



**ROBERTS CREEK  
WATER DISTRICT**

**A RESOLUTION ESTABLISHING RATES, FEES, AND OTHER  
CHARGES FOR ROBERTS CREEK WATER DISTRICT AND  
DECLARING EFFECTIVE DATE**

**R-2017-11-01**

WHEREAS a Public Hearing was held by the Board of Commissioners of Roberts Creek Water District on November 9, 2017 for the purpose of considering changes in the rates to be paid for the purchase of water from the District; and

WHEREAS the Board of Commissioners of the District is authorized to set water rates and charges by resolution; and

WHEREAS pursuant to the provisions of ORS 264.312, notice of said Public Hearing and the purpose thereof was given by mailing a notice of hearing to patrons of the District in accordance with the requirement of said statute; and

WHEREAS, based on the recommendations of the Administrative Staff of the District and testimony heard, received and considered by the Board from such Public Hearing, the Board of Commissioners finds that:

1. The Board of Commissioners accepts and approves the recommendations of its Administrative Staff that the rates for water purchased should be amended in accordance with the staff written recommendation which is part of the record herein; and
2. It is necessary to adopt rates for water purchased from the District and related rates and charges in accordance with the Schedule of Water Service Rates set forth in the attached schedule in order to provide funds to cover costs of operating the District, to continue to meet debt obligations, and fund future capital improvements.

**NOW, THEREFORE, THE ROBERTS CREEK WATER DISTRICT BOARD OF COMMISSIONERS RESOLVES AS FOLLOWS:**

Section 1: Effective billing period beginning November 11, 2017

The rates and charges shown in the schedule attached hereto and by this reference incorporated herein, shall be adopted by the District.

**ADOPTED by the Board of Commissioners this  
9<sup>th</sup> day of November, 2017**

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**COMMISSIONER**  
Roberts Creek Water District

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**COMMISSIONER**  
Roberts Creek Water District



# SCHEDULE OF WATER SERVICE RATES

Proposed rates effective for billing period beginning November 11, 2017

| <b>A. <u>SCHEDULE OF CONNECTION RATES</u></b> | <b>NEW HOOK-UP or<br/>RE-INSTALL FEE</b> | <b>SDC FEE</b> | <b>TOTAL NEW<br/>METER SERVICE<br/>CHARGES</b> |
|---|--|----------------|--|
| 5/8" x 3/4" meter                             | 500.00                                   | 3,482.00       | \$ 3,982.00                                    |
| 1"  | 900.00                                   | 8,705.00       | \$ 9,605.00                                    |
| 1 1/2"  | 1,250.00                                 | 17,410.00      | \$ 18,660.00                                   |
| 2"  | 1,400.00                                 | 27,856.00      | \$ 29,256.00                                   |
| 3"  | 4,000.00                                 | 55,712.00      | \$ 59,712.00                                   |
| 4"  | 7,000.00                                 | 87,050.00      | \$ 94,050.00                                   |
| 6"  | 10,000.00                                | 174,100.00     | \$ 184,100.00                                  |
| 8" (to be determined by Board)                |  |                |  |

## **B. SCHEDULE OF MISCELLANEOUS RATES**

|   |  |                                     |
|---|--|-------------------------------------|
| High Level Charge ( <i>above Highlands Pump Station</i> ) | 20.00  |                                     |
| Service Deposit   |  |                                     |
| ▪ Inside District   | 40.00  | plus \$25.00 activation fee         |
| ▪ Outside District  | 60.00  | plus \$25.00 activation fee         |
| ▪ Meters larger than 3/4"                                 | Increase above rates by \$10.00 per meter size   |                                     |
| Fee for NSF Checks / Cards                                | 25.00  |                                     |
| Late Payment Fee  | 5.00   |                                     |
| Late Notification Fee (door hanger fee)                   | 20.00  |                                     |
| Cut-Lock Fee  | 50.00  |                                     |
| Reconnect Fee if locked off for non-compliance/non-pay    | 25.00  | (\$50.00 ea. occurrence thereafter) |
| On-Off Requests (example: home inspection)                | 20.00  | (\$10.00 off & \$10.00 on)          |
| After-hours service call                                  | 50.00  |                                     |
| Increase in meter size                                    | Hook-up fee plus the difference in the SDC portion   |                                     |
| Decrease in meter size                                    | Time and materials   |                                     |
| Change meter location on same tax lot                     | Time and materials   |                                     |
| Accounts turned over for collection                       | A fee of 40% of the total balance owing will be added to a bill when turned over for collection. |                                     |

