

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
June 7, 2018**

President Tracey Parker called the meeting to order at 6:01 p.m. Present were Commissioners Phil Bigler, Carolyn White, Steve Lusch, and Tom Fullbright. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford.

Commissioner Fullbright made a motion to combine and approve the May Minutes, Financial Statements and May/June Accounts Payable. Commissioner Lusch seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. He informed the Board that the Budget Hearing that was originally scheduled to coincide with the June regular Board meeting has been rescheduled for June 14, 2018 due to the Budget Hearing notice not being published on time.

David informed the Board that representatives from Chase Bank visited the District recently to discuss services and products that Chase offers. David stated that he is interested in the Chase Ink business credit card, but will check with Umpqua Bank to see if they offer similar benefits with their business credit cards. David also will look into whether our current credit card is limited to business liability or if there is also personal liability. David learned that many districts and cities who are using Chase's Xpress Bill Pay are using the Caselle utility management software. David will have a web demo with Caselle soon to see what their software offers.

David presented the audit contract from Neuner, Davidson, Cooley & Rapp, LLC for the 17-18 audit. The contract price is a "not-to-exceed" amount of \$8,900. Commissioner Bigler made a motion to accept the audit contract with NDCR, LLC. Commissioner White seconded the motion. Approval was unanimous.

David finished the new Water Leak Credit Request form, and it is now available on the District website, along with frequently asked questions.

A brief discussion began regarding the recent issues with Blue-Green Algae. It was noted that the District has already begun testing for the algae-related toxins. Superintendent Alan Paulson added that issues arise when humans or animals ingest water that has become stagnant, such as from puddles.

Superintendent Alan Paulson gave his report. He informed the Board that Harvey and Price will be starting on the piping project in the next week. They are building the segments offsite and will be bringing them into the plant to install.

There is a little room left in the chemical budget, so the plant will be ordering some citric acid.

There were some trees along the plant driveway that were blowing over and falling down over the driveway. The trees were not property of the District but the plant neighbors agreed that they should be removed. Those trees have been removed.

When the main tank was recently cleaned, it was determined that the other tanks did not need cleaning due to the condition of the main tank. Since Liquivision was in the area, we have decided to go ahead and have the other tanks cleaned as well, seeing as the expense was already budgeted for.

Alan informed the Board that Charlie has had some complications with his foot. Alan is unsure at this point when Charlie will be returning to work. Charlie will run out of sick and vacation time next month. The current employee policy states and an employee may donate sick time if they currently have accrued at least 160 hours, and they may donate up to 10% of their own sick time. Alan asked whether the Board would like to make an exception so that employees could donate more of their sick time to Charlie. Discussion followed. For the next Board meeting, discussion will include increasing the maximum amount of sick leave that may be accrued.

There being no further business before the Board, Commissioner Bgler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:32 pm.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

**MINUTES OF THE  
2018-2019 BUDGET HEARING  
ROBERTS CREEK WATER DISTRICT  
June 14, 2018**

President Tracey Parker called the meeting to order at 6:11 p.m. Present were Commissioners Phil Bigler and Office Manager David Campos. Commissioner Tom Fullbright attended via phone conference.

President Tracey Parker opened the meeting and invited public comment on the 2018-2019 Budget.

After no comments from the Public, Commissioner Bigler made a motion to adopt Resolution R-2018-06-01, to adopt the 2018-2019 Budget and make appropriations. Commissioner Fullbright seconded the motion, and approval was unanimous.

Commissioner Bigler made a motion to adjourn the Budget Hearing. Commissioner Fullbright seconded the motion. Approval was unanimous. President Parker adjourned the meeting at 6:16 pm.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

**Roberts Creek Water District**  
**Profit & Loss**  
June 2018

**Income**

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	104,129.00
406 · Previously Levied Taxes	0.09
408 · Backflow Test Receipts	375.00
410 · Miscellaneous Income	2,071.06
412 · Interest	737.47
<b>Total Income</b>	<b>147,312.62</b>

**Expense**

501 · Office Manager	5,577.50
502 · Office Assistants	4,845.22
507 · Office Supplies	277.98
508 · Telephone & Internet	157.36
509 · Electricity (office)	184.94
510 · Social Security	802.97
511 · Workmen's Comp.	141.45
512 · Legal Fees	507.00
515 · Health Insurance (office)	4,702.78
517 · Repair & Maint. Office	86.96
518 · Administrative	250.00
519 · Contract Services	2,177.57
520 · Dues & Subscriptions	215.88
521 · Bank Charges	0.05
522 · Budgeting	192.38
524 · Education (office)	95.00
525 · Misc. Expense	441.02
528 · Postage	3.95
530 · Unemployment Comp.	117.39
531 · Retirement - Office	3,796.68
532 · Billing Costs	1,616.87
533 · Transfer to Capital Projects	50,000.00
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	867.02
537 · Online Billpay Fees	131.21
538 · Website	400.00
601 · Plant Superintendent	6,892.58
602 · Service Crew	23,974.56
603 · Backflow Tests	180.00
605 · Freight	85.48
606 · Tools	37.98
607 · Supplies & Safety Items	223.88
608 · Telephone / Internet	317.42
609 · Plant Electricity & Gas	8,012.94

Continued...

**Roberts Creek Water District**  
**Profit & Loss**  
June 2018

Expense (Cont'd)

610 · Social Security/Plant	2,351.04
611 · Workmen's Compensation	6,628.33
612 · Fees & Dues	250.35
613 · Fuel	981.01
615 · Health Insurance (plant)	10,451.56
617-A · R & M - Field	2,930.99
617-B · R & M - Plant	1,747.64
618 · Chemicals	2,967.00
620 · Water Samples	892.60
622 · Education (crew)	95.00
624 · Meter Installations	55.18
626 · Equipment Purchases	99.99
630 · Unemployment Comp. Plant	316.92
631 · Retirement - Plant	10,759.80
640 · New Connection Materials	66.66
675 · Inventory Adjustment	-950.40
<b>Total Expense</b>	<b>196,957.69</b>
<b>Net Income - General Fund</b>	<b>-49,645.07</b>

# ROBERT CREEK CAPITAL PROJECTS

## Profit & Loss

June 2018

### Income

412 · INTEREST 2,845.24

415 · TRANS.GEN FUND to CAP.PROJECTS 50,000.00

416 · TRANS GEN FUND to PLANT UPGRADE 40,000.00

<b>Total Income</b>	<b>92,845.24</b>
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### Expense

