



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

JAN 17 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:

Don + Misti Davis

Service Address:

4422 Depriest St.
Roseburg, OR 97471

Daytime Phone:

541-679-9321

Service Number:

541-643-9134

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired:

1-12-20

☐ Attached

Husband is contractor-fixed on his own.

Brief Description of Leak Failure & Repair:

Glued slip fit fitting leaking - replaced with plumbing plex

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

Misti Davis

Date 1-14-20

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

1/17/2020

Meter Read Date to use for
Water Leak Credit Evaluation:

1/10/2020

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

78.38

Estimated leak period based on consumption history (attach service history): 12/11/19 - 1/10/2020

Estimated normal ^{bill}usage during leak period: 34.40 Leak month ^{billings}consumption: 191.15

Past average normal ^{bill}usage in same billing cycle (or est ave consumption if less than 1 year) (34.40)

(NOTE: if estimating average consumption, attach calculation documentation)

Estimated ^{leak consumption} of the leak billing period divided by 2 = $156.75 / 2 =$ 78.38

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

Calculated water leak credit amount: ~~59.00~~ ^{59.00 gal leak billings} 78.38
_{4,000 res billing}

Reviewer's Initials:

DC

Approver's Initials:

☐ Credit Granted

☐ Credit Denied

If Leak Credit Granted:

Date Applied: Initials:



ROBERTS CREEK WATER DISTRICT

RECEIVED

JAN 21 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:

Shawn E Hyatt

Service Address:

3775 Amber Lane
Roseburg
OR 97471

Daytime Phone:

541

Service Number:

000010439000

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired:

☐ Attached

Brief Description of Leak Failure & Repair:

Leak apparently started in October, but not discovered until November because I am disabled. The yard and I'm unable to walk out there. One discovered my church came out and fixed it.

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: Shawn Hyatt

Date: 1/21/20

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

1/21/2020

Meter Read Date to use for
Water Leak Credit Evaluation:

11/10/19

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

\$ 100

Estimated leak period based on consumption history (attach service history): 10/11/19 - 11/10/19

Estimated normal ^{bill}usage during leak period: 44.38 Leak month ^{bill}consumption: 989.15

Past average normal ^{bill}usage in same billing cycle (or est ave consumption if less than 1 year) (44.38)

(NOTE: If estimating average consumption, attach calculation documentation)

Estimated leak ^{bill}consumption of the leak billing period divided by 2 = 944.77 / 2 = 472.39

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

Calculated water leak credit amount: 339.000 gal leak billing, 8,000 gal reg billing = 100.00

Reviewer's Initials:

DC

Approver's Initials:

☐ Credit Granted

☐ Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____



ROBERTS CREEK WATER DISTRICT

RECEIVED

FEB 11 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>Valerie E Gubike</u> | | Service Address: <u>103 Lancaster Ave</u> <u>Roseburg Or</u> <u>97471</u> |
| Daytime Phone: <u>541 671 6258</u> | Service Number: | |

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

| | |
|--|---|
| Date Leak Repaired: <u>12-14-19</u> | <input checked="" type="checkbox"/> Attached |
|--|---|

Brief Description of Leak Failure & Repair:
Broke again JAN 2020 Repaired again This time Rex Benzel put in all new pipes/fittings

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 Valerie E Gubike Date 2-7-2020

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

2/11/2020

Meter Read Date to use for
Water Leak Credit Evaluation:

12/10/2019

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

Estimated leak period based on consumption history (attach service history): 11/11/19 - 12/10/19

Estimated normal ^{bill}usage during leak period: 44.85 Leak month ^{bill}consumption: 208.25

Past average normal ^{bill}usage in same billing cycle (or est ave ^{bill}consumption if less than 1 year) (44.85)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak ^{bill}consumption of the leak billing period divided by 2 = 163.40/2 = 81.70

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

Calculated water leak credit amount: 65,000 gal leak billing, 8,000 gal normal billing 81.70

Reviewer's Initials:

DC

Approver's Initials:

☐ Credit Granted

☐ Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

THANK YOU
 DC Farmer's Winston
 124 SW Douglas Blvd
 Winston, OR 97496
 www.dcfarmers.com
 (541) 679-8380

THANK YOU FOR SHOPPING WITH THE CO-OP
 12/13/19 8:55AM 48 536 SALE

| | | | | | |
|----------------------------|---|----|--------|----|--------|
| 127841 | 1 | EA | \$4.79 | EA | N |
| 40Z Purple Primer | | | | | \$4.79 |
| 337785 | 1 | EA | \$5.99 | EA | N |
| 40Z VOC BLU PVC Cement | | | | | \$5.99 |
| 193847 | 2 | EA | .29 | EA | N |
| 3/4" PVC 90 ELL SxS | | | | | \$.58 |
| Size: 3/4" | | | | | |
| 407643 | 1 | EA | \$2.89 | EA | N |
| 3/4" PVC THRD Union | | | | | \$2.89 |
| 197921 | 2 | EA | .30 | EA | N |
| 3/4" PVC Male Adapter | | | | | \$.60 |
| Size: 3/4" | | | | | |
| 366922 | 1 | EA | .49 | EA | N |
| 3/4" x Close SCH 80 Nipple | | | | | \$.49 |
| 366930 | 1 | EA | .59 | EA | N |
| 3/4" x 2" SCH 80 Nipple | | | | | \$.59 |
| 415281 | 1 | EA | \$2.89 | EA | N |
| 3/4" PVC Slip Union | | | | | \$2.89 |

SUB-TOTAL:\$ 18.82 TAX:\$.00
 TOTAL:\$ 18.82
 DB AMT:\$ 18.82

DEBIT/ATM: \$ 18.82
 DEBIT/ATM: XXXXXXXXXXXX1190
 MID:*****3997 TID:***3298
 AUTH: 270632 AMT: \$ 18.82
 Debit network id:23
 Host reference #:515011 Bat#

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
January 9, 2020**

President Tracey Parker called the meeting to order at 6:03 p.m. Present were Commissioners Tom Fullbright, Steve Lusch, Phil Bigler and Carolyn White. Also present were Office Manager David Campos, and Superintendent Alan Paulson.

Commissioner Lusch made a motion to approve the December meeting minutes, financial statements, and December accounts payable. Commissioner Bigler seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David stated that he has been working with Continental Utility Solutions, our billing software provider, to resolve the gallons reporting in UMS. After expressing frustration with CUSI, the issue has been resolved. The automation of the door hanger process in UMS saved quite a bit of time in producing the door hangers.

David presented the 2020 property/liability/auto insurance renewal from Umpqua Insurance. The premiums increased slightly compared to 2019. The total property values increased by approximately \$500,000. David is looking into an additional policy for additional coverage on cybercrime.

David presented the 2018-2019 audited financial statements to the Board. David stated that the District is in good financial position and the financials reflect what David had anticipated from the rate study. A brief discussion followed.

Superintendent Alan Paulson gave his report. Alan stated the new Miox system is installed and works, but there are a few issues that need to be worked out.

Alan contacted the State regarding the replacement of the filter membranes but is awaiting a response.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner Bigler seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:28 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
January 2020