## **C. SCHEDULE OF WATER SERVICE RATES**

| <b>Meter Size</b>         | <b>ERU/EQUIV</b>            | <b>Base:<br/>Inside District<br/>(excludes<br/>water usage)</b> | <b>Base:<br/>Out of District<br/>(excludes<br/>water usage)</b> |
|---------------------------|-----------------------------|---|---|
| 3/4" meter                | 1                           | 23.00   | 27.60   |
| 1"                        | 2.5                         | 57.50   | 69.00   |
| 1-1/2"                    | 5                           | 115.00  | 138.00  |
| 2"                        | 8                           | 184.00  | 220.80  |
| 3"                        | 16                          | 368.00  | 441.60  |
| 4"                        | 25                          | 575.00  | 690.00  |
| 6"                        | 50                          | 1150.00   | 1,380.00  |
| 8"                        | (to be determined by Board) | 2257.00   |   |
| 10"                       | (to be determined by Board) |   |   |
| <b>Water Usage:</b>       |                             |   |   |
| <b>Each 1,000 gallons</b> |                             | <b>2</b><br>2.85  | 2.85  |

**E. BULK WATER FEE**

**BULK WATER** will be charged at a rate of \$.50 per 100 gallons, with a minimum charge of **\$23.00**

Any person found taking bulk water without a permit will be charged \$50.00 plus water usage.

**E. PLAN REVIEW FEE**

|                |   |
|----------------|---|
| Land Partition | \$20.00/ lot (maximum \$400*) + cost of any consulting fees such as engineering, etc. |
| Fee Includes:  | Preliminary plan review, first submittal and one review of engineered plans           |
| Resubmittal:   | May be additional fee for review that includes changes to the engineered plans        |

\* Maximum applies to each phase of a subdivision.

\* After two years the developer must resubmit plans and pay the applicable plan fee.

**F. FIRE STANDBY CHARGES**

| Size of Service        | Rate/Month | Annual Billing |
|------------------------|------------|----------------|
| 2"                     | 12.50      | 150.00         |
| 4"                     | 25.00      | 300.00         |
| 6"                     | 50.00      | 600.00         |
| 8"                     | 75.00      | 900.00         |
| 10"                    | 100.00     | 1,200.00       |
| 12"                    | 125.00     | 1,500.00       |
| Fire District Hydrants | 2.00       | 24.00          |
| Inside Property        | 2.00       | 24.00          |

**Meters are read on the 10th of each month.**

**Bills are mailed on the 25th of each month and are for usage up to the 10th of that month, plus any past due amounts.**

**Bills are due upon receipt, and delinquent if not paid by the 15<sup>th</sup> of the month.**

**On the 16th of the month (or next working day thereafter) a \$5 late charge is assessed.**

**After two months of delinquency, a Letter of Termination is issued. If account is not paid within 10 days of the letter, a \$20 shutoff notice will be delivered. If water is locked off, a minimum \$25 reconnect fee will be charged and account must be paid in full in cash.**

**Notify the office in advance of your moving. Charges for water will be billed to you UNTIL you notify us of your change of address.**

**We accept cash, checks, money orders, all debit/credit cards**

**ALL RATES, FEES AND CHARGES DISCLOSED HEREIN ARE SUBJECT TO CHANGE.**

**This Schedule of Rates and Fees does not constitute any form of legally-binding contract between Roberts Creek Water District and its customers, nor does it ensure that the rates and fees shown herein will necessarily be those in effect at the time you wish to enact business with Roberts Creek Water District**

11-17-17

To the board members of  
ROBERTS CREEK WATER

RECEIVED

OCT 17 2017

ROBERT + KIM FARLEY  
137 ANDER ADR  
RSBQ, OR 97471  
541 643 9684

Roberts Creek Water District

We would like to ask for a water  
leak adjustment for the last few  
months we noticed our bill higher  
than normal for months of June, July,  
Aug + Sept 2017.