625 · MISCELLANEOUS 0.15

<b>Total Expense</b>	<b>0.15</b>
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<b>Net Income - Capital Projects</b>	<b>92,845.09</b>
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**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**JUNE 2018**

Avista Utilities	Natural gas at office/plant/Carnes	73.72
Bassett-Hyland Co.	Fuel for company vehicles	981.01
BMS Technologies	Statement fees, online billpay fees	1,748.08
Cardmember Service (Visa)	Board/Budget meeting food, backup power supply for plant, adobe sub, grant writing class, flower arrangement	669.95
Corix Water Products	Poly pipe, Sch 40 plug, parts for North River meter service, meter gaskets	1,330.41
Costco	Membership renewal	120.00
David Campos	Reimburse mileage for May	216.64
Digital Deployment, Inc.	Monthly website fee (2 months)	400.00
Dole, Coalwell, Clark	Legal consult re: reinstalls, SDC's	207.00
Douglas Co. Farmers' Co-Op	PVC plug, brass gate valve, cement weld kit, coupling, PVC adapter, sprinkler head, batteries, multimeter	103.75
Douglas Fast Net	Internet	131.50
Exodus Pest Control	Office pest control service	23.00
Happy Hills Tree Service	Fall 3 dead trees at plant driveway	200.00
Jeremy Wolford	Reimburse - measuring tape	11.99
Kelly Imaging Systems	Quarterly copier service contract	205.26
Law Offices of Eileen Eakins	Consult Re: piping project bidder compliance	300.00
Long's Building Supply	Redi mix, trowel, PVC primer and cement, nipple, PVC adapter	78.25
TSYS	Monthly debit/credit card fees previous mo.	867.02
Metereaders	Monthly meter readings	2,177.57
News Review	Notice of Budget Hearing publication	192.38
Northstar Chemical	Citric acid	3,012.00
One Call Concepts	March and April tickets	175.35
Oregon Linen	Rugs for office	57.68
Oregon PERS	Administration fee	15.00
Oregon Tractor	Coolant heater	189.17
Pacific Power	Plant, shop, office electricity	8,124.16
Platt Supply	Fuses, thermo cube	73.09
Payroll: Office	Payroll	7,805.32
Plant	Payroll + draws	23,028.19
Commissioners	Board Compensation	230.88
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,699.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	10,365.84
Child Support EFTPS	Withheld from paycheck per court order	390.00
Edward Jones Co.	Quarterly Retirement Contribution	14,556.48
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Popeye's Pump & Backflow	4 non-comp tests	180.00
Refunds	Overpayment & Service Deposit refunds	512.55
SAIF	18-19 workers comp premium	6,754.33
SDIS	July health/supplemental insurance premiums	15,154.34
Staples	Service notice laminating, toner for hp printer, large white envelopes	155.74
TruEdge Communications	VOIP	166.00
Umpqua Research	Water sample testing	890.00
USA Blue Book	2 check valves	464.40
Verizon Wireless	Crew cell phones	177.28
Winston Auto Parts	Relays, quart pre mix	49.86
Winston Sanitary	Dumpster at Carnes, etc.	77.90
Xylem Water Solutions	PM Raw water pumps	1,490.10

<b>TOTAL GEN. FUND PAYABLES for June 2018</b>	<b>107,143.20</b>
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None -

<b>TOTAL CAP PROJECTS PAYABLES for June 2018</b>	<b>-</b>
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# Office Manager's Report

## July 2018 Meeting

SALES	June	May	June Last Year
Gallons	28,562,700	22,858,900	29,502,400
Revenue	\$163,648	\$148,022	\$150,312
Meters Sold	0	2	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	334,724,600	333,244,900	1,479,700
Revenue	\$1,851,230	\$1,750,902	\$100,328

VISA/MC	June	May	Fiscal YTD
# Transactions	693	751	7,387
Total Transacted	\$33,944	\$37,942	\$387,921
Fees We Paid	\$798	\$867	\$9,286

CHECKING ACCTS. AS OF June 30, 2018	
General Checking	\$166,949
General Fund Money Market	\$410,639
Surcharge Savings	\$65,322
Capital Checking	\$107,461
Capital Projects Reserve	\$1,119,311
Plant Upgrade Debt Reserve	\$553,769
	<b>\$2,423,451</b>

Online Billpay	
<i>As of July 11, 2018</i>	
Accounts Registered:	820
Paperless Accounts:	397
Autopay Accounts:	303

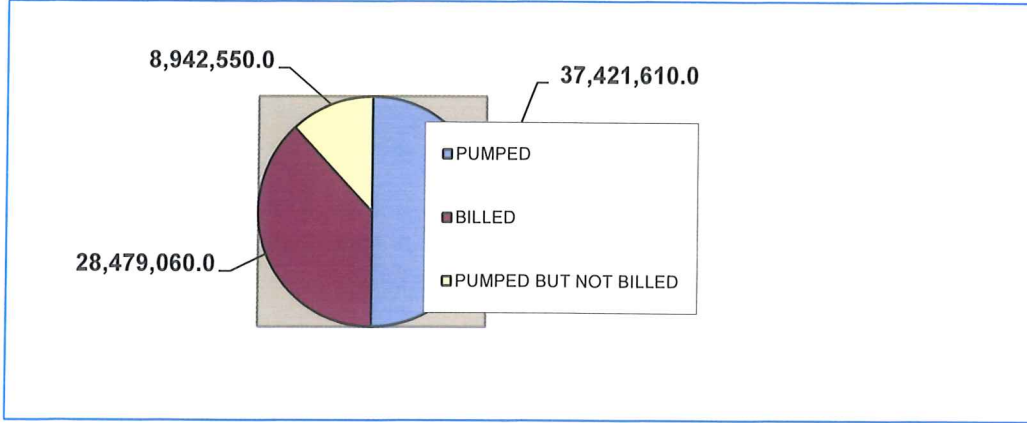
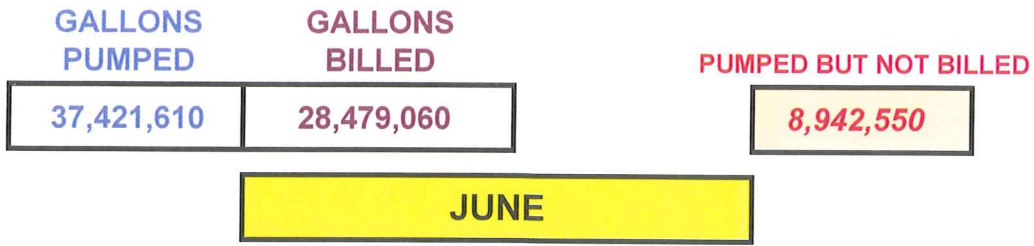
We have received two bids for the roof replacement of the District office, which I will review with the Board at the meeting.