| | Jan 20 |
|---------------------------------------|-------------------|
| Ordinary Income/Expense | |
| Income | |
| 401-a · Water Rates to Plant Upgrade | 40,000.00 |
| 401 · Water Sales | 112,604.16 |
| 402 · Meter Sales | 1,000.00 |
| 408 · Backflow Test Receipts | 225.00 |
| 409 · Water Service Fees | 2,145.00 |
| 410 · Miscellaneous Income | 866.43 |
| 412 · Interest | 821.35 |
| Total Income | 157,661.94 |
| Gross Profit | 157,661.94 |
| Expense | |
| 501 · Office Manager | 6,146.27 |
| 502 · Office Assistants | 6,048.41 |
| 504 · Auditing | 4,450.00 |
| 507 · Office Supplies | 365.74 |
| 508 · Telephone & Internet | 183.05 |
| 509 · Electricity (office) | 229.58 |
| 510 · Social Security | 925.52 |
| 511 · Workmen's Comp. | 5.08 |
| 515 · Health Insurance (office) | 10,959.98 |
| 517 · Repair & Maint. Office | 78.25 |
| 518 · Administrative | 250.00 |
| 519 · Contract Services | 2,255.70 |
| 520 · Dues & Subscriptions | 378.00 |
| 524 · Education (office) | 290.00 |
| 525 · Misc. Expense | 332.07 |
| 527 · Office Equipment. | 1,074.95 |
| 528 · Postage | 1,101.80 |
| 530 · Unemployment Comp. | 12.45 |
| 532 · Billing Costs | 1,533.89 |
| 533 · Transfer to Capital Projects | 70,000.00 |
| 534 · Capital Project Rate Transfer | 40,000.00 |
| 536 · Debit/Credit Card customer fees | 2,521.24 |
| 538 · Website | 200.00 |
| 601 · Plant Superintendent | 7,305.86 |
| 602 · Service Crew | 28,394.34 |
| 603 · Backflow Tests | 180.00 |
| 605 · Freight | 1,002.83 |
| 606 · Tools | 135.00 |
| 607 · Supplies & Safety Items | 28.93 |
| 608 · Telephone / Internet | 562.80 |
| 609 · Plant Electricity & Gas | 8,095.15 |
| 610 · Social Security/Plant | 2,739.90 |
| 611 · Workmen's Compensation | 12.62 |
| 612 · Fees & Dues | 150.00 |
| 613 · Fuel | 535.52 |
| 614 · Vehicle Maintenance | 33.49 |
| 615 · Health Insurance (plant) | 27,077.13 |
| 617-A · R & M - Field | 858.69 |
| 617-B · R & M - Plant | 11,335.85 |
| 618 · Chemicals | 3,089.91 |
| 620 · Water Samples | 296.60 |
| 624 · Meter Installations | 114.78 |
| 626 · Equipment Purchases | 3,207.00 |
| 630 · Unemployment Comp. Plant | 35.70 |

Roberts Creek Water District
Profit & Loss
January 2020

| | |
|--------------------------------|-------------------|
| | Jan 20 |
| 640 · New Connection Materials | 133.68 |
| 675 · Inventory Adjustment | 4,770.44 |
| Total Expense | 249,438.20 |
| Net Ordinary Income | -91,776.26 |
| Net Income | -91,776.26 |

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
January 2020

| | Jan 20 |
|---------------------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| 402 · METER SALES | 9,042.00 |
| 412 · INTEREST | 3,297.15 |
| 415 · TRANS.GEN FUND to CAP.PROJECTS | 70,000.00 |
| 416 · TRANS GEN FUND to PLANT UPGRADE | 40,000.00 |
| | <hr/> |
| Total Income | 122,339.15 |
| | <hr/> |
| Gross Profit | 122,339.15 |
| | <hr/> |
| Expense | |
| 625 · MISCELLANEOUS | 0.15 |
| 627 · RESERVOIR CONSTRUCTION | 5,622.50 |
| 653 · PLANT IMPROVEMENTS | 75,123.50 |
| | <hr/> |
| Total Expense | 80,746.15 |
| | <hr/> |
| Net Ordinary Income | 41,593.00 |
| | <hr/> |
| Net Income | 41,593.00 |
| | <hr/> <hr/> |