We were not sure if we had a water  
leak until 9-3-17 and found our  
driveway wet.

Took us a week to find someone to  
come fix it, so we turned off our  
water @ meter until it was fixed.

Invoice Enclosed \$1500.00 to have  
a whole new waterline installed  
from our house to the driveway  
where our property ends, we  
did not go down the driveway to the  
meter as that is not our property (Cont'd)

to dig up.

Our water meter is 150-200 ft down the hill from our property line.

We are hoping when you install new waterline up the hill you will move our meter up to our property line.

New waterline installed on 9-8-17

Thank you

Ken Farley

### LEAK ADJUSTMENT REQUEST

Robert Farley 137 Andorra Drive 1320-000

|               | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u>                   |
|---------------|----------------|----------------|-------------------------------------|
| July-Sep 2017 | 47,800         | \$ 182.10      | $\$182.10 - 125.75 = \$56.35 / 2 =$ |
| July-Sep 2016 | 24,500         | \$ 125.75      | <b>\$ 28.18 credit</b>              |

11-7-17

Dear Board,

First off, I'm an 82  
<sup>old</sup> year widow of a vet.

I did not know there

was a difference between  
a plumber and an irrigation/garden  
service.

On Sept. 14<sup>th</sup> I found a red  
tag on my porch, that there was  
a leak on my side. I checked  
around my property (inside & out)  
couldn't find any. So to be thinking that  
I couldn't see it, I turned off the sprinklers,  
then called a plumber. He couldn't come  
out until 9/27. He later called to tell  
me that he found no problem but

but he was going to charge  
me anyway (\$90.) I did ask  
if he could give me a discount  
because me being old and on a  
fixed income - sorry, he couldn't  
do that, but he could recommend  
a fellow ~~who~~ who could check  
the problem out.

Lucky for me, Frank Goulart  
(irrigation & garden service) was able  
to fix the problem. He only charged  
me \$80.

any thing you folks could do  
to help me, would be greatly appreciated.

Sincerely  
D. Elaine Choate

### LEAK ADJUSTMENT REQUEST

D Elaine Choate 205 Highland Vista Ln 5125-000

|              | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u>                  |
|--------------|----------------|----------------|------------------------------------|
| Aug-Sep 2017 | 77,300         | \$ 231.65      | \$231.65 - 133.65 = \$ 98.00 / 2 = |
| Aug-Sep 2016 | 37,400         | \$ 133.65      | <b>\$ 49.00 credit</b>             |

RECEIVED

SEP 28 2017

Roberts Creek Water District

Lydia Gray-Sayles  
191 CHAR ST  
ROSEBURG, OR  
97471

Roberts Creek Water  
4336 Old Highway 99 S  
Roseburg, OR 97471

To Whom It May Concern,

Today I was informed that I have a water leak. I knew my water bill was high last month and I didn't understand why. A kind gentleman from Roberts Creek Water stopped by my home today and explained to me that I had a water leak. He said it was probably the toilet. I have been hearing the toilet running more frequently, but had no idea to the extent that it was running up the water bill. I immediately sent my husband out to by new parts for my toilet. I am extremely concerned that we will be unable to afford such a high bill due to the leaky toilet. Is there any way that I can have some of the charges for water dropped? We just had our fourth child and have had so many expenses. I would greatly appreciate it if you could consider lowering my bill. Thank you!