The owners of Western Star trailer park reached out to the District regarding putting a sign up for Western Star at the front corner of our lot near the road. We have talked about putting up a new sign in the near future, and we could possibly leave room under our sign for a small sign for Western Star.

The 17-18 Audit is scheduled for August 13, 2018.

David Campos, CPA  
Office Manager





**30 DAYS IN BILLING CYCLE: 5/11/18 TO 6/10/18**

Repairs, leaks, etc. rendering unverifiable consumption

5/16/2018	4061 DE PRIEST ST	REPLACE SERVICE
5/21/18	826 TIPTON ROAD	REPLACE SERVICE
5/23/18	4200 CARNES ROAD	REPLACE SERVICE
6/5/18	4304 DE PRIEST ST	REPAIRED 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	7,931,991
NOVEMBER	3,162,607	NOVEMBER	9,394,631	NOVEMBER	12,165,401
DECEMBER	2,840,217	DECEMBER	14,210,106	DECEMBER	8,565,533
JANUARY	6,574,284	JANUARY	11,334,601	JANUARY	7,934,905
FEBRUARY	7,340,459	FEBRUARY	9,219,899	FEBRUARY	9,346,538
MARCH	4,277,092	MARCH	6,648,152	MARCH	5,885,652
APRIL	5,433,399	APRIL	4,110,282	APRIL	10,291,349
MAY	4,199,433	MAY	9,314,582	MAY	10,343,287
JUNE	5,580,994	JUNE	11,423,974	JUNE	8,942,550

# Utility Billing

## Detailed Summary by Rate Code



**ROBERTS CREEK**  
**WATER DISTRICT**

User: sharon c  
Printed: 06/22/2018 - 10:39 AM  
Batch: 001-06-2018  
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	2,981	2,981	68,187.33	57,521.55	20,063,300
002	- 1" METER	19	19	1,092.50	752.40	261,400
004	- 1 1/2" METER SERVICE	17	17	1,955.00	2,374.05	831,500
005	- 2" METER SERVICE INS	20	20	3,680.00	5,509.05	1,931,900
006	- 3" METER SERVICE INS	1	1	368.00	125.40	43,500
007	- 4" METER SERVICE INS	4	4	2,300.00	11,505.45	4,037,000
008	- 8" METER SERVICE INS	1	1	2,257.00	2,054.85	721,000
009	- SECOND LEVEL CHARGE	39	39	768.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	669.75	234,700
00B	- 1" SRVC OUT OF DIST	3	3	207.00	82.65	28,500
00E	- 2" SRVC OUT OF DIST	2	2	441.60	37.05	12,800
010	- 10" FIRE LINE	1	1	120.00	293.55	102,500
Water Totals:		3,108	3,108	81,928.43	80,925.75	28,268,100
<i>Regular Billing</i>						
Grand Totals:		3,108	3,108	81,928.43	80,925.75	28,268,100

# Utility Billing

## Detailed Summary by Rate Code



**ROBERTS CREEK**  
**WATER DISTRICT**

User: BETH D  
Printed: 06/11/2018 - 2:05 PM  
Batch: 112-06-2018

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	33	0	504.49	276.45	94,600
009	- SECOND LEVEL CHARGE	1	0	12.67	0.00	0
Water Totals:		34	0	517.16	276.45	94,600
<i>Final Billing</i>						
Grand Totals:		34	0	517.16	276.45	94,600



## **YEAR-END REPORTS**

- Subdivision Meters Sold & Available
- Past Due / Late Notification Fees (2-yr. comparison)
- Leak Adjustments (2-yr. comparison)
- 5-yr. comparison Increase/Decrease in gallons & billing
- 2-yr. Meter Sales comparison
- Gallons billed chart
- Dollars billed chart
- Budget Results & Comparisons
- Miscellaneous Income

## SUBDIVISION METERS 2017-18 SOLD / AVAILABLE

SUBDIVISIONS	LOCATION	NO. OF LOTS	METERS NOT PURCHASED	COMMENTS
Alexander, Katherine		2	2	
Dodson View		8	8	
Glenview Subdivision	Carnes Rd.	20	18	
South Park Subdivision / Broyhill	Happy Valley / Rolling Hills	9	9	(2) Duplexes
Wheeler Subdivision	Glengary Loop	3	3	
Garris / Fullbright	Harmony Dr.	12	11	
Happy Valley Estates	Bailey Dr.	20	1	
Highlands: 1st Addition		14	5	
Highlands: Phase III		32	3	
Hillsview: 3rd Addition	Quincetree / Chandler	12	1	
Jensen Court	off Stella	13	4	
LeBlanc Subdivision / Saccato	Armande Loop	21	2	
Logan Crest	Chandler	23	3	
Lone Oak: Phase I (Gordon Light)	Rolling Hills	9	3	
Melody: Phase I	Chandler	16	1	
Nehalem Subdivision		5	2	
Rivercrest II	Umpqua View	147	0	
Rosewood: Phase VI	Little Valley	12	1	
Rosewood: Phase VII	Little Valley	7	3	
Rosewood: Phase VIII	Little Valley	18	1	
Rowsey, Lyle	Landers	2	2	
Ryan Glengary Estates	Hagle off Glengary	9	2	
Schuyler, Troy	Carnes Rd.	5	5	
Slone: Phase II	Landers	10	10	(2) Duplexes
Tillman, Clay	Stella St.	2	2	
Volk, Karen	Glengary Loop	3	3	
Grange Rd Subdivision	Grange Rd/Brittney Ave	24	11	
	<b>TOTAL</b>	<b>458</b>	<b>116</b>	

