</b>	<b>60,202.02</b>	<b>67,521.43</b>	<b>88,805.87</b>	<b>216,529.32</b>	<b>22%</b>	<b>790,170.68</b>
<b>TRANSFERS &amp; DEBT SERVICE</b>							<b>1,006,700.00</b>
CAPITAL PROJ. QTR. TRANSFER	200,000						
RATES TO PLANT UPGRADE	400,000	40,000.00	40,000.00	40,000.00	120,000.00	25%	150,000.00
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	30%	280,000.00
DEFERRED LOAN INTEREST	3,357	-	-	-	-	0%	75,000.00
DEFERRED LOAN PRINCIPAL	26,156	-	-	-	-	0%	3,357.00
RESERVE FOR REPAYMENT	50,000	-	-	-	-	0%	26,156.00
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	0%	50,000.00
<b>TOTAL THIS CATEGORY</b>	<b>804,513</b>	<b>40,000.00</b>	<b>90,000.00</b>	<b>40,000.00</b>	<b>170,000.00</b>	<b>21%</b>	<b>634,513.00</b>
<b>804,513.00</b>							
<b>TOTAL ALL DEPTS.</b>	<b>2,230,613</b>	<b>128,008.52</b>	<b>185,576.59</b>	<b>159,723.82</b>	<b>473,308.93</b>	<b>21%</b>	<b>1,757,304.07</b>
<b>ENDING FUND BALANCE</b>	<b>127,387</b>						<b>127,387</b>
<b>TOTAL BUDGET</b>	<b>2,358,000</b>				<b>473,308.93</b>		<b>1,884,691.07</b>

CAPITAL FUNDS BUDGET YEAR 2017-18		JULY	AUGUST	SEPT.	QUARTERLY 9/30/2017	% OF BUDGET	AVAILABLE
<b>REVENUE</b>							
<i>BEGINNING BALANCE</i>	1,500,000						1,500,000
Meter Sales	69,000	-	3,482.00	3,482.00	6,964	10%	62,036
Interest	18,000	191.88	196.12	198.43	586	3%	17,414
Transfers from Other Funds	200,000	-	50,000.00	0.00	50,000	25%	150,000
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	40,000.00	40,000.00	120,000	0%	280,000
Reimbursement (Intergov. Agmt)					-		-
Miscellaneous Income	-				-		-
<b>BUDGET RESOURCES</b>	<b>2,187,000</b>	<b>40,191.88</b>	<b>93,678.12</b>	<b>43,680.43</b>	<b>177,550</b>	<b>8%</b>	<b>2,009,450</b>
							2,187,000
<b>EXPENDITURES</b>							
Capital Outlay							
Other/Miscellaneous	2,000	-	-	-	-	0%	2,000
Reservoir Maintenance	-	-	-	-	-	0%	-
Reservoir Construction	-	-	-	-	-	0%	-
Line Replacement	300,000	-	-	5,190.85	5,190.85	2%	294,809
Plant Improvements	175,000	-	-	-	-	0%	175,000
Other Capital Emergency	-	-	-	-	-	0%	-
Reserved for future requirement	300,000	-	-	-	-	0%	300,000
Water Rights Acquisition	2,000	-	-	-	-	0%	2,000
Master Plan Update	-	-	-	-	-	0%	-
Treatment Plant Upgrade	80,000	-	-	-	-	0%	80,000
Carnes Rd. Site	-	-	-	-	-	0%	-
<b>TOTAL EXPENSES</b>	<b>859,000</b>	<b>-</b>	<b>-</b>	<b>5,190.85</b>	<b>5,190.85</b>	<b>1%</b>	<b>853,809</b>
<b>DEBT SERVICE</b>							
Plant Upgrade Loan Principal	285,000	-	-	-	-	0%	285,000
Plant Upgrade Loan Interest	122,136	-	-	-	-	0%	122,136
<b>TOTAL DEBT SERVICE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>407,136</b>
<b>TOTAL ALL EXPENSES</b>	<b>1,266,136</b>	<b>-</b>	<b>-</b>	<b>5,190.85</b>	<b>5,190.85</b>	<b>0.41%</b>	<b>1,260,945</b>
<b>ENDING FUND BALANCE</b>	<b>920,864</b>				<b>5,190.85</b>		<b>920,864</b>
<b>TOTAL BUDGET</b>	<b>2,187,000</b>				<b>5,190.85</b>		<b>2,181,809</b>