Sincerely,

Lydia Sayles (Formerly Gray)

**LEAK ADJUSTMENT REQUEST**

**Lydia Gray 191 Char St 6453-001**

|              | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u>                   |
|--------------|----------------|----------------|-------------------------------------|
| Sep-Oct 2017 | 67,200         | \$ 207.15      | $\$207.15 - 119.95 = \$88.20 / 2 =$ |
| Sep-Oct 2016 | 30,200         | \$ 119.95      | <b>\$ 44.10 credit</b>              |

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
October 12, 2017**

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

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

Office Manager David Campos gave his monthly report. David is currently working on the fiscal year-end financial statements for the audit.

David stated that there have only been a few comments received in the office in regards to the upcoming water rate increase. Most customers seem to be understanding of the increase. David did receive one written comment from a customer and subsequently sent a letter in response to the customer.

A brief discussion followed regarding the new billing statements. Commissioner Fullbright mentioned that some customers were relating the new statements to the rate increase, but the two are not related. Other commissioner noted how the new statements and online billpay adds value for the customers.

David has begun researching different billing software options for the future. The Commissioners advised David that company longevity, support, and security are key elements to look for in a new software provider. David stated that he would not like to rush the process, but hopes to find a new software solution by the time budget preparation starts.

David informed the Board that the SDAO Annual Conference will take place February 9-11 in Seaside, Oregon.

President Parker asked Superintendent Alan Paulson if the complaint by customer Ronald Williams was ever resolved. Alan responded that once Mr. Williams understood the new billing format, he was satisfied and the issue was resolved after speaking with Alan.

Superintendent Alan Paulson gave his report. He has not heard yet from Liquivision regarding the upcoming tank cleaning. Land Mark Surveying has surveyed the main tank and it has not moved.

The Happy Valley job has been completed. It has been pressure tested and chlorinated, and water samples will be tested in the next week. Alan is pleased with the job and it went very smooth.

Shawn Hastings returned to work on October 2<sup>nd</sup> and is on light duty.

Dan Radford will be attending a short school and cross-connection class November 6-9 in Florence.

The Board went into Executive Session at 6:23pm in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation. Dan Radford exited the meeting.

President Parker called the meeting back into regular session at 6:27pm. President Parker made a motion to give Jeremy Wolford a \$100 gift card, along with a "thank you" letter from the Board. Commissioner Bigler seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:27 pm.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

**MINUTES OF THE  
PUBLIC HEARING FOR WATER RATE CHANGES MEETING  
ROBERTS CREEK WATER DISTRICT  
October 17, 2017**

President Tracey Parker called the meeting to order at 6:05 pm. Present were Commissioners Phil Bigler, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, employee Dan Radford, and visitor Shirley McSperitt. Commissioner Carolyn White was absent.

President Parker opened the hearing to receive comment from the public. Visitor Shirley McSperitt approached the Board. Ms. McSperitt wanted to address the water rates charged to out-of-district customers with the Board. Ms. McSperitt began by giving a history of the Water District, as she has been involved with the District for many years, including serving as Office Manager for many years. Ms. McSperitt explained that the reasoning for charging out-of-district customers higher rates originated when the District was expanding and levied taxes on District customers to fund the expansions. Since out-of-district customers were not subject to the tax levies, they were charged higher rates make up the difference. Since the bond levies have since been paid off for several years, and the additional costs of providing water service to out-of-district customers is minimal, Ms. McSperitt would like the Board to consider reducing the water rates charged to those customers. After discussion, the Board agreed that while out-of-district customers should not continue to be charged substantially higher rates than in-district customers, the rates charged to out-of-district customers should still be higher than in-district water rates.

Commissioner Bigler made a motion to change the water base rates for out-of-district services from 150% to 120% of in-district base rates, and change the volume rates to be 100% of in-district water rates. Commissioner Fullbright seconded the motion. Approval was unanimous.

A second Public Hearing will be scheduled to receive comment on the changes noted.