**2016-17 PAST DUE ACCOUNTS AS OF THE 15th OF EACH MONTH**

DATE	BEGINNING BALANCE	PAST DUE ON 15th	% PAST DUE	PAST DUE CHARGES	NO. OF LATE FEES	LETTERS TERMINATION MAILED	DOOR HANGERS	LOCKED OFF
Jul-16	146,763.14	36,670.81	24.99%	3,235	647	174	39	4
Aug-16	176,635.58	41,482.26	23.48%	3,430	686	191	47	9
Sep-16	190,254.83	46,370.62	24.37%	3,640	729	157	39	6
Oct-16	186,438.44	52,239.87	28.02%	3,765	753	214	45	8
Nov-16	173,759.89	42,954.92	24.72%	3,475	695	159	39	8
Dec-16	137,371.21	38,922.46	28.33%	3,645	729	222	66	7
Jan-17	131,747.36	41,466.35	31.47%	3,815	763	182	41	7
Feb-17	130,148.38	35,410.31	27.21%	3,245	649	189	42	4
Mar-17	131,863.36	35,595.02	26.99%	3,290	658	173	39	8
Apr-17	112,938.17	32,254.92	28.56%	3,265	653	168	40	7
May-17	131,844.39	37,288.80	28.28%	3,290	658	175	41	4
Jun-17	132,481.48	39,075.12	29.49%	3,280	656	185	46	8
		<b>PAST DUE CHARGES</b>		<b>41,375</b>	8,276	2,189	524	80
		<b>LATE NOTIFICATION FEES</b>		<b>10,480</b>				
		<b>RECONNECT FEES</b>		<b>2,000</b>				
				<b>\$ 51,855</b>				

**2017-18 PAST DUE ACCOUNTS AS OF THE 15th OF EACH MONTH**

DATE	BEGINNING BALANCE	PAST DUE ON 15th	% PAST DUE	PAST DUE CHARGES	NO. OF LATE FEES	LETTERS TERMINATION MAILED	DOOR HANGERS	LOCKED OFF
Jul-17	148,475.49	46,374.21	31.23%	3,545	709	183	39	3
Aug-17	182,313.77	49,718.74	27.27%	3,380	676	158	44	10
Sep-17	182,522.41	44,785.81	24.54%	3,145	629	170	51	11
Oct-17	209,614.83	56,561.26	26.98%	3,815	763	197	67	13
Nov-17	149,564.26	40,909.40	27.35%	3,270	654	177	57	12
Dec-17	140,762.98	32,280.92	22.93%	2,975	595	161	63	11
Jan-18	145,164.66	38,017.06	26.19%	3,480	696	168	59	8
Feb-18	132,961.74	36,737.93	27.63%	3,275	655	148	50	7
Mar-18	145,043.73	34,337.56	23.67%	3,185	637	166	44	9
Apr-18	122,357.74	30,977.80	25.32%	3,005	601	140	39	3
May-18	145,674.10	35,072.69	24.08%	3,050	610	152	46	8
Jun-18	127,672.65	32,212.23	25.23%	2,830	566	151	50	15
		<b>PAST DUE CHARGES</b>		<b>38,955</b>	7,791	1,971	609	110
		<b>LATE NOTIFICATION FEES</b>		<b>12,180</b>				
		<b>RECONNECT FEES</b>		<b>2,750</b>				
				<b>\$ 51,135</b>				

% LATE



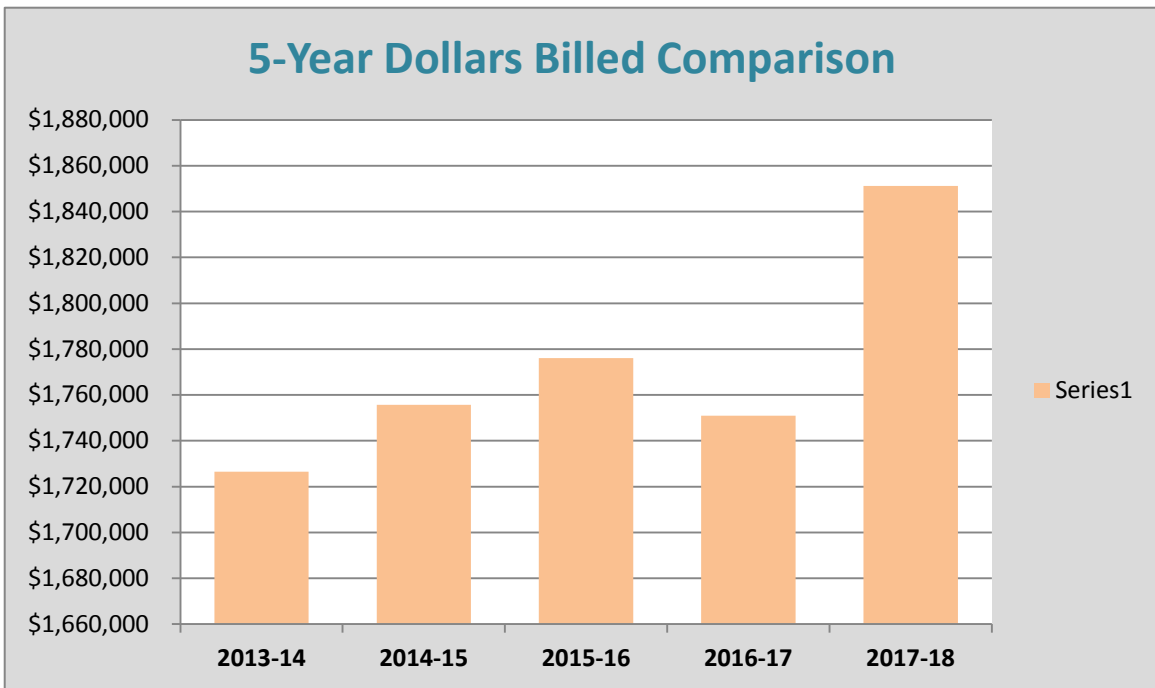
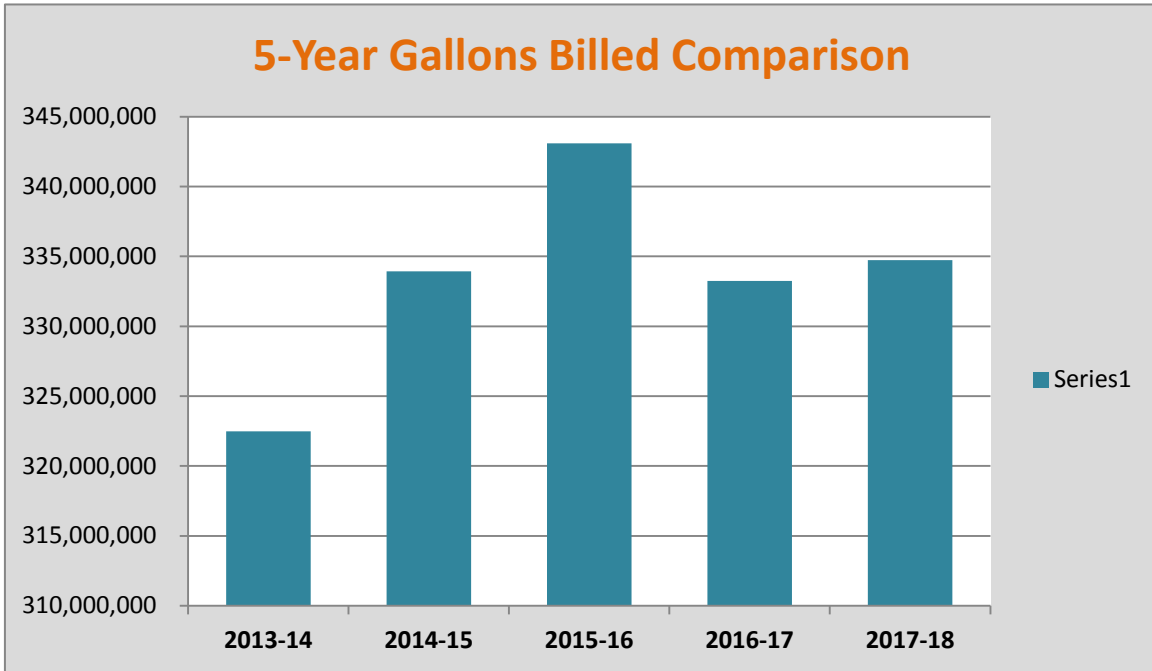
**ROBERTS CREEK  
WATER DISTRICT**