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JANUARY 2020

| | | |
|------------------------------------|---|-----------|
| Atlas Copco Compressors | Service and repair compressors | 7,115.05 |
| Avista Utilities | Natural gas at office/plant/Carnes | 353.29 |
| Bassett-Hyland Co. | Fuel for company vehicles | 535.52 |
| BMS Technologies | Statement fees | 1,533.89 |
| Canon Solutions America | Plant and Office copier service agreement, 11/20 - 12/19 | 45.75 |
| Cardmember Service (Visa) | 3 Dell computers for Plant/Carnes, David Dell laptop, Speed controls, 24vdc solenoids, 100 books stamps, SDAO Conf registration- Phil, staff luncheon, label maker tape, 14" valve, QB Cloud and Office 365 | 8,058.71 |
| Cascade Columbia | 1500 gal CL2 + shipping | 3,715.28 |
| Continental Utility Solutions, Inc | Custom door hanger 3 hr programming, November/December merchant fees | 3,046.24 |
| David Birtch | 4 non-comp backflow tests | 180.00 |
| David Campos | Reimburse mileage December | 38.57 |
| DCUCC | 2020 annual membership fee | 150.00 |
| Digital Deployment Inc. | Monthly website fee | 200.00 |
| Do. Co. Farmers Co-op | Brass gate valve and nipple | 22.08 |
| Douglas Fast Net | Internet | 179.77 |
| Iconix Water Products | Traffic box/lid, pipe wrench, ball valves, saddles, zenner meters, angle meter stops, adapters, tees, etc | 5,934.69 |
| Meterreaders LLC | January meter readings | 2,255.70 |
| Neuner & Davidson Co. | 18-19 audit final billing | 4,200.00 |
| Nexcom, LLC | Office and Plant VOIP phones and fax | 166.00 |
| Oregon Division of Audits | 2018-19 audit filing fee | 250.00 |
| Oregon Linen | Monthly rug service, all-weather tread rug | 78.25 |
| Oregon Tool & Supply | Steel plug | 3.50 |
| Pacific Power | Plant/Carnes/Office/Pumpstations electricity | 7,971.44 |
| Payroll: Office | Payroll | 9,366.67 |
| Plant | Payroll + draws | 27,076.60 |
| Commissioners | Board Compensation | 230.60 |
| Oregon Dept. Revenue EFTPS | Payroll Withholding + Oregon Transit Tax + SUTA + WBF | 3,777.29 |
| Federal Withholding EFTPS | Payroll Withholding, Social Security & Medicare | 12,393.82 |
| Allstate | Employee-paid supplemental | 256.96 |
| HRA Veba Trust | 2020 HRA Veba Contribution - \$2,000 per EE | 20,000.00 |
| Refunds | Overpayment & Service Deposit refunds | 375.47 |
| SDIS | February health/supplemental insurance premiums | 18,037.11 |
| Staples | Thermal receipt paper, coffee, copy paper, calendars, laptop case, wireless keyboards/mice | 409.65 |
| Trojan UV | UV Lamps | 2,276.99 |
| Umpqua Research | Water sample testing | 296.60 |
| RCWD Crew Staff | Cell phone stipend for December | 350.00 |
| Verizon Wireless | Tablet service line | 50.08 |
| Winston Auto Parts | Air filter | 29.99 |
| Winston Sanitary | Dumpster at Carnes, etc. | 77.90 |

TOTAL GEN. FUND PAYABLES for JANUARY 2020

133,924.41

| | | |
|---------------------------------|---|-----------|
| De Nora Water Technologies, LLC | Payment on remainder of Miox invoice | 50,000.00 |
| SHN Consulting Engineers | Town tank engineering October/November | 5,622.50 |
| Camtronics Inc. | Final install/wire Miox, storage, com line - Panel clean ups, CL2 and Caustic receptacles | 17,764.24 |