President Parker adjourned the meeting at 6:47pm

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

**Income**

|                                      |                   |
|--------------------------------------|-------------------|
| 401-a · Water Rates to Plant Upgrade | 40,000.00         |
| 401 · Water Sales                    | 167,846.68        |
| 402 · Meter Sales                    | 500.00            |
| 408 · Backflow Test Receipts         | 185.00            |
| 410 · Miscellaneous Income           | 5,626.19          |
| 412 · Interest                       | 60.56             |
| <b>Total Income</b>                  | <b>214,218.43</b> |

**Expense**

|                                       |           |
|---------------------------------------|-----------|
| 501 · Office Manager                  | 5,577.50  |
| 502 · Office Assistants               | 6,174.28  |
| 504 · Auditing                        | 2,000.00  |
| 507 · Office Supplies                 | 149.09    |
| 508 · Telephone & Internet            | 157.36    |
| 509 · Electricity (office)            | 202.04    |
| 510 · Social Security                 | 904.64    |
| 511 · Workmen's Comp.                 | 6.29      |
| 515 · Health Insurance (office)       | 4,703.29  |
| 517 · Repair & Maint. Office          | 83.33     |
| 518 · Administrative                  | 250.00    |
| 519 · Contract Services               | 2,187.51  |
| 520 · Dues & Subscriptions            | 1,840.43  |
| 525 · Misc. Expense                   | 39.96     |
| 527 · Office Equipment.               | 77.99     |
| 530 · Unemployment Comp.              | 132.01    |
| 532 · Billing Costs                   | 1,850.57  |
| 534 · Capital Project Rate Transfer   | 40,000.00 |
| 536 · Debit/Credit Card customer fees | 712.67    |
| 537 · Online Billpay Fees             | 98.80     |
| 538 · Website                         | 200.00    |
| 601 · Plant Superintendent            | 6,893.33  |
| 602 · Service Crew                    | 21,156.62 |
| 603 · Backflow Tests                  | 180.00    |
| 606 · Tools                           | 20.99     |
| 607 · Supplies & Safety Items         | 106.64    |
| 608 · Telephone / Internet            | 329.34    |
| 609 · Plant Electricity & Gas         | 10,329.59 |
| 610 · Social Security/Plant           | 2,135.51  |
| 611 · Workmen's Compensation          | 12.23     |
| 612 · Fees & Dues                     | 162.35    |
| 613 · Fuel                            | 476.43    |
| 614 · Vehicle Maintenance             | 574.13    |
| 615 · Health Insurance (plant)        | 10,452.58 |
| 617-A · R & M - Field                 | 2,244.06  |
| 617-B · R & M - Plant                 | 282.00    |

|                                |                   |
|--------------------------------|-------------------|
| 620 · Water Samples            | 317.00            |
| 624 · Meter Installations      | 55.00             |
| 625 · Misc. Expense Plant      | 146.71            |
| 630 · Unemployment Comp. Plant | 308.55            |
| 639 · MIOX System              | 63.31             |
| 640 · New Connection Materials | 65.93             |
| 650 · Safety Equipment         | 69.50             |
| 675 · Inventory Adjustment     | 64.74             |
| <b>Total Expense</b>           | <b>123,794.30</b> |
| <b>Net Income</b>              | <b>90,424.13</b>  |

**Income**

|                                       |           |
|---------------------------------------|-----------|
| 402 · METER SALES                     | 3,482.00  |
| 412 · INTEREST                        | 209.02    |
| 416 · TRANS GEN FUND to PLANT UPGRADE | 40,000.00 |

|                     |                  |
|---------------------|------------------|
| <b>Total Income</b> | <b>43,691.02</b> |
|---------------------|------------------|

**Expense**

|                        |           |
|------------------------|-----------|
| 628 · LINE REPLACEMENT | 19,429.20 |
|------------------------|-----------|

|                      |                  |
|----------------------|------------------|
| <b>Total Expense</b> | <b>19,429.20</b> |
|----------------------|------------------|

|                                      |                  |
|--------------------------------------|------------------|
| <b>Net Income - Capital Projects</b> | <b>24,261.82</b> |
|--------------------------------------|------------------|