## LEAK ADJUSTMENTS WITH 2-yr. COMPARISON

# NOTIFIED	DATE	NAME	ACCOUNT #	ADJUST
	8/11/2016	ASHLEY FARLEY	10651-000	72.28
20	8/12/2016	COW CREEK TRIBE	9663-000	100.00
10	10/14/2016	KARISSA MADISON	10068-000	18.38
15	11/15/2016	DONALD YODER	2626-000	44.10
9	12/9/2016	PAUL PERRY	3667-000	72.28
	12/9/2016	AMY PEACH	9922-000	19.60
	12/9/2016	LARRY SACCATO	1405-001	77.18
	12/9/2016	FAITH CONSTRUCTION LLC	1650-000	100.00
12	1/13/2017	FREDA SIGFRIDSON	9927-000	100.00
	1/13/2017	DAVID ROBERTS	10665-000	100.00
	1/13/2017	KEVIN CICHY	10285-000	100.00
12	2/17/2017	DAVID MALONE	1216-000	100.00
	2/17/2017	LORNA HAYDEN	6507-000	35.53
6	4/14/2017	JIM WRIGHT	0018-000	42.88
8	6/9/2017	SHANE SPONTINI	7594-000	66.15
14				
		<b>TOTAL THIS FISCAL YEAR 2016-17</b>	<b>15</b>	<b>\$ 1,048.38</b>
	7/14/2017	RICHARD BARRETT	0837-000	262.15
13	8/11/2017	VERONICA KOENIG	2617-001	60.03
12				
13				
19	9/15/2017	DORATHY SCHMIDT	2768-000	131.08
7	9/15/2017	GREEN MEADOWS TRLR PARK	9942-000	100.00
11	11/15/2017	LYDIA GRAY-SAYLES	6453-001	44.10
	11/15/2017	ROBERT FARLEY JR.	1320-000	28.18
	11/15/2017	D ELAINE CHOATE	5125-000	98.00
17	12/15/2017	PHILLIP WITT	10503-000	58.80
	12/15/2017	HEIDI MORRISON	0906-000	100.00
	12/15/2017	DONALD CUMMINS	2230-000	100.00
	1/12/2018	RON GIBSON/MICHELLE TALCOTT	11138-000	100.00
7	2/16/2018	BARBARA KELLAR	4845-000	94.03
10	2/16/2018	RUTH HODGES	1880-000	45.60
10				1,221.97
4				
		<b>TOTAL THIS FISCAL YEAR 2017-18</b>	<b>13</b>	<b>\$ 1,221.97</b>

MOST RECENT 2-YR. (fiscal) METER SALES COMPARISONS						
2016-17	2016-17	2016-17		2017-18	Reinstall fee or	2017-18
	Hookup Fee	To Capital		METERS SOLD	orig. hook up fee	To Capital
0	\$ 500.00	\$ -	JULY	0	\$ -	-
0	\$ 1,000.00	\$ -	AUGUST	1	500	3,482
3	\$ 1,500.00	\$ 10,446.00	SEPTEMBER	1	500	3,482
0	\$ -	\$ -	OCTOBER	1	500	3,482
1	\$ 500.00	\$ 3,482.00	NOVEMBER	2	1,000	6,964
0	\$ -	\$ -	DECEMBER	0	-	-
1	\$ 1,000.00	\$ 3,482.00	JANUARY	3	1,500	10,446
0	\$ 1,000.00	\$ -	FEBRUARY	2	1,000	6,964
3	\$ 1,500.00	\$ 10,446.00	MARCH	1	500	3,482
4	\$ 2,400.00	\$ 19,151.00	APRIL	1	500	3,482
0	\$ 500.00	\$ -	MAY	2	1,000	6,964
2	\$ 1,000.00	\$ 6,964.00	JUNE	0	-	-
<b>14</b>	<b>\$ 10,900.00</b>	<b>\$ 53,971.00</b>		<b>14</b>	<b>\$ 7,000.00</b>	<b>\$ 48,748.00</b>

5-YR. BILLING COMPARISON						
Fiscal Year	Gallons	Billing	Increase / Decrease in Billing	Increase / Decrease in Gallons	No. Services	Net Change
2012-13	333,145,700	\$ 1,751,716	\$ 51,546	333,145,700	3,062	1
2013-14	322,483,020	\$ 1,726,435	\$ (25,281)	(10,662,680)	3,068	6
2014-15	333,922,380	\$ 1,755,735	\$ 29,299	11,439,360	3,065	-3
2015-16	343,090,300	\$ 1,776,104	\$ 20,369	9,167,920	3,066	1
2016-17	333,244,900	\$ 1,750,902	\$ (25,202)	(9,845,400)	3,078	12
2017-18	334,724,600	\$ 1,851,230	\$ 100,328	1,479,700	3,069	-9





