

David Campos

From: Office
Sent: Monday, November 25, 2019 9:41 AM
To: David Campos
Subject: FW: Contact Us - Form submission received

From: noreply@getstreamline.com <noreply@getstreamline.com>
Sent: Monday, November 25, 2019 9:37 AM
To: Office <office@rcwaterdistrict.com>
Subject: Contact Us - Form submission received

Contact Us - Form submission received

Your name: Stephan Stys

Your email: sstys@civilwest.net

Subject: Clark's Branch Water Association

Message: Greetings, We are conducting a Feasibility Study for Clark's Branch Water Association, pursuing an effective way to increase storage and/or production capacity while still utilizing the current treatment plant. One option that we would like to explore is being annexed by Robert's Creek Water District, which had been discussed between RCWD and CBWA several years ago. Annexation would include extending your main, crossing the South Umpqua River, and connecting with the CBWA main on Dole Road on the west side of Interstate 5. Please let me know what information you need from me to renew talks about the absorption/annexation of Clark's Branch Water Association, as well as the costs that will be incurred by the rate payers to implement these changes. We would like to have a timeline, including if the implementation would involve being retained/operated by RCWD prior to being absorbed and connected to the main line, or at this point simply connecting immediately. Thank you for your time, Stephan Stys

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
November 14, 2019**

President Tracey Parker called the meeting to order at 6:10 p.m. Present were Commissioners Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, and customer Kim Farley. Commissioners Carolyn White and Phil Bigler were absent.

Customer Kim Farley presented her request to the Board to have her water meter moved closer to her residence as is currently sits down the hill from her residence. Ms. Farley has had several leaks in recent years and has considered replacing the water line coming from the meter to her property. However, if the Board approves the relocation of her meter, she will not have to bear the cost of replacing the line. After a brief discussion, the consensus was that, although the project is not budgeted for the current year, it is something we can move up and work something out with Ms. Farley. Ms. Farley thanked the Board.

Commissioner Tom Fullbright made a motion to approve the following leak adjustment as discussed:

Michael Armiger 2400 Old Hwy 99 S 11435000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept 2019	900,000	\$ 2,588.00	$\$2,588. - 25.85 = \$2562.15 / 2 =$
Sept 2018	500	\$ 25.85	\$ 1281.08 credit \$500.00 approved

Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Fullbright then made a motion to approve the following leak adjustments:

Les Mecum 476 Tipton Rd 3821000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept 2019	37,000	\$ 128.45	$\$128.45 - 74.30 = \$54.15 / 2 =$
Sept 2018	17,800	\$ 74.30	\$ 27.08 credit

Mike Ampi 504 Corona Loop Rd 3802000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept - Oct 2019	63,000	\$ 225.55	$\$225.55 - 131.50 = \$124.05 / 2 =$
Sept - Oct 2018	30,000	\$ 131.50	\$ 62.03 credit

Veronica Koenig 126 Adams Loop 2617001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
August 2019	50,400	\$ 165.50	$\$165.50 - 34.40 = \$131.10 / 2 =$
August 2018	6,200	\$ 34.40	\$ 65.55 credit

Otis Construction 3071 Old Hwy 99 S 11515000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2019	259,600	\$ 784.15	$\$784.15 - 103.80 = \$680.35 / 2 =$
July - Aug 2018	7,100	\$ 103.80	\$ 340.18 credit \$100 approved

Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Lusch made a motion to approve the October meeting minutes, financial statements, and October/November accounts payable. Commissioner Fullbright seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. David stated that the office has officially switched to operating the billing in UMS and is no longer using Springbrook. The bills were sent out a few days late due to billing issues. There were some issues with the printed statements that have been worked out. The statement printer, BMS Technologies, has been very accommodating with our transition and getting the billing statements to work with UMS.

David stated that he had some frustrations with the conversion process because he expected certain things to be set up in the new system before implementation but were not set up until David addressed them with CUSI. David added that several customers who were previously on Autopay have not registered their accounts in the new portal yet, so their payments did not draw as usual. David is prepared to waive late fees for those customers.

Superintendent Alan Paulson gave his report. Alan informed the Board that the new MIOX units may not arrive until early January.

Alan stated that they rented a generator to test the installed transfer switch. There were a few issues with the UV and the air scrubbers with the power transfer.

Xylem visited the plant and performed annual maintenance on the treated water pumps.

Alan attended an SDAO class on risk management in October. Dan Radford and Josh Manson recently attended a confined space class.