|                                 |  |           |
|---------------------------------|--|-----------|
| Avista Utilities                | Natural gas at office/plant/Carnes                                     | 72.71     |
| Bassett-Hyland Co.              | Fuel for company vehicles  | 476.43    |
| BMS Technologies                | Statement fees, online billpay fees, mailer insert                     | 1,949.37  |
| Cardmember Service (Visa)       | Filing cabinet, janitorial, office supplies, payroll subscription fees | 243.90    |
| Chuck Swarm Auto                | Repair for 1 ton truck   | 554.15    |
| Corix                           | Various service parts  | 1,777.58  |
| Digital Deployment, Inc.        | Monthly website fee  | 200.00    |
| Douglas Co. Farmers' Co-Op      | Filter cartridges, adapters, bushings, hose filter, push broom         | 84.30     |
| Douglas County Tax Collector    | Annual property tax  | 146.71    |
| Douglas Fast Net                | Internet   | 131.50    |
| Eoff Electric Supply            | Contacts   | 282.00    |
| Exodus Pest Control             | Office pest control service  | 23.00     |
| Flury Supply                    | Brass expansion rings, NST couplings                                   | 57.50     |
| Kelley Imaging Systems          | Copier maintenance contract office + plant                             | 98.28     |
| Logic 1 Engineering             | Repair listening device  | 562.00    |
| Long's Building Supply          | Lever, wood wedges   | 17.64     |
| TSYS                            | Monthly debit/credit card fees previous mo.                            | 712.67    |
| Mack Clark Backlow Testing      | 4 non-comp tests   | 180.00    |
| Meterreaders                    | Monthly meter readings   | 2,187.51  |
| Neuner, Davidson, Cooley & Rapp | Progress billing for annual audit                                      | 2,000.00  |
| Occuhealth                      | UA screening   | 50.00     |
| One Call Concepts               | July and August locates  | 112.35    |
| Oregon Linen                    | Rugs for office  | 54.94     |
| Pacific Power                   | Plant, Shop, Office electricity  | 10,458.92 |
| Payroll: Office                 | Payroll  | 8,467.63  |
| Plant                           | Payroll + draws  | 20,429.54 |
| Commissioners                   | Board Compensation   | 230.88    |
| Oregon Dept. Revenue EFTPS      | Payroll Withholding  | 2,563.00  |
| Federal Withholding EFTPS       | Payroll Withholding, Social Security & Medicare                        | 11,720.94 |
| Child Support EFTPS             | Withheld from paycheck per court order                                 | 390.00    |
| Allstate Benefits               | Supplemental insurance (employee paid)                                 | 311.01    |
| Refunds                         | Overpayment & Service Deposit refunds                                  | 564.94    |
| SDAO                            | Annual Membership 17-18  | 1,814.43  |
| SDIS                            | Oct health/supplemental insurance premiums                             | 15,155.87 |
| TruEdge Communications          | VOIP   | 166.00    |
| Umpqua Research                 | Water sample testing   | 317.00    |
| United Rentals                  | Flagger paddle   | 69.50     |
| Verizon Wireless                | Crew cell phones   | 189.20    |
| Winston Auto Parts              | Wiper blades   | 19.98     |
| Winston Sanitary                | Dumpster at Carnes, etc.   | 77.90     |

**TOTAL GEN. FUND PAYABLES for October 2017**

**84,921.28**

|                        |                             |           |
|------------------------|-----------------------------|-----------|
| Corix Water Products   | Materials for Happy Valley  | 14,338.18 |
| Fastenal               | HC 5/8 x 11, 5/8"-11 FHNz 5 | 12.08     |
| Kincheloe & Sons, Inc. | Rock for Happy Valley job   | 2,820.00  |
| Long's Building Supply | Concrete                    | 36.00     |
| Rock-It Man Trucking   | Rock hauling                | 1,730.00  |
| Umpqua Quarries        | Crushed rock                | 492.94    |

