

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 8, 2018**

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

Commissioner Bigler made a motion to combine and approve the February Minutes, Financial Statements and February/March Accounts Payable. Commissioner Fullbright seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report.

David informed the Board that he has calculated update System Development Charge (SDC) fees according to method set forth in Resolution R-10-2008-04, which states that once the maximum fee is reached, the SDC should be adjusted annually by the Construction Cost Index. The SDC has not been adjusted since it was set in 2008, which results in an adjustment of 30%. David suggested an option of splitting up the increase over two years. The new SDC per EDU would be \$5,021, including hookup. The increase is \$1,021 for a ¾ inch meter. Discussion followed. Commissioner Fullbright suggested that we increase the SDC, but to lower extent, because the District is in a good financial position. Commissioner Bigler added that it is difficult to compare our District's SDC's with other Districts because every District is very different. Commissioner Lusch added that the fee is a cost of doing business, and that for new users to pay a fee that is lower than costs mandate is unfair to established users. President Parker asked whether the formula for calculating the SDC's is valid. Superintendent Alan Paulson stated that the methodology was created from the District's Master Plan. President Parker noted that, by not increasing the SDC annually, The District lost money in SDC fees. Superintendent Paulson stated that loss was not significant because in the last several years, The District has not sold very many meters. Commissioners Lusch and Bigler stated that the Resolution has been set, it is following District policy, and the increase is not significant given the number of years that have passed since the SDC fee was adopted. Commissioner Bigler made a motion to adopt Resolution R-2018-03-01, a resolution to increase District SDC fees effective July 1, 2018. Commissioner White seconded the motion, and approval was unanimous.

The Board suggested sending a letter to the current developer in the District, giving them an opportunity to purchase meters before the fee increases. David agreed that a letter will be sent.

A message was received by office staff that Tabor building is very happy with the service provided by our crew.

David updated the Board on his search for new utility management software, stating that he is meeting with a vendor representative in the next week. David stated that, although he is certain the goal is to move away from Springbrook, he does not want to rush his search. David also added that the conversion from Springbrook to a new program will be difficult because of the current software's limitations. A brief discussion followed.

Superintendent Alan Paulson gave his report. He has received a set of preliminary plans for the treatment plant piping project. The engineer's estimate of the cost is \$85,000. Alan stated that if we don't have the job ready to go by July 1st then we will wait until the fall because the summer demand will be too high to have the plant down for repairs. Commissioner Fullbright made a motion to get the project going and put out for bid. Commissioner Bigler seconded the motion. Approval was unanimous.

It was planned to turn valves this month, however Fire District No. 2 will be flushing hydrants a month early, so we will be turning hydrant valves first.

Charlie Borden will not be undergoing surgery. He will be going through alternate treatments first.

President Parker called the Board into executive session at 6:28 p.m. in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation.

President Parker called the meeting to regular session at 6:29 p.m.

Commissioner Bigler made a motion to give Sharon a \$100 gift card along with a letter of thanks from The District. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to adjourn the meeting. Commissioner Lusch seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:32 p.m.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