TOTAL CAP PROJECTS PAYABLES for JANUARY 2020

73,386.74

Office Manager's Report

February 2020 Meeting

| SALES | January | December | Jan Last Year |
|-------------|------------|------------|---------------|
| Gallons | 15,524,700 | 21,259,900 | 17,809,000 |
| Revenue | \$127,323 | \$143,720 | \$133,606 |
| Meters Sold | 2 | 2 | 0 |

| COMPARISONS | This FYTD | Last FYTD | Net Over/Under Last Yr. |
|-------------|-------------|-------------|-------------------------|
| Gallons | 210,154,400 | 229,597,200 | (19,442,800) |
| Revenue | \$1,181,175 | \$1,234,532 | \$(53,358) |

| January Merchant Svcs | Credit/Debit | ACH | Total |
|-----------------------|--------------|---------|----------|
| \$ Transacted | \$49,007 | \$4,077 | \$53,481 |
| # of Transactions | 919 | 85 | 1,004 |
| Fees Charged* | \$1,251 | \$68 | \$1,319 |

*does not include \$40 maintenance fee

| CHECKING ACCTS. AS OF January 31, 2020 | |
|--|--------------------|
| General Checking | \$438,511 |
| General Fund Reserve | \$427,452 |
| Surcharge Savings | \$65,477 |
| Capital Checking | \$61,403 |
| Capital Projects Reserve | \$1,345,066 |
| Plant Upgrade Debt Reserve | \$469,738 |
| | \$2,807,647 |

Phil and I attended the SDAO conference in Seaside last week. While at the Water District Caucus meeting, I met Mark Knudson, Board Member of Oak Lodge Water Services. Mr. Knudson also works part-time for SDAO Consulting Services. He is interested in learning about our merger and is eager to help.

I am working on an Intergovernmental Agreement for the additional office staff we will be sharing. If it is ready, I will present at the meeting. I am also putting together an onboarding packet for new hires.

I received a quote from Umpqua Insurance for the additional cyber coverage. The premium will be \$1,285. I felt that was very reasonable for the added protection it will provide so I approved the addition of the policy.

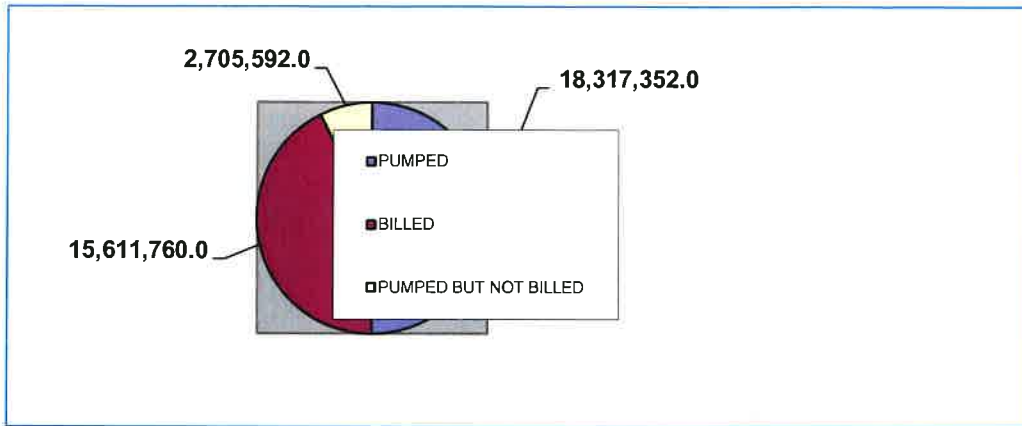
We have replaced 2 computer workstations at the Plant, 1 at Carnes, and will be replacing 4 workstations here in the office. Phil is doing the installations.

I have included a tentative budget calendar for the 2020-2021 budget process. The Board will need to appoint a budget officer.

David Campos, CPA
Office Manager

| GALLONS PUMPED | GALLONS BILLED | PUMPED BUT NOT BILLED |
|-------------------|-------------------|-----------------------|
| 18,317,352 | 15,611,760 | 2,705,592 |