**TOTAL CAP PROJECTS PAYABLES for October 2017**

**19,429.20**

# Office Manager's Report

## November 2017 Meeting

| SALES       | October    | September  | Oct Last Year |
|-------------|------------|------------|---------------|
| Gallons     | 27,912,400 | 48,462,600 | 33,992,200    |
| Revenue     | \$146,587  | \$197,085  | \$161,088     |
| Meters Sold | 1          | 1          | 0             |

| COMPARISONS | This FYTD   | Last FYTD   | Net Over/Under Last Yr. |
|-------------|-------------|-------------|-------------------------|
| Gallons     | 166,024,000 | 159,997,800 | 6,026,200               |
| Revenue     | \$719,665   | \$703,670   | \$15,995                |

| VISA/MC          | October   | September | Fiscal YTD |
|------------------|-----------|-----------|------------|
| # Transactions   | Data not  | 545       | 1,321      |
| Total Transacted | available | \$37,982  | \$90,021   |
| Fees We Paid     | yet       | \$712     | \$2,232    |

| CHECKING ACCTS. AS OF October 31, 2017 |                    |
|--|--------------------|
| General Checking                       | \$205,783          |
| General Fund Money Market              | \$408,942          |
| Surcharge Savings                      | \$65,257           |
| Capital Checking                       | \$82,229           |
| Capital Projects Money Market          | \$964,904          |
| Upgrade Money Market                   | \$718,525          |
|  | <b>\$2,445,640</b> |

| Online Billpay           |     |
|--------------------------|-----|
| <i>As of Nov 7, 2017</i> |     |
| Accounts Registered:     | 523 |
| Paperless Accounts:      | 267 |
| Autopay Accounts:        | 179 |

We should be receiving our Property, Liability and Auto insurance renewal next month. The SDAO Best Practices checklist has been completed so we should receive the full 10% discount again this year.

I would like to get confirmation of which Board members will be attending the SDAO Conference, February 9-11 (Preconference on 2/8), so that I can reserve hotel accommodations.

A customer filed a complaint with the Better Business Bureau regarding his bill. The complaint has been resolved to the satisfaction of the BBB, but the customer was not satisfied. This is the first complaint reported on RCWD to the BBB.

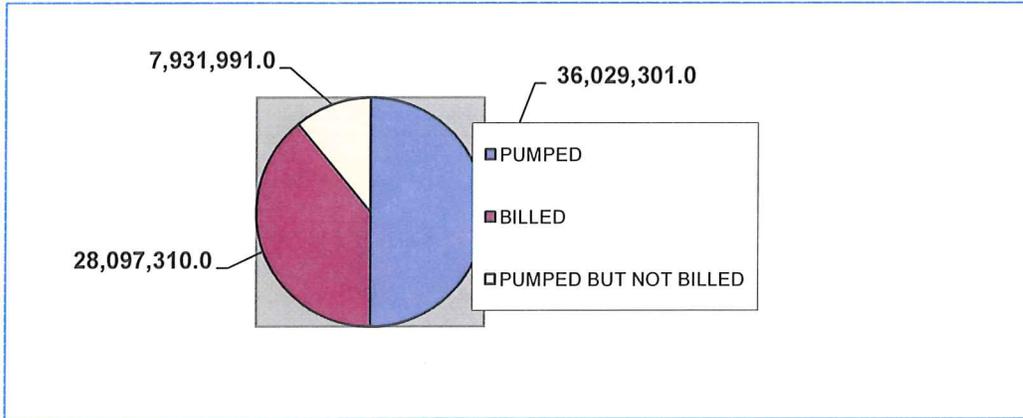
I would like to discuss the closing of the Umpqua Bank branch in Green.

The District will be closed Friday, November 10, for Veterans Day.