BUDGET YEAR 2017-18		JAN	FEB	MAR	QUARTERLY 3/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	300,000						300,000.00	
WATER SALES	1,475,000	40,000.00	-	40,000.00	80,000.00	852,259.49	622,740.51	58%
WATER SALES to upgrade	400,000	107,764.88	128,884.66	114,117.47	350,767.01	590,767.01	(190,767.01)	148%
METER SALES	10,000	1,500.00	1,000.00	500.00	3,000.00	5,500.00	4,500.00	55%
SPECIAL SDC / LINES	50,000	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	50,000	-	-	-	-	-	50,000.00	0%
STANDBY CHARGES	19,000	-	-	10,266.00	10,266.00	10,314.00	8,686.00	54%
BACKFLOW TESTS	5,000	450.00	-	150.00	600.00	3,035.00	1,965.00	61%
MISCELLANEOUS	45,000	3,167.56	3,360.50	6,335.46	12,863.52	37,480.99	7,519.01	83%
INTEREST	4,000	56.15	51.60	57.18	164.93	507.61	3,492.39	13%
TRANS. FROM OTHER FUND					-	-	-	
					-	-	-	
BUDGET RESOURCES	2,358,000	152,938.59	133,296.76	171,426.11	457,661.46	1,499,864.10	858,135.90	64%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	66,000	5,577.50	5,577.76	5,577.50	16,732.76	50,361.00	15,639.00	76%
OFFICE ASSISTANTS (2)	83,000	6,277.83	5,903.09	6,168.15	18,349.07	55,762.21	27,237.79	67%
PART-TIME FILL-IN PERSON	2,000	0.00	0.00	0.00	-	-	2,000.00	0%
SOCIAL SECURITY / FICA	11,500	908.76	880.09	885.05	2,673.90	8,152.23	3,347.77	71%
WORKMEN'S COMP	500	5.26	5.50	6.47	17.23	51.88	448.12	10%
INSURANCE	65,000	8,303.29	4,703.29	5,703.29	18,709.87	47,078.26	17,921.74	72%
UNEMPLOYMENT	2,000	132.60	128.50	131.95	393.05	1,182.48	817.52	59%
RETIREMENT (OFFICE)	18,500			4,209.84	4,209.84	12,676.35	5,823.65	69%
VACATION & COMP. TIME	2,000	0.00	0.00	0.00	-	-	2,000.00	0%
TOTAL THIS CATEGORY	250,500	21,205.24	17,198.23	22,682.25	61,085.72	175,264.41	75,235.59	70%

BUDGET YEAR 2017-18		JAN	FEB	MAR	QUARTERLY 3/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	84,000	6,892.58	6,892.58	6,892.58	20,677.74	62,041.49	21,958.51	74%
SERVICE CREW	292,000	23,147.28	23,554.86	23,117.82	69,819.96	208,185.06	83,814.94	71%
SOCIAL SECURITY / FICA	29,000	2,287.75	2,318.93	2,304.62	6,911.30	20,644.96	8,355.04	71%
WORKMEN'S COMP	8,000	12.86	12.23	13.18	38.27	106.79	7,893.21	1%
INSURANCE	143,000	17,652.58	10,452.58	10,452.58	38,557.74	100,082.52	42,917.48	70%
UNEMPLOYMENT COMP.	5,000	330.45	334.91	330.13	995.49	3,070.45	1,929.55	61%
RETIREMENT (PLANT)	44,000			10,687.68	10,687.68	31,473.93	12,526.07	72%
VACATION & COMP TIME	2,000	-	-	-			2,000.00	0%
TOTAL THIS CATEGORY	607,000	50,323.50	43,566.09	53,798.59	147,688.18	425,605.20	181,394.80	
MATERIALS & SERVICES								
BACKFLOW TESTING	3,700	45.00	135.00	-	180.00	1,772.50	1,927.50	48%
FREIGHT	3,000	-	209.45	-	209.45	539.34	2,460.66	18%
TOOLS	3,000	225.94	-	4.50	230.44	847.62	2,152.38	28%
SUPPLIES & OPERATIONS ITEMS	4,000	261.00	26.59	146.71	434.30	910.46	3,089.54	23%
TELEPHONE & INTERNET	4,000	514.10	140.14	324.53	978.77	3,150.24	849.76	79%
ELECTRICITY	130,000	313.13	16,250.69	7,659.57	24,223.39	87,355.67	42,644.33	67%
FEES & DUES	4,000	315.00	110.00	919.00	1,344.00	4,047.12	(47.12)	101%
FUEL	10,000	436.45	391.10	617.08	1,444.63	5,625.76	4,374.24	56%
VEHICLE MAINTENANCE	12,000	725.70	88.59	143.92	958.21	1,843.57	10,156.43	15%
R & M FIELD	35,000	605.30	212.92	791.17	1,609.39	21,631.82	13,368.18	62%
R & M PLANT	35,000	2,089.77	4,009.71	2,152.00	8,251.48	14,860.07	20,139.93	42%
CHEMICALS	40,000	-	-	8,258.68	8,258.68	21,150.18	18,849.82	53%
WATER SAMPLES	8,500	297.00	722.50	831.00	1,850.50	5,430.50	3,069.50	64%
EDUCATION	5,000	1,506.10	959.30	-	2,465.40	4,621.28	378.72	92%
MISCELLANEOUS	2,000	51.98	-	-	51.98	198.69	1,801.31	10%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	10,000	3,900.00	-	-	3,900.00	4,617.50	5,382.50	46%
MIOX SYSTEM	4,000	-	-	-	-	171.36	3,828.64	4%
NEW CONNECT MATERIAL	-	287.65	161.54	313.36	762.55	1,171.78	(1,171.78)	#DIV/0!
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	(891.21)	(207.55)	(1,038.41)	(2,137.17)	645.79	(645.79)	
COMPLIANCE FEES	-	-	-	-	-	-	-	
TOTAL THIS CATEGORY	321,700	10,682.91	23,209.98	21,123.11	54,836.00	182,766.25	138,933.75	57%