**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**SEPTEMBER 2017**

Aaction Backflow	<i>1 non-comp backflow test</i>	45.00
Atlas Copco Compressors	<i>Kit Wear</i>	126.06
Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	73.25
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	1,102.98
BMS Technologies	<i>Statement fees and online billpay fees</i>	1,756.45
Cardmember Service (Visa)	<i>Operator class (Alan), employee gift card, payroll subscription fees</i>	300.50
Coast to Coast Computer Products	<i>4 color + 1 black toner for HP printer</i>	496.00
Corix	<i>Meters, repair band, romac band, stops, couplings, inserts, etc.</i>	4,803.46
David Campos	<i>Reimburse mileage August</i>	31.57
Digital Deployment, Inc.	<i>Monthly website fee</i>	200.00
Douglas Co. Farmers' Co-Op	<i>Wasp killer, MIOX system parts</i>	93.03
Douglas Fast Net	<i>Internet</i>	131.50
Edward Jones Co.	<i>Quarterly retirement contributions for employees</i>	14,863.92
Exodus Pest Control	<i>Office pest control service</i>	23.00
Green Sanitary District	<i>Sewer utility services</i>	114.00
Kelley Imaging Systems	<i>Quarterly copier maintenance contract office + plant</i>	132.88
Knife River Materials	<i>Asphalt</i>	183.58
Land Mark Surveying	<i>Tank Monitoring</i>	717.50
Long's Building Supply	<i>Coupling</i>	3.29
TSYS	<i>Monthly debit/credit card fees previous mo.</i>	705.22
Metereaders	<i>Monthly meter readings</i>	2,186.80
Northstar Chemical, Inc.	<i>Aluminum Chlorohydrate</i>	12,931.50
Neuner, Davidson, Cooley & Rapp	<i>Progress billing for annual audit</i>	3,000.00
Oregon Linen	<i>Rugs for office</i>	53.92
Pacific Power	<i>Plant, Shop, Office electricity</i>	12,259.67
Payroll: Office	<i>Payroll</i>	8,470.07
Plant	<i>Payroll + draws</i>	22,659.24
Commissioners	<i>Board Compensation</i>	184.69
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding</i>	2,797.00
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security &amp; Medicare</i>	11,720.94
Child Support EFTPS	<i>Withheld from paycheck per court order</i>	390.00
Popeye's Pump & Backflow	<i>3 non-comp tests + 1 repair</i>	165.00
Refunds	<i>Overpayment &amp; Service Deposit refunds</i>	410.96
SDIS	<i>Sept health/supplemental insurance premiums</i>	15,155.87
Staples	<i>Copy paper, coffee, batteries, scotch tape</i>	165.10
TruEdge Communications	<i>VOIP</i>	166.00
Umpqua Research	<i>Water sample testing</i>	831.00
Winston Auto Parts	<i>Air filter, prime bulb</i>	100.98
Winston Sanitary	<i>Dumpster at Carnes, etc.</i>	77.90

<b>TOTAL GEN. FUND PAYABLES for September 2017</b>	<b>119,629.83</b>
--	-------------------

Kincheloe & Sons, Inc.	<i>Rock for Happy Valley job</i>	235.00
Rock-It Man Trucking	<i>Rock hauling</i>	140.00
SHN Consulting Engineers	<i>Engineering - Happy Valley extension</i>	3,908.75

<b>TOTAL CAP PROJECTS PAYABLES for September 2017</b>	<b>4,283.75</b>
---	-----------------

# Office Manager's Report

## October 2017 Meeting

SALES	September	August	Sept Last Year
Gallons	48,462,600	46,203,300	41,825,200
Revenue	\$197,085	\$191,444	\$180,253
Meters Sold	1	1	3

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	138,111,600	126,005,600	12,106,000
Revenue	\$573,078	\$542,582	\$30,495

VISA/MC	September	August	Fiscal YTD
# Transactions	545	525	1,321
Total Transacted	\$37,982	\$35,252	\$90,021
Fees We Paid	\$712	\$705	\$2,232

CHECKING ACCTS. AS OF Sept 30, 2017	
General Checking	\$115,974
General Fund Money Market	\$408,890
Surcharge Savings	\$65,248
Capital Checking	\$98,176
Capital Projects Money Market	\$964,773
Upgrade Money Market	\$678,447
	<b>\$2,331,508</b>

Online Billpay	
<i>As of Oct 10, 2017</i>	
Accounts Registered:	453
Paperless Accounts:	233
Autopay Accounts:	159

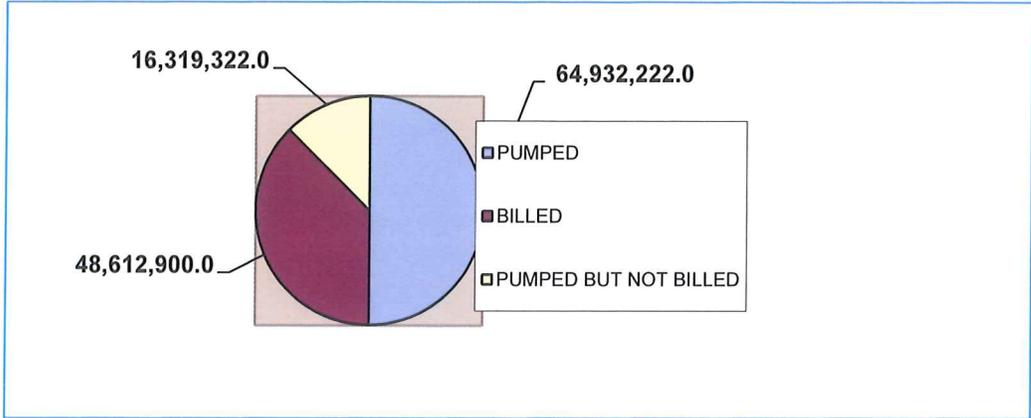
I am currently in the process of preparing the financial statements for the audit.