BUDGET YEAR 2017-18		APRIL	MAY	JUNE	QUARTER 6/30/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>REVENUE</b>								
<i>Beginning Balance</i>	<b>300,000</b>						<b>300,000.00</b>	
WATER SALES	<b>1,475,000</b>	83,755.86	152,412.06	104,129.00	340,296.92	1,463,049.17	<b>11,950.83</b>	99%
WATER SALES to upgrade	<b>400,000</b>	40,000.00	-	40,000.00	80,000.00	400,000.00	-	100%
METER SALES	<b>10,000</b>	500.00	1,000.00	-	1,500.00	7,000.00	<b>3,000.00</b>	70%
SPECIAL SDC / LINES	<b>50,000</b>	-	-	-	-	-	<b>50,000.00</b>	0%
SPECIAL SDC / TANK	<b>50,000</b>	-	-	-	-	-	<b>50,000.00</b>	0%
STANDBY CHARGES	<b>19,000</b>	8,292.00	-	-	8,292.00	18,606.00	<b>394.00</b>	98%
BACKFLOW TESTS	<b>5,000</b>	150.00	530.00	375.00	1,055.00	4,090.00	<b>910.00</b>	82%
MISCELLANEOUS	<b>45,000</b>	3,016.87	5,435.72	2,071.15	10,523.74	48,004.85	<b>(3,004.85)</b>	107%
INTEREST	<b>4,000</b>	57.41	694.47	737.47	1,489.35	1,996.96	<b>2,003.04</b>	50%
TRANS. FROM OTHER FUND							-	
<b>BUDGET RESOURCES</b>	<b>2,358,000</b>	<b>135,772.14</b>	<b>160,072.25</b>	<b>147,312.62</b>	<b>443,157.01</b>	<b>1,942,746.98</b>	<b>415,253.02</b>	<b>82%</b>
<b>ADMINISTRATIVE DEPT.</b>								
OFFICE MANAGER	<b>66,000</b>	5,577.50	5,577.75	5,577.50	16,732.75	67,093.75	<b>(1,093.75)</b>	102%
OFFICE ASSISTANTS (2)	<b>83,000</b>	4,666.56	5,502.76	4,845.22	15,014.54	70,776.75	<b>12,223.25</b>	85%
TEMPORARY FILL-IN PERSON	<b>2,000</b>	-	-	-	-	-	<b>2,000.00</b>	0%
SOCIAL SECURITY / FICA	<b>11,500</b>	781.65	853.30	802.97	2,437.92	10,590.15	<b>909.85</b>	92%
WORKMEN'S COMP	<b>500</b>	5.51	5.65	141.45	152.61	204.49	<b>295.51</b>	41%
INSURANCE	<b>65,000</b>	4,703.29	4,703.29	4,702.78	14,109.36	61,187.62	<b>3,812.38</b>	94%
UNEMPLOYMENT	<b>2,000</b>	114.33	124.65	117.39	356.37	1,538.85	<b>461.15</b>	77%
RETIREMENT (OFFICE)	<b>18,500</b>	-	-	3,796.68	3,796.68	16,473.03	<b>2,026.97</b>	89%
VACATION & COMP. TIME	<b>2,000</b>	-	-	-	-	-	<b>2,000.00</b>	0%
<b>TOTAL THIS CATEGORY</b>	<b>250,500</b>	<b>15,848.84</b>	<b>16,767.40</b>	<b>19,983.99</b>	<b>52,600.23</b>	<b>227,864.64</b>	<b>22,635.36</b>	<b>91%</b>

BUDGET YEAR 2017-18		APRIL	MAY	JUNE	QUARTER 6/30/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>MATERIALS &amp; SERVICES</b>								
AUDITING	9,200	-	-	-	-	8,750.00	450.00	95%
ELECTIONS	-	-	-	-	-	-	-	
OFFICE SUPPLIES	5,000	655.45	216.22	277.98	1,149.65	3,396.57	1,603.43	68%
TELEPHONE	3,000	157.36	157.36	157.36	472.08	1,898.32	1,101.68	63%
ELECTRICITY	3,500	222.15	203.40	184.94	610.49	2,649.59	850.41	76%
LEGAL FEES	3,000	-	345.00	507.00	852.00	852.00	2,148.00	28%
DUES & SUBSCRIPTIONS	8,000	333.00	24.00	215.88	572.88	7,324.45	675.55	92%
PROPERTY/QUAKE INS.	34,000	-	-	-	-	33,570.00	430.00	99%
LIABILITY & AUTO INS.	10,000	-	-	-	-	8,659.00	1,341.00	87%
R & M OFFICE	4,000	115.94	490.64	86.96	693.54	5,812.75	(1,812.75)	145%
ADMINISTRATIVE (Board)	3,200	150.00	250.00	250.00	650.00	2,600.00	600.00	81%
CONTRACT SERVICES	26,500	2,191.77	2,176.15	2,177.57	6,545.49	26,233.08	266.92	99%
BANK CHARGES	2,000	-	2.00	0.05	2.05	2.05	1,997.95	0%
BILLING COSTS	23,000	1,624.60	1,625.22	1,616.87	4,866.69	21,117.95	1,882.05	92%
ONLINE BILLPAY FEES	1,000	128.22	122.36	131.21	381.79	1,193.32	(193.32)	119%
WEBSITE	2,600	200.00	200.00	400.00	800.00	2,600.00	-	100%
BUDGETING	400	115.84	-	192.38	308.22	308.22	91.78	77%
EDUCATION (office)	7,000	-	425.00	95.00	520.00	2,468.81	4,531.19	35%
MISCELLANEOUS	3,000	126.16	457.03	441.02	1,024.21	1,954.02	1,045.98	65%
ADVERTISING	500	279.23	-	-	279.23	279.23	220.77	56%
POSTAGE	2,500	-	-	3.95	3.95	983.95	1,516.05	39%
DEBIT / CREDIT CARD FEES	4,500	817.92	706.84	867.02	2,391.78	9,044.35	(4,544.35)	201%
<b>TOTAL THIS CATEGORY</b>	<b>155,900</b>	<b>7,117.64</b>	<b>7,401.22</b>	<b>7,605.19</b>	<b>22,124.05</b>	<b>141,697.66</b>	<b>14,202.34</b>	<b>90.89%</b>
<b>CAPITAL OUTLAY</b>								
OFFICE EQUIPMENT	1,000	-	-	-	-	679.47	320.53	68%
OFFICE IMPROVEMENT	12,000	-	-	-	-	-	12,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>13,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>679.47</b>	<b>12,320.53</b>	<b>68%</b>
<b>TOTAL ADMINISTRATIVE</b>	<b>419,400</b>	<b>22,966.48</b>	<b>24,168.62</b>	<b>27,589.18</b>	<b>74,724.28</b>	<b>370,241.77</b>	<b>49,158.23</b>	<b>88%</b>