BUDGET YEAR 2017-18		JAN	FEB	MAR	QUARTERLY 3/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	165.54	55.00	110.36	330.90	661.08	2,338.92	22%
EQUIPMENT PURCHASE	8,000	286.98	-	-	286.98	286.98	7,713.02	4%
VEHICLE PURCHASE	-	-	-	-	-	-	-	
REPLACE LINES	50,000	-	-	-	-	1,936.40	48,063.60	4%
SAFETY EQUIPMENT	3,000	-	-	-	-	403.58	2,596.42	13%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	10,000	-	5,225.00	-	5,225.00	5,225.00	4,775.00	52%
TOTAL THIS CATEGORY	78,000	452.52	5,280.00	110.36	5,842.88	8,513.04	69,486.96	11%
TOTAL OPERATING								
	1,006,700	61,458.93	72,056.07	75,032.06	208,547.06	616,884.49	389,815.51	61%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	150,000.00	50,000.00	75%
RATES TO PLANT UPGRADE	400,000	40,000.00	-	40,000.00	80,000.00	320,000.00	80,000.00	80%
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%
TOTAL THIS CATEGORY	804,513	40,000.00	-	90,000.00	130,000.00	499,512.69	305,000.31	62%
TOTAL ALL DEPTS.								
	2,230,613	170,631.91	102,186.59	193,554.78	466,373.28	1,411,914.67	818,698.33	63%
ENDING FUND BALANCE	127,387						127,387	
TOTAL BUDGET								
	2,358,000				466,373.28	1,411,914.67	946,085.33	
						2,358,000.00		

CAPITAL FUNDS BUDGET YEAR 2017-18		JAN.	FEB.	MAR.	QUARTERLY 3/31/2018	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>BEGINNING BALANCE</i>	1,500,000							
Meter Sales	69,000	10,446.00	6,964.00	3,482.00	20,892	38,302.00	30,698	56%
Interest	18,000	191.36	176.30	195.48	563	1,736.43	16,264	10%
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	150,000.00	50,000	75%
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	-	40,000.00	80,000	320,000.00	80,000	80%
Reimbursement (Intergov. Agmt)								
Miscellaneous Income	-				-	-	-	
BUDGET RESOURCES	2,187,000	50,637.36	7,140.30	93,677.48	151,455	510,038.43	176,962	23%
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	-	-	-	-	-	2,000	0%
Reservoir Maintenance	-	-	-	-	-	-	-	
Reservoir Construction	-	-	-	-	-	-	-	
Line Replacement	300,000	375.00	-	-	375	29,458.11	270,542	10%
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	-	-	-	-	-	-	-	
TOTAL EXPENSES	859,000	375.00	-	-	375	29,458.11	829,542	3%
DEBT SERVICE							859,000.00	
Plant Upgrade Loan Principal	285,000	-	-	-	-	285,000.00	-	100%
Plant Upgrade Loan Interest	122,136	-	-	-	-	62,870.50	59,266	51%
TOTAL DEBT SERVICE								
TOTAL ALL EXPENSES	1,266,136	375.00	-	-	375.00	377,328.61	888,807	29.80%
ENDING FUND BALANCE	920,864						268,000	
TOTAL BUDGET	2,187,000				375		1,156,807	