We have only received a few comments in the office regarding the rate increase. Most customers seem to be understanding of the increase.

**Reminder:** Public hearing next Tuesday October 17<sup>th</sup> at 6:00pm at the District office.

I have begun researching options for new utility billing software. My goal is to find a software platform that is user-friendly, economical, disaster-proof, and provides sufficient technical support.

**David Campos, CPA**  
Office Manager



**30 DAYS IN BILLING CYCLE: 8/11/17 T 9/10/17**

Repairs, leaks, etc. rendering unverifiable consumption

8/11/17	140 SANTA BARBARA	REPAIR SERVICE
8/16/17	770 TIPTON ROAD	REPAIR SERVICE
8/18/17	5146 ROBERTS CR RD	REPAIR MAIN
8/18/17	150 KERMANSHAH ST	REPAIR SERVICE
8/18/17	4061 DEPRIEST ST	REPAIR SERVICE
8/21/17	5240 GRANGE RD	REPAIR SERVICE
8/23/17	2537 LANDERS AVE	REPAIR SERVICE
8/25/17	3588 CARNES RD	REPAIR SERVICE
8/29/17	2675 LANDERS AVE	REPAIR SERVICE
9/7/17	4215 STELLA ST	REPAIR SERVICE

2015-2016	DIFFERENCE	2016-2017	DIFFERENCE	2017-2018	DIFFERENCE
JULY	2,933,720	JULY	7,171,434	JULY	9,925,299
AUGUST	6,281,386	AUGUST	11,445,670	AUGUST	10,291,059
SEPTEMBER	7,482,892	SEPTEMBER	12,326,534	SEPTEMBER	16,319,222
OCTOBER	8,952,939	OCTOBER	13,200,303	OCTOBER	
NOVEMBER	3,162,607	NOVEMBER	9,394,631	NOVEMBER	
DECEMBER	2,840,217	DECEMBER	14,210,106	DECEMBER	
JANUARY	6,574,284	JANUARY	11,334,601	JANUARY	
FEBRUARY	7,340,459	FEBRUARY	9,219,899	FEBRUARY	
MARCH	4,277,092	MARCH	6,648,152	MARCH	
APRIL	5,433,399	APRIL	4,110,282	APRIL	
MAY	4,199,433	MAY	9,314,582	MAY	
JUNE	5,580,994	JUNE	11,423,974	JUNE	

Gallons Consumed vs Billed

# Utility Billing

## Detailed Summary by Rate Code

User: SHARON C  
 Printed: 09/25/2017 - 10:14 AM  
 Batch: 001-09-2017  
 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	2,997	2,997	63,969.64	81,874.10		33,283,100
002	- 1" METER	18	18	967.50	1,055.95		429,500
004	- 1 1/2" METER SERVICE	17	17	1,827.50	3,427.55		1,398,800
005	- 2" METER SERVICE INS	21	21	3,612.00	7,519.05		3,068,400
006	- 3" METER SERVICE INS	1	1	344.00	232.75		95,000
007	- 4" METER SERVICE INS	4	4	2,150.00	19,509.35		7,963,000
008	- 8" METER SERVICE INS	1	1	2,110.00	2,427.95		991,400
009	- SECOND LEVEL CHARGE	38	38	742.67	0.00		0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	634.25	1,259.65		425,800
00B	- 1" SRVC OUT OF DIST	3	3	241.89	171.10		57,000
00E	- 2" SRVC OUT OF DIST	2	2	516.00	56.05		19,000
010	- 10" FIRE LINE	1	1	120.00	1,455.30		593,900
Water Totals:		3,123	3,123	77,235.45	118,988.80		48,324,900
<i>Regular Billing</i>							
Grand Totals:		3,123	3,123	77,235.45	118,988.80		48,324,900

# Utility Billing

## Detailed Summary by Rate Code

User: sharon c  
 Printed: 09/12/2017 - 11:42 AM  
 Batch: 122-09-2017



# 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	42	0	493.06	318.50		131,900
009	- SECOND LEVEL CHARGE	1	0	20.00	0.00		0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	1	0	11.83	17.70		5,800
Water Totals:		44	0	524.89	336.20		137,700
<i>Final Billing</i>							
Grand Totals:		44	0	524.89	336.20		137,700

Roberts Creek Water District  
Superintendents Report  
October 2017

LiquiVision will be cleaning our tanks, but have not yet confirmed a date.

Land Mark Surveying has completed our tank monitoring at the main tank site. We do this annually, to ensure the stability of our tank.

We have completed the Happy Valley 8" main extension, and we are in the process of flushing and sampling the line, before it is put into service. The crew has done a great job of completing this project, while also taking care of other district needs.

Shawn has returned to work, as of October 2<sup>nd</sup>.

Dan will be attending a Short School November 6<sup>th</sup> thru the 9<sup>th</sup>.

I have an employee evaluation for Jeremy Wolford.

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