Jan-20



30 DAYS IN BILLING CYCLE: 12/11/19 TO 1/10/20

Repairs, leaks, etc. rendering unverifiable consumption

| | | |
|----------|---------------|----------------|
| 12/16/19 | 197 LANCASTER | REPAIR SERVICE |
| 12/16/19 | 111 LAGUNA | REPAIR SERVICE |
| 12/11/19 | 1798 AUSTIN | REPAIR SERVICE |

| 2017-2018 | DIFFERENCE | 2018-2019 | DIFFERENCE | 2019-2020 | DIFFERENCE |
|-----------|------------|-----------|------------|-----------|------------|
| JULY | 9,925,299 | JULY | 15,253,956 | JULY | 13,180,552 |
| AUGUST | 10,291,059 | AUGUST | 13,710,011 | AUGUST | 15,221,381 |
| SEPTEMBER | 16,319,222 | SEPTEMBER | 13,099,601 | SEPTEMBER | 2,593,950 |
| OCTOBER | 7,931,991 | OCTOBER | 12,167,360 | OCTOBER | 4,067,500 |
| NOVEMBER | 12,165,401 | NOVEMBER | 10,345,186 | NOVEMBER | 8,405,350 |
| DECEMBER | 8,565,533 | DECEMBER | 11,622,757 | DECEMBER | 4,945,269 |
| JANUARY | 7,934,905 | JANUARY | 10,352,621 | JANUARY | 2,705,592 |
| FEBRUARY | 9,346,538 | FEBRUARY | 10,484,214 | FEBRUARY | |
| MARCH | 5,885,652 | MARCH | 5,357,511 | MARCH | |
| APRIL | 10,291,349 | APRIL | 8,834,702 | APRIL | |
| MAY | 10,343,287 | MAY | 9,034,888 | MAY | |
| JUNE | 8,942,550 | JUNE | 11,415,960 | JUNE | |

Policy Issued By:
AXIS Insurance Company
111 S. Wacker Drive, Suite 3500
Chicago, IL 60606

CERTIFICATE OF INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE OR PRODUCER AND THE CERTIFICATE HOLDER. THIS INSURANCE POLICY PROVIDES COVERAGE ON A CLAIMS-MADE BASIS AND APPLIES ONLY TO CLAIMS FIRST MADE DURING THE POLICY PERIOD.

CLAIMS OR POTENTIAL CLAIMS MUST BE REPORTED TO AXIS INSURANCE COMPANY WITHIN 60 DAYS OF FIRST KNOWLEDGE.

This Certificate of Insurance names the certificate holder who qualifies as an insured entity under the AXIS PRO® PRIVASURE™ Policy identified in Item 2 below. It also lists the coverage effective date, coverage expiration date and the Certificate Holder Limit of Liability that applies to the certificate holder named in Item 1 of this Certificate. This Certificate does not amend, extend, or alter the coverage provided by the policy identified in Item 2 below in any way.

Insureds' Representative: North American Data Security RPG

| | |
|---|---|
| Item 1. CERTIFICATE HOLDER (ENROLLEE): | Roberts Creek Water District 4336 Old Hwy 99 S, Roseburg Oregon 97471 United States |
| Item 2. POLICY NUMBER: | NAD110009/02/2018 |
| Item 3. CERTIFICATE ISSUE DATE: | Feb. 6, 2020 |
| Item 4. COVERAGE PERIOD: | From; Feb. 12, 2020 To; Feb. 12, 2021 (At 12:01 A.M. standard time at the address stated in Item 1 above) |
| Item 5. ENROLLEE NUMBER: | CY107015 |
| Item 6. TYPE OF INSURANCE: | Enterprise Security Event & Privacy Regulation Liability |
| Item 7. ENROLLEE AGGREGATE LIMIT OF INSURANCE: | \$1,000,000 (including claim expenses) |
| Item 8. ANNUAL ENROLLEE PREMIUM: | Refer to Administrator (includes insurance premium as well as separate fees for other services provided not applicable to such insurance) |
| Item 9. RETROACTIVE DATE: | Full Prior Acts and not Original Inception date indicated in Item 4. |
| Master Policy: | Download Master Policy |