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
MARCH 2018

Avista Utilities	Natural gas at office/plant/Carnes	297.74
Atlas Copco Compressors	Compressor oil leak	1,800.00
AWWA	Annual membership renewal	345.00
Bassett-Hyland Co.	Fuel for company vehicles	617.08
Beth Dewsnap	Deductible reimbursement	1,000.00
BMS Technologies	Statement fees, online billpay fees	1,751.38
Cardmember Service (Visa)	Conference lodging, payroll fees, misc office, eval gift card, SIM card	642.36
Cascade Columbia	Salt	8,258.68
Department of Environmental Quality	Water Quality permit	574.00
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Brass Coupling	2.89
Douglas Fast Net	Internet	131.50
Edward Jones Co.	Quarterly SEP retirement contribution	14,897.52
Exodus Pest Control	Office pest control service	23.00
Green Sanitary District	2 months sewer service	228.00
Kelly Imaging Systems	Quarterly copier service	245.18
Long's Building Supply	PVC Caps	1.18
TSYS	Monthly debit/credit card fees previous mo.	753.97
Metereaders	Monthly meter readings	2,190.35
Onsite Wastewater Management	Quarterly maintenance contract	200.00
Oregon Linen	Rugs for office	54.94
Pacific Power	Plant, shop, office electricity	7,584.58
Payroll: Office	Payroll	8,673.79
Plant	Payroll + draws	22,306.06
Commissioners	Board Compensation	230.87
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,720.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	10,444.34
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	407.38
Rock-It Man Trucking	Rock hauling for 835 Glengary meter	90.00
Roseburg Urban Sanitary Authority	Public contracting law training	503.17
SDIS	March health/supplemental insurance premiums	15,155.87
Tim Allen Equipment	Damage waiver for power snake rental	4.50
TruEdge Communications	VOIP	166.00
Umpqua Research	Water sample testing	831.00
Verizon Wireless	Crew cell phones	174.40
Winston Auto Parts	Oil for backhoe, oil filter, fuel filter, antifreeze	176.47
Winston Sanitary	Dumpster at Carnes, etc.	77.90

TOTAL GEN. FUND PAYABLES for March 2018	104,462.11
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None

TOTAL CAP PROJECTS PAYABLES for March 2018	-
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**Roberts Creek Water District
Check Detail**

April 10, 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	6187	04/10/2018	AVISTA UTILITIES	Acct. 330144103	001 · UMPQUA BANK CHECKI...	
			HIGHLANDS Carnes Road Site	090053436 Highland Vista 290133315 Carnes Rd. 570042740 Office	609 · Plant Electricity & Gas 609 · Plant Electricity & Gas 509 · Electricity (office)	-19.15 -281.11 -73.30
TOTAL						-373.56
Check	6188	04/10/2018	BMS TECHNOLOG...		001 · UMPQUA BANK CHECKI...	
				Inv 57856 / March billing statements Inv 57857 / Maintenance and transaction fees	532 · Billing Costs 537 · Online Billpay Fees	-1,624.60 -128.22
TOTAL						-1,752.82
Check	6189	04/10/2018	BASSETT-HYLAN...	Customer #498742	001 · UMPQUA BANK CHECKI...	
				Fuel 3/16 - 3/31 Inv. #CL73358	613 · Fuel	-125.54
TOTAL						-125.54
Check	6190	04/10/2018	DAILY JOURNAL ...		001 · UMPQUA BANK CHECKI...	
				Plant Piping Upgrade project / Invitation to Bid	526 · Advertising	-144.90
TOTAL						-144.90
Check	6191	04/10/2018	DOUGLAS CO. FA...		001 · UMPQUA BANK CHECKI...	
				Inv #24940 / PO 16720 / Seal tape, poly elbows, hose clamps Inv #25081 / PO 16725 / Stump-out Inv #25172 / PO 16728 / Glystar weed killer	607 · Supplies & Safety Items 607 · Supplies & Safety Items 607 · Supplies & Safety Items	-22.42 -13.98 -94.98
TOTAL						-131.38
Check	6192	04/10/2018	DOUGLAS FAST N...	Account #165900	001 · UMPQUA BANK CHECKI...	
				Office Internet 39512 Plant Internet 109871 Carnes Internet 109870	508 · Telephone & Internet 608 · Telephone / Internet 608 · Telephone / Internet	-51.36 -40.07 -40.07
TOTAL						-131.50
Check	6193	04/10/2018	DIGITAL DEPLOY...		001 · UMPQUA BANK CHECKI...	
				Inv #97017 Streamline website monthly fee	538 · Website	-200.00
TOTAL						-200.00
Check	6194	04/10/2018	E OFF ELECTRIC S...		001 · UMPQUA BANK CHECKI...	
				Inv. #S007156139.001 / PO 16733 / UV Lamps Inv #S007156139.001 / Freight for UV Lamps	617-B · R & M - Plant 605 · Freight	-258.75 -11.27
TOTAL						-270.02
Check	6195	04/10/2018	EXODUS PEST CO...		001 · UMPQUA BANK CHECKI...	
				Inv #60677 / Monthly office pest control	517 · Repair & Maint. Office	-23.00
TOTAL						-23.00
Check	6196	04/10/2018	GREEN SANITARY...		001 · UMPQUA BANK CHECKI...	
				Sewer fees office 0281-000 Sewer fees plant 0281-001 Sewer fees Carnes 0281-002	517 · Repair & Maint. Office 617-B · R & M - Plant 617-B · R & M - Plant	-38.00 -38.00 -38.00
TOTAL						-114.00
Check	6197	04/10/2018	INDUSTRIAL TIRE ...		001 · UMPQUA BANK CHECKI...	
				Inv. #130061796 / PO #16729 / Grey pickup tires, balance, stems,...	614 · Vehicle Maintenance	-650.00
TOTAL						-650.00
Check	6198	04/10/2018	LONG'S BUILDING...		001 · UMPQUA BANK CHECKI...	
				Inv. #282550 / PO 16726 / Paddle bit, AP adhesive	607 · Supplies & Safety Items	-16.98
TOTAL						-16.98