**David Campos, CPA**  
Office Manager

|                           |                           |                              |
|---------------------------|---------------------------|------------------------------|
| <b>GALLONS<br/>PUMPED</b> | <b>GALLONS<br/>BILLED</b> | <b>PUMPED BUT NOT BILLED</b> |
| <b>36,029,301</b>         | <b>28,097,310</b>         | <b>7,931,991</b>             |

**OCTOBER**



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

Repairs, leaks, etc. rendering unverifiable consumption

|         |                       |                |
|---------|-----------------------|----------------|
| 9/11/17 | 608 CORONA LOOP       | REPAIR SERVICE |
| 9/12/17 | 1125 ROLLING HILLS RE | REPAIR SERVICE |
| 9/13/17 | GLENGARY & RC RD      | REPAIR MAIN    |
| 9/14/17 | 608 CORONA LOOP       | REPAIR SERVICE |
| 9/27/17 | 2084 LINNELL AVE      | REPAIR SERVICE |
| 9/27/17 | 154 MAYWOOD CT        | REPAIR SERVICE |
| 9/27/17 | 2238 AUSTIN RD        | REPAIR SERVICE |
| 9/27/17 | 3594 AMBER LN         | 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   | 7,931,991  |
| 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: BETH D  
 Printed: 10/24/2017 - 11:45 AM  
 Batch: 001-10-2017  
 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       | 2,990          | 2,990          | 63,814.85          | 47,978.35          | 19,460,800  |
| 002                        | - 1" METER                   | 18             | 18             | 967.50             | 624.75             | 254,800     |
| 004                        | - 1 1/2" METER SERVICE       | 17             | 17             | 1,827.50           | 2,239.30           | 912,500     |
| 005                        | - 2" METER SERVICE INS       | 21             | 21             | 3,612.00           | 4,292.40           | 1,751,700   |
| 006                        | - 3" METER SERVICE INS       | 1              | 1              | 344.00             | 151.90             | 61,500      |
| 007                        | - 4" METER SERVICE INS       | 4              | 4              | 2,150.00           | 10,598.70          | 4,326,000   |
| 008                        | - 8" METER SERVICE INS       | 1              | 1              | 2,110.00           | 1,479.80           | 604,000     |
| 009                        | - SECOND LEVEL CHARGE        | 39             | 39             | 780.00             | 0.00               | 0           |
| 00A                        | - 5/8 X 3/4 SRVC OUT OF DIST | 20             | 20             | 645.00             | 569.35             | 190,400     |
| 00B                        | - 1" SRVC OUT OF DIST        | 3              | 3              | 241.89             | 70.80              | 24,600      |
| 00E                        | - 2" SRVC OUT OF DIST        | 2              | 2              | 516.00             | 212.40             | 71,800      |
| 010                        | - 10" FIRE LINE              | 1              | 1              | 120.00             | 426.30             | 174,200     |
| Water Totals:              |                              | 3,117          | 3,117          | 77,128.74          | 68,644.05          | 27,832,300  |
| <i>Regular Billing</i>     |                              |                |                |                    |                    |             |
| Grand Totals:              |                              | 3,117          | 3,117          | 77,128.74          | 68,644.05          | 27,832,300  |

# Utility Billing

## Detailed Summary by Rate Code

User: BETH D  
 Printed: 10/11/2017 - 1:12 PM  
 Batch: 112-10-2017



# 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 | 55             | 0              | 618.50             | 196.00             | 80,100      |
| Water Totals:              |                        | 55             | 0              | 618.50             | 196.00             | 80,100      |
| <i>Final Billing</i>       |                        |                |                |                    |                    |             |
| Grand Totals:              |                        | 55             | 0              | 618.50             | 196.00             | 80,100      |

## Roberts Creek Water District

### Superintendents Report

November 2017

We have been working towards getting a transfer switch, for an emergency generator. Camp Creek Electric is currently helping us with sizing for the correct size switch and generator, to run our facility in an emergency. We have also been looking into using the “Drinking Water State Revolving Fund” to possibly fund the project.

We have received an inquiry about meter size reduction, and SDC’s. I’d like to briefly discuss the situation with the board.

Shawn Hastings is currently on a sixty day, unpaid leave of absence. He is scheduled to return to work, December 26<sup>th</sup>, 2017.

Dan will be attending a Short School November 6<sup>th</sup> thru the 9<sup>th</sup>. Alan and Jeremy will be attending Short School December 5<sup>th</sup> thru 7<sup>th</sup>.

Although we are a little short handed (hunting season happens), the crew is doing a great job of keeping up with the Districts needs.

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