DECLARATIONS

SOLELY AS RESPECTS CLAIMS-MADE LIABILITY COVERAGES UNDER THIS POLICY: THIS INSURANCE POLICY PROVIDES COVERAGE ON A CLAIMS-MADE BASIS AND APPLIES ONLY TO CLAIMS FIRST MADE AGAINST THE INSURED DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. CLAIMS MUST BE REPORTED TO THE INSURER AS SET FORTH IN THE SECTION ENTITLED REPORTING OF CLAIMS AND EVENTS. CLAIM EXPENSES ARE INCLUDED IN THE POLICY LIMIT OF INSURANCE, AND PAYMENT THEREOF WILL ERODE, AND MAY EXHAUST, THE POLICY LIMIT OF INSURANCE.

| | | | |
|----------------------|---|-------------------------|--|
| NAMED INSURED | North American Data Security RPG 3310 W Big Beaver Road Troy, MI 48084 | BROKER OF RECORD | AmWINS Brokerage of MI 2851 Charlevoix Drive, SE, Suite 220 Grand Rapids, MI 49546 |
| INSURER | AXIS Insurance Company 111 S. Wacker Drive, Suite 3500 Chicago, IL 60606 (866) 259-5435 <i>A Stock Insurer</i> | | |
| POLICY NUMBER | NAD 110009/02/2018 | RENEWAL OF | N/A |
| POLICY FORM | AXIS PRO [®] PRIVASURE [™] Insurance Policy PVSR-101 (08-16) | | |
| POLICY PERIOD | Effective Date: 01/01/2020 Expiration Date: 01/01/2021 <i>Both dates at 12:01 a.m. at the Named Insured's address stated herein.</i> | RETROACTIVE DATE | Full Prior Acts |

| | |
|---|--------------------------------|
| TOTAL POLICY PREMIUM per enrollee annually | Refer to Program Administrator |
| LIMITS OF INSURANCE | |
| Policy Limit of Insurance per enrollee | \$1,000,000 |
| Claims-Made Liability Coverages Limits of Insurance | |
| Aggregate Claims-Made Liability Coverages Limit of Insurance | \$1,000,000 |
| Each Enterprise Security Event Claim Limit of Insurance | \$1,000,000 |
| Each Privacy Regulation Claim Limit of Insurance | \$1,000,000 |
| Each Privacy Regulation Claim Limit of Insurance | \$1,000,000 |
| Each Website Media Claim Limit of Insurance | \$1,000,000 |



| First Party Coverages Limits of Insurance | |
|--|-------------|
| Aggregate First Party Coverages Limit of Insurance | \$1,000,000 |
| Crisis Management Expense Limit of Insurance | \$1,000,000 |
| Fraud Response Expense Limit of Insurance | \$1,000,000 |
| Public Relations Expense Limit of Insurance | \$1,000,000 |
| Forensic and Legal Expense Limit of Insurance | \$1,000,000 |
| Extortion Loss Limit of Insurance | \$1,000,000 |

| RETENTIONS | |
|---|---------|
| Aggregate Policy Level Retention | \$2,500 |
| Claims-Made Liability Coverage Retention | |
| Each Claim Retention | \$2,500 |
| First Party Coverages Retention | |
| Aggregate First Party Coverages Retention | \$2,500 |
| Crisis Management Expense Retention | \$2,500 |
| Fraud Response Expense Retention | \$2,500 |
| Public Relations Expense Retention | \$2,500 |
| Forensic and Legal Expense Retention | \$2,500 |
| Extortion Loss Retention | \$2,500 |

| |
|--|
| SCHEDULE OF ADDITIONAL COVERAGE |
|--|

| SCHEDULE OF PCI-DSS FINES COVERAGE | |
|--|-------------|
| Limits of Insurance | |
| Each PCI-DSS Claim | \$1,000,000 |
| Retention | |
| Aggregate PCI-DSS Fines Claim Retention | \$2,500 |
| PCI-DSS Fines Claim Retroactive Date | N/A |
| NOTE: If no PCI-DSS Fines Claim Retroactive Date is stated in this Schedule, the Retroactive Date for this coverage will be the Retroactive Date stated on the Declarations. | |

| SCHEDULE OF RANSOMWARE LOSS COVERAGE | |
|---|-------------|
| Ransomware Loss Limit of Insurance | \$1,000,000 |
| Ransomware Loss Retention | \$2,500 |