**Roberts Creek Water District
Check Detail**

April 10, 2018

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	6199	04/10/2018	ONE CALL CONCE...	Acct. #09-0000421 Inv #8011021 / January tickets Inv #8021021 / February tickets	001 · UMPQUA BANK CHECKI... 612 · Fees & Dues 612 · Fees & Dues	 -52.50 -59.85
TOTAL						-112.35
Check	6200	04/10/2018	OAWU	Inv #24421 / 2018-19 Membership renewal	001 · UMPQUA BANK CHECKI... 612 · Fees & Dues	 -1,000.00
TOTAL						-1,000.00
Check	6201	04/10/2018	POPEYE'S PUMP ...	Inv #10629 / 4 District backflow tests	001 · UMPQUA BANK CHECKI... 603 · Backflow Tests	 -180.00
TOTAL						-180.00
Check	6202	04/10/2018	QUILL	Acct. #C2684792 Inv. #5795176 / Self-seal window envelopes w/ logo	001 · UMPQUA BANK CHECKI... 507 · Office Supplies	 -429.95
TOTAL						-429.95
Check	6203	04/10/2018	SDIS	03-0054183 Office health/supplemental premiums - May Plant health/supplemental premiums - May	001 · UMPQUA BANK CHECKI... 515 · Health Insurance (office) 615 · Health Insurance (plant)	 -4,703.29 -10,452.58
TOTAL						-15,155.87
Check	6204	04/10/2018	STAPLES	Acct. 6035 5178 5027 6352 Inv 56805 / 2 heavy duty surge protectors Inv 59078 / Hanging file folders, 2-sided tape Inv 62032 / Envelopes, laser labels	001 · UMPQUA BANK CHECKI... 507 · Office Supplies 507 · Office Supplies 507 · Office Supplies	 -49.98 -35.99 -54.58
TOTAL						-140.55
Check	6205	04/10/2018	TRUEDGE COMMU...	Inv #2655P / Office phones and fax Inv #2655P / Plant phones and fax	001 · UMPQUA BANK CHECKI... 508 · Telephone & Internet 608 · Telephone / Internet	 -106.00 -60.00
TOTAL						-166.00
Check	6206	04/10/2018	UMPQUA QUARRI...	Inv. #19537 / PO 16722 / crushed rock for 835 Glengary meter	001 · UMPQUA BANK CHECKI... 675 · Inventory Adjustment	 -116.61
TOTAL						-116.61
Check	6207	04/10/2018	VERIZON WIRELESS	Acct. 772196342-0001 Inv. #9803831024	001 · UMPQUA BANK CHECKI... 608 · Telephone / Internet	 -177.40
TOTAL						-177.40
Check	6208	04/10/2018	WINSTON AUTO P...	Account #6321 Inv. #726514 / PO 16727 / battery Inv #726514 / PO 16727 / dust mask	001 · UMPQUA BANK CHECKI... 606 · Tools 607 · Supplies & Safety Items	 -59.99 -8.99
TOTAL						-68.98
Check	6209	04/10/2018	WINSTON SANITA...	Account #840428 Carnes Road Site Dumpster at Carnes	001 · UMPQUA BANK CHECKI... 617-A · R & M - Field	 -77.90
TOTAL						-77.90