BUDGET YEAR 2017-18		APRIL	MAY	JUNE	QUARTER 6/30/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>OPERATING EXPENSES</b>								
PLANT SUPERINTENDENT	84,000	6,892.58	6,893.49	6,892.58	20,678.65	82,720.14	1,279.86	98%
SERVICE CREW	292,000	23,073.03	23,831.06	23,974.56	70,878.65	279,063.71	12,936.29	96%
SOCIAL SECURITY / FICA	29,000	2,282.06	2,340.12	2,351.04	6,973.22	27,618.18	1,381.82	95%
WORKMENS COMP	8,000	12.15	10.78	6,628.33	6,651.26	6,758.05	1,241.95	84%
INSURANCE	143,000	10,452.58	10,452.58	10,451.56	31,356.72	131,439.24	11,560.76	92%
UNEMPLOYMENT COMP.	5,000	329.60	337.97	316.92	984.49	4,054.94	945.06	81%
RETIREMENT (PLANT)	44,000	-	-	10,759.80	10,759.80	42,233.73	1,766.27	96%
VACATION & COMP TIME	2,000	-	-	-	-	-	2,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>607,000</b>	<b>43,042.00</b>	<b>43,866.00</b>	<b>61,374.79</b>	<b>148,282.79</b>	<b>573,887.99</b>	<b>33,112.01</b>	<b>95%</b>
<b>MATERIALS &amp; SERVICES</b>								
BACKFLOW TESTING	3,700	420.00	577.55	180.00	1,177.55	2,950.05	749.95	80%
FREIGHT	3,000	11.27	8.57	85.48	105.32	644.66	2,355.34	21%
TOOLS	3,000	551.36	343.97	37.98	933.31	1,780.93	1,219.07	59%
SUPPLIES & OPERATIONS ITEMS	4,000	182.85	1,900.61	223.88	2,307.34	3,217.80	782.20	80%
TELEPHONE & INTERNET	4,000	317.54	317.42	317.42	952.38	4,102.62	(102.62)	103%
ELECTRICITY	130,000	8,560.71	8,046.06	8,012.94	24,619.71	111,975.38	18,024.62	86%
FEES & DUES	4,000	1,112.35	-	250.35	1,362.70	5,409.82	(1,409.82)	135%
FUEL	10,000	335.36	709.57	981.01	2,025.94	7,651.70	2,348.30	77%
VEHICLE MAINTENANCE	12,000	650.00	1,139.11	-	1,789.11	3,632.68	8,367.32	30%
R & M FIELD	35,000	382.41	1,326.00	2,930.99	4,639.40	26,271.22	8,728.78	75%
R & M PLANT	35,000	334.75	2,424.74	1,747.64	4,507.13	17,567.20	17,432.80	50%
CHEMICALS	40,000	-	13,328.04	2,967.00	16,295.04	37,445.22	2,554.78	94%
WATER SAMPLES	8,500	397.00	177.00	892.60	1,466.60	6,897.10	1,602.90	81%
EDUCATION	5,000	2,093.20	-	95.00	2,188.20	6,809.48	(1,809.48)	136%
MISCELLANEOUS	2,000	-	-	-	-	198.69	1,801.31	10%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	10,000	-	-	-	-	4,617.50	5,382.50	46%
MIOX SYSTEM	4,000	-	-	-	-	171.36	3,828.64	4%
NEW CONNECT MATERIAL	-	66.66	66.66	66.66	199.98	1,371.76	(1,371.76)	
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	3,192.48	(850.20)	(950.40)	1,391.88	2,037.67	(2,037.67)	
COMPLIANCE FEES	-	-	-	-	-	-	-	
<b>TOTAL THIS CATEGORY</b>	<b>321,700</b>	<b>18,607.94</b>	<b>29,515.10</b>	<b>17,838.55</b>	<b>65,961.59</b>	<b>246,927.84</b>	<b>74,772.16</b>	<b>77%</b>

BUDGET YEAR 2017-18		APRIL	MAY	JUNE	QUARTER 6/30/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>CAPITAL OUTLAY</b>								
METER INSTALLATION	3,000	55.18	55.18	55.18	165.54	826.62	2,173.38	28%
EQUIPMENT PURCHASE	8,000	-	-	99.99	99.99	386.97	7,613.03	5%
VEHICLE PURCHASE	-	-	-	-	-	-	-	0%
REPLACE LINES	50,000	-	-	-	-	1,936.40	48,063.60	4%
SAFETY EQUIPMENT	3,000	-	316.75	-	316.75	720.33	2,279.67	24%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	10,000	-	-	-	-	5,225.00	4,775.00	52%
<b>TOTAL THIS CATEGORY</b>	<b>78,000</b>	<b>55.18</b>	<b>371.93</b>	<b>155.17</b>	<b>582.28</b>	<b>9,095.32</b>	<b>68,904.68</b>	<b>12%</b>
<b>TOTAL OPERATING</b>								
	1,006,700	101,705.12	73,753.03	169,368.51	344,826.66	829,911.15	176,788.85	82%
<b>TRANSFERS &amp; DEBT SERVICE</b>								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	200,000.00	-	100%
RATES TO PLANT UPGRADE	400,000	40,000.00	-	40,000.00	80,000.00	400,000.00	-	100%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
DEFERRED LOAN INTEREST	3,357	-	-	-	-	3,356.79	0.21	100%
DEFERRED LOAN PRINCIPAL	26,156	-	-	-	-	26,155.90	0.10	100%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	-	50,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>804,513</b>	<b>40,000.00</b>	<b>-</b>	<b>90,000.00</b>	<b>-</b>	<b>629,512.69</b>	<b>175,000.31</b>	<b>78%</b>
<b>TOTAL ALL DEPTS.</b>								
	2,230,613	124,671.60	97,921.65	196,957.69	419,550.94	1,829,665.61	400,947.39	82%
<b>ENDING FUND BALANCE</b>	<b>127,387</b>						<b>127,387</b>	
<b>TOTAL BUDGET</b>								
	2,358,000				419,550.94	1,829,665.61	528,334.39	
						<b>2,358,000.00</b>		