The GIS mapping of the District's infrastructure is still in progress.

The 8" mainline extension at the new Carl's Jr has been installed, but they have not tested it yet. The meters have been purchased.

The disinfection byproducts have been running a little high. We are still within limits of the state's requirements, but we are comfortable with the levels currently. Alan and Jeremy will be on a conference call to look into economical solutions.

Alan presented his evaluation for Plant Operator Jeremy Welford to the Board. Jeremy Welford is at the top of his pay scale. Commissioner Fullbright made a motion to give Jeremy a \$100 gift card and letter as a thank you for his continued service to the District. Commissioner Lusch seconded the motion, and approval was unanimous.

David presented his evaluation for Office Assistant Beth Dewsnup to the Board. Commissioner Lusch made a motion to advance Beth to step 7 on the salary scale. Commissioner Fullbright seconded the motion, and approval was unanimous.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:58 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
November 2019

Income

401 · Water Sales	137,108.94
402 · Meter Sales	1,400.00
409 · Water Service Fees	925.00
410 · Miscellaneous Income	7,727.84
412 · Interest	826.64
Total Income	147,988.42

Expense

501 · Office Manager	6,146.25
502 · Office Assistants	5,895.78
504 · Auditing	5,000.00
507 · Office Supplies	91.31
508 · Telephone & Internet	183.05
509 · Electricity (office)	201.83
510 · Social Security	925.30
511 · Workmen's Comp.	4.41
515 · Health Insurance (office)	4,959.98
517 · Repair & Maint. Office	189.10
518 · Administrative	150.00
520 · Dues & Subscriptions	359.00
525 · Misc. Expense	142.50
530 · Unemployment Comp.	12.19
532 · Billing Costs	1,536.89
536 · Debit/Credit Card customer fees	1,141.60
537 · Online Billpay Fees	213.95
601 · Plant Superintendent	7,305.83
602 · Service Crew	28,677.70
605 · Freight	625.45
607 · Supplies & Safety Items	46.28
608 · Telephone / Internet	652.80
609 · Plant Electricity & Gas	7,873.34
610 · Social Security/Plant	2,742.42
611 · Workmen's Compensation	10.79
612 · Fees & Dues	923.40
613 · Fuel	1,088.17
614 · Vehicle Maintenance	48.63
615 · Health Insurance (plant)	13,077.13
617-A · R & M - Field	1,147.10
617-B · R & M - Plant	1,701.98
618 · Chemicals	18,628.70
620 · Water Samples	2,069.60
630 · Unemployment Comp. Plant	35.98

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Roberts Creek Water District
Profit & Loss
November 2019

Expense (Cont'd)

675 · Inventory Adjustment -951.70

Total Expense	112,856.74
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Net Income - General Fund	35,131.68
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ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

November 2019

Income

402 · METER SALES	15,825.00
412 · INTEREST	3,602.73
Total Income	19,427.73

Expense

627 · RESERVOIR CONSTRUCTION	5,059.25
653 · PLANT IMPROVEMENTS	17,764.24
705 · Upgrade Loan Payment /principal	290,000.00
706 · Upgrade Loan Payment / interest	55,660.00
Total Expense	368,483.49

Net Income - Capital Projects	-349,055.76
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
NOVEMBER 2019

Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	183.16
Atlas Copco Compressors LLC	<i>Compressor oil, shipping</i>	477.40
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	1,088.17
Beckwith & Kuffel Inc.	<i>T-Section</i>	51.58
BMS Technologies	<i>Statement fees, online billpay fees</i>	1,649.37
Bunnell's Overhead Door	<i>Roll up door at plant</i>	1,122.00
Canon Solutions America	<i>Plant and office copier service agreement 10/20 - 11/19</i>	36.48
Cardmember Service (Visa)	<i>Office janitorial supplies, QB Cloud/Office 365 subscriptions, office uniforms, office candy</i>	470.83
Cascade Columbia	<i>CL2 plus shipping + container deposit</i>	3,365.45
Cooley, Rapp & Friel, LLC	<i>In process billing for audit</i>	5,000.00
Douglas Fast Net	<i>Internet</i>	179.77
Fastenal	<i>Hole saw, hole saw arbor</i>	31.09
Green Sanitary District	<i>Office/Carnes/Plant sewer</i>	114.00
IVR Technology Group	<i>Monthly maintenance and transaction fees</i>	101.47
Kincheloe & Sons LLC	<i>Crushed rock for inventory</i>	117.50
Long's Building Supply	<i>WD-40</i>	9.98
TSYS	<i>Monthly debit/credit card fees previous mo.</i>	1,141.60
Nexcom, LLC	<i>Office and Plant VOIP phones and fax, Troubleshoot/repair line for sensaphone at plant</i>	261.00
Northstar Chemical Inc.	<i>Aluminum Chlorohydrate shipment</i>	15,863.70
OHA Cashier	<i>Jeremy Wolford operator certification renewal</i>	210.00
One Call Concepts	<i>October Locate tickets</i>	37.40
Oregon Department of Revenue	<i>SFM Right-to-know Fee, DEQ Toxic Reduction Fee, DEQ Orpan Site Cleanup pgm fee</i>	676.00
Oregon Linen	<i>Rugs for office</i>	134.11
Pacific Power	<i>Plant/Carnes/Office/Pumpstations electricity</i>	7,892.01
Payroll: Office	<i>Payroll</i>	9,031.53
Plant	<i>Payroll + draws</i>	25,440.96
Commissioners	<i>Board Compensation</i>	138.38
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding</i>	3,273.00
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security & Medicare</i>	12,280.02
Allstate	<i>Employee-paid supplemental</i>	311.01
Refunds	<i>Overpayment & Service Deposit refunds</i>	339.86
SDIS	<i>November health/supplemental insurance premiums</i>	18,037.11
Staples	<i>Office supplies, check file, letter sorter, stamp ink</i>	107.70
Umpqua Research	<i>Water sample testing</i>	2,069.60
RCWD Crew Staff	<i>Cell phone stipend for November</i>	350.00
Verizon Wireless	<i>Tablet service line</i>	45.08
Winston Auto Parts	<i>Starter fluid, gear oil, motor oil, antifreeze</i>	48.63
Winston Sanitary	<i>Dumpster at Carnes, etc.</i>	77.90

TOTAL GEN. FUND PAYABLES for November 2019

111,764.85

SHN Consulting Engineers	<i>Town tank engineering September 2019</i>	5,059.25
Camp Creek Electric	<i>Generator rental and transfer switch test</i>	17,764.24
JP Morgan Chase	<i>Loan principal and interest payment</i>	345,660.00

TOTAL CAP PROJECTS PAYABLES for November 2019

368,483.49

Office Manager's Report

November 2019 Meeting

SALES	November	October	Nov Last Year
Gallons	TBD	24,189,600	24,849,800
Revenue	\$152,117	\$152,117	\$153,761
Meters Sold	2	0	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	TBD	193,395,400	TBD
Revenue	\$910,132	\$965,616	\$(55,484)

VISA/MC	November	October	Fiscal YTD
# Transactions	701	831	1,532
Total Transacted	\$36,209	\$50,714	\$86,923
Fees We Paid	\$993	\$1,065	\$5,205

CHECKING ACCTS. AS OF November 30, 2019	
General Checking	\$515,901
General Fund Reserve	\$425,825
Surcharge Savings	\$65,461
Capital Checking	\$118,126
Capital Projects Reserve	\$1,270,200
Plant Upgrade Debt Reserve	\$388,293
	\$2,783,806

UMS Update:

We are still working out some issues with the new system. Our gallons reporting is still having issues, which is why the gallons reporting above has data missing. We also had to pay for a custom process to produce our door hangers with the correct information that UMS was not able to accommodate with their standard processes. We considered the possibility of eliminating door hangers altogether, but it was determined that the fees collected from door hangers sufficiently cover the cost of issuing them.

Historically the Board has approved a holiday cash gift for employees. The gift amount has been \$150. I request that the Board consider and approve a holiday cash gift for the employees if they so choose.

Next month we should have a quote on our District Liability/Property/Auto insurance renewal.

Roberts Creek Water District
Superintendents Report
December 2019

Our MIOX units are scheduled to be here this Friday, and will begin being installed by the contractor on Saturday. Camp Creek Electric will finish up the electrical and hopefully have them online by 12-20-19.

We have had one of our air compressors have a failure. The parts should arrive Friday and an Atlas Copco serviceman is scheduled to be here on Monday to perform the repairs.

The crew has been working on our GIS mapping, and it's coming along great. They are currently working on mapping the Districts meters.

Jeremy and Will have finished pinning the membranes. I will discuss some options regarding membrane replacement and State regulations.

We will also be working on a new requirement for a "Risk and Resilience Assessment" that will be required by the Environmental Protection Agency.

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