**SCHEDULE OF SOCIAL ENGINEERING FRAUD LOSS COVERAGE**

| | |
|---|-----------|
| Social Engineering Fraud Loss Limit of Insurance | \$100,000 |
| Social Engineering Fraud Loss Retention | \$2,500 |

SCHEDULE OF TELECOMMUNICATIONS THEFT LOSS COVERAGE

| | |
|---|-----------|
| Telecommunications Theft Loss Limit of Insurance | \$100,000 |
| Telecommunications Theft Loss Retention | \$2,500 |

SCHEDULE OF E-THEFT COVERAGE

| | |
|--|-----------|
| E-Theft Loss Limit of Insurance | \$100,000 |
| E-Theft Loss Retention | \$2,500 |

SCHEDULE OF BUSINESS INTERRUPTION AND DATA RECOVERY COVERAGE**Limits of Insurance**

| | |
|--|-------------|
| System Disruption Business Interruption Coverage Limit of Insurance | \$1,000,000 |
| Data Recovery Expense Coverage Limit of Insurance | \$1,000,000 |

Retention

| | | | |
|--|-----|---|---------|
| Data Recovery Expense Retention | | | \$2,500 |
| System Disruption Hourly Cap <i>(stated as \$ per hour)</i> | N/A | System Disruption Waiting Period <i>(in hours)</i> | 8 hours |

NOTE: If an Hourly Cap is not stated above, then no Hourly Cap shall apply with respect to such Coverage.

ROBERTS CREEK WATER DISTRICT

BUDGET CALENDAR 2020-2021

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> 1. Appoint budget officer | February 13 |
| <input type="checkbox"/> 2. Appoint budget committee members | |
| <input type="checkbox"/> 3. Prepare proposed budget | March & April |
| <input type="checkbox"/> 4. Publish notice of budget committee meeting on website | Monday, April 20 |
| <input type="checkbox"/> 5. Publish notice of budget committee meeting in newspaper | Tuesday, April 28 |
| <input type="checkbox"/> 6. Budget Committee receives budget (deliver to each member) | Thursday, May 7 |
| <input type="checkbox"/> 7. Budget Committee meets to review budget at 5:30 (Board) a) Second Meeting if needed at 5:30 | Thursday, May 14 Thursday, May 21 |
| <input type="checkbox"/> 8. Publish Notice of Budget Hearing in News Review | Wednesday, May 27 |
| <input type="checkbox"/> 9. Hold budget hearing to approve/adopt budget | June 11 (Board) |
| <input type="checkbox"/> 10. Enact resolutions to: ___adopt budget ___make appropriations ___levy taxes by fund ___categorize | by June 30 |

Roberts Creek Water District

Superintendents Report

February 2020

While we had the Electricians on-site for our MIOX project, we had them clean up some electrical issues at the Plant. We had them replace and improve some lighting, as well as cleanup some electrical to our existing chemical feed pumps. We had many components from the old plant that had power to them, but had no function to the new plant. This made trouble shooting various issues very difficult, for the plant personnel. We had them delete all un-used circuits and label the circuits that are relevant.

DFPA will be installing a private hydrant at their property on Speedway Road. This is a single hydrant, that will possibly be extended to a larger fire system at a later date.

I've been in contact with the engineer regarding the proposed town tank, and we are still discussing fire flows vs. potable demand needs. I will have more to report next month.

The County is preparing to start their sidewalk project on Carnes Rd. They want all conflicting utilities to be relocated by April 24, 2020. We have identified the conflicts and will be working toward moving those conflicts. As was discussed previously, we would like to replace all service lines in the project area. I will be discussing this with the project engineer and have more information at the board meeting

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