CAPITAL FUNDS BUDGET YEAR 2017-18		APRIL	MAY	JUNE	QUARTERLY 6/30/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>REVENUE</b>								
<i>BEGINNING BALANCE</i>	1,500,000							
Meter Sales	69,000	3,482.00	6,964.00	0.00	10,446	48,748.00	20,252	71%
Interest	18,000	197.46	2,737.46	2,845.24	5,780	7,516.59	10,483	42%
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	200,000.00	-	100%
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	-	40,000.00	80,000	400,000.00	-	100%
Reimbursement (Intergov. Agmt)								
Miscellaneous Income	-		0.20		0	0.20	(0)	
<b>BUDGET RESOURCES</b>	<b>2,187,000</b>	<b>43,679.46</b>	<b>9,701.66</b>	<b>92,845.24</b>	<b>146,226</b>	<b>656,264.79</b>	<b>30,735</b>	<b>30%</b>
<b>EXPENDITURES</b>								
Capital Outlay								
Other/Miscellaneous	2,000	8.00	-	0.15	8.15	8.15	1,992	0%
Reservoir Maintenance	-	-	-	-	-	-	-	
Reservoir Construction	-	-	-	-	-	-	-	
Line Replacement	300,000	11,714.40	-	-	11,714.40	41,172.51	258,827	14%
Plant Improvements	175,000	-	-	-	-	-	175,000	0%
Other Capital Emergency	-	-	-	-	-	-	-	
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Master Plan Update	-	-	-	-	-	-	-	
Treatment Plant Upgrade	80,000	-	-	-	-	-	80,000	0%
Carnes Rd. Site	-	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>859,000</b>	<b>11,722.40</b>	<b>-</b>	<b>0.15</b>	<b>11,722.55</b>	<b>41,172.51</b>	<b>817,827</b>	<b>5%</b>
<b>DEBT SERVICE</b>								
Plant Upgrade Loan Principal	285,000	-	-	-	-	285,000.00	-	100%
Plant Upgrade Loan Interest	122,136	59,185.14	-	-	59,185.14	122,055.64	80	99.93%
<b>TOTAL DEBT SERVICE</b>	<b>407,136</b>	<b>59,185.14</b>	<b>-</b>	<b>-</b>	<b>59,185.14</b>	<b>407,055.64</b>	<b>80</b>	
<b>TOTAL ALL EXPENSES</b>	<b>1,266,136</b>	<b>11,722.40</b>	<b>-</b>	<b>0.15</b>	<b>11,722.55</b>	<b>448,228.15</b>	<b>817,908</b>	<b>35.40%</b>
<b>ENDING FUND BALANCE</b>	<b>920,864</b>							
<b>TOTAL BUDGET</b>	<b>2,187,000</b>					<b>448,228.15</b>	<b>817,907.85</b>	
							<b>\$1,266,136</b>	

## MISCELLANEOUS INCOME

July 1, 2017 - June 30, 2018

Month	LNF	ACTIV. FEE	R/C FEE	NSF	BULK WATER	REFUND REBATE	CREDIT BUREAU	UNLOCK ON/OFF	MISC.	OTHER	WRITE OFF	NET DEPOSIT TO MISC. INCOME 410 only	RUNNING TOTAL FOR FISCAL YEAR
JUL	520.00	950.00	275.00	50.00	458.50	-	432.36	-	85.00	541.63		3,312.49	3,312.49
AUG	1,400.00	750.00	250.00	50.00	425.00		284.94	20.00	20.00	792.50		3,992.44	7,304.93
SEP	480.00	700.00	120.00	50.00	438.50	-	647.05	20.00	-	667.60		3,123.15	10,428.08
OCT	1,380.00	675.00	285.00	-	456.50	2,383.00	94.69	-	30.00	322.00		5,626.19	16,054.27
NOV	940.00	950.00	300.00	-	264.00	-	112.68	-	-	225.55		2,792.23	18,846.50
DEC	1,140.00	950.00	275.00	25.00	47.00	3,102.00	54.07	-	-	204.50		5,797.57	24,644.07
JAN	1,820.00	650.00	300.00	100.00	69.00	-	282.06	-	-	247.00		3,468.06	28,112.13
FEB	640.00	650.00	75.00	25.00	146.00	-	402.00	-	50.00	1,372.51		3,360.51	31,472.64
MAR	1,200.00	800.00	265.00	-	46.00	3,318.50	111.86	-	-	593.50		6,334.86	37,807.50
APR	500.00	650.00	150.00	25.00	1,244.37	-			47.50	400.00		3,016.87	40,824.37
MAY	1,260.00	1,025.00	225.00	-	392.50	-	494.06	-	139.00	1,900.00		5,435.56	46,259.93
JUN	380.00	850.00	125.00	-	220.50	-	38.56	-	57.00	400.00		2,071.06	48,330.99
	<b>11,660.00</b>	<b>9,600.00</b>	<b>2,645.00</b>	<b>325.00</b>	<b>4,207.87</b>	<b>8,803.50</b>	<b>2,954.33</b>	<b>40.00</b>	<b>428.50</b>	<b>7,666.79</b>	<b>-</b>	<b>48,330.99</b>	<b>48,330.99</b>

# Roberts Creek Water District

## Superintendents Report

July 2018

The piping project in the plant has been completed and looks great, although there was an issue with a flange that needs to be addressed. I will give more detail at the board meeting.

David and I have been taking a grant writing class, through the Ford Family Foundation. I believe this will benefit the district very much.

We started voluntarily testing for Cyanotoxins (blue/ green algae) in our treated water, through the EPA. Since then, the Oregon Health Authority has created a temporary rule, requiring testing of both raw and treated water. We are in full compliance of the rule, and will be following the OHA's protocol throughout the duration of sampling.

We are in the process of buying a GPS receiver. This will allow us to map all of the districts assets (valves, meters, ect...). The crew will use this to collect the data to be transferred to a master map.

I would like to continue the discussion of the amount of sick time that can be accrued, as well as the amount of sick time that can be gifted to a fellow employee.

We have an employee that is currently off with medical issues, and I'd like to give an update on his status.

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