Office Manager's Report

April 2018 Meeting

SALES	March	February	March Last Year
Gallons	16,199,400	19,105,300	18,263,200
Revenue	\$129,305	\$137,637	\$122,485
Meters Sold	1	2	3

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	261,989,000	261,495,400	493,600
Revenue	\$1,395,516	\$1,341,347	\$54,170

VISA/MC	March	February	Fiscal YTD
# Transactions	727	676	5,266
Total Transacted	\$35,283	\$31,247	\$286,881
Fees We Paid	\$784	\$720	\$6,821

CHECKING ACCTS. AS OF March, 31, 2018	
General Checking	\$146,565
General Fund Money Market	\$419,177
Surcharge Savings	\$65,297
Capital Checking	\$105,247
Capital Projects Money Market	\$1,065,492
Upgrade Money Market	\$531,007
	\$2,332,785

Online Billpay	
<i>As of April 10, 2018</i>	
Accounts Registered:	714
Paperless Accounts:	348
Autopay Accounts:	266

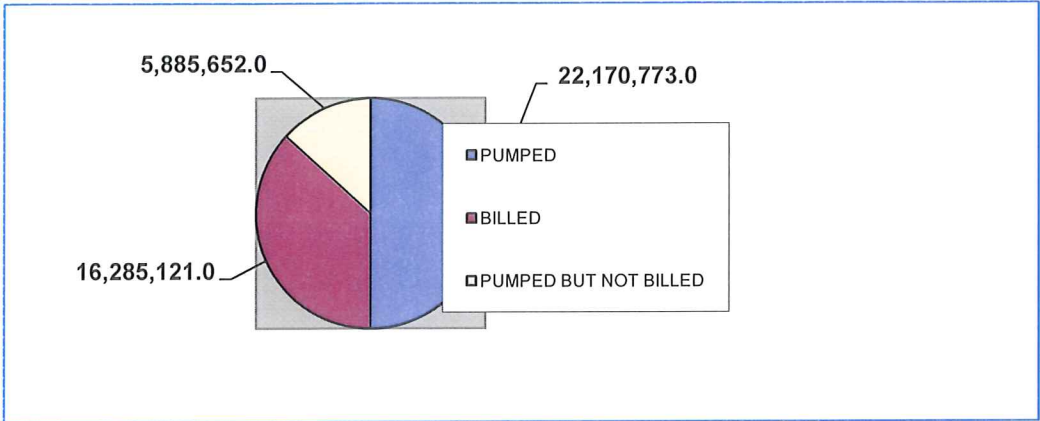
Alan and I are currently in the process of preparing the 2018-19 Budget.

The search continues...for new utility management software. A representative from Vision MS visited the office recently. The rep was a former executive at Springbrook, and converted several former Springbrook clients. We like what he had to say about the platform his company offers. A demo has been set up for the beginning of May. I spoke with City of Oakland regarding the platform the recently switched to, UB Max Pro. They had just recently implemented the new software, and I am hoping to visit Oakland to watch their billing process with that system.

David Campos, CPA
Office Manager

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
22,170,773	16,285,121	5,885,652

MARCH



30 DAYS IN BILLING CYCLE: 02/11/18 TO 03/10/18

Repairs, leaks, etc. rendering unverifiable consumption

3/1/2018	770 Tipton Rd	Repair Service
2/27/18	38 Carmel Ct	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	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	
MAY	4,199,433	MAY	9,314,582	MAY	
JUNE	5,580,994	JUNE	11,423,974	JUNE	

Utility Billing

Detailed Summary by Rate Code



ROBERTS CREEK
WATER DISTRICT

User: beth d
Printed: 03/23/2018 - 9:56 AM
Batch: 001-03-2018
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	3,001	3,001	68,569.11	31,218.90	10,817,300
002	- 1" METER	19	19	1,092.50	418.95	148,200
004	- 1 1/2" METER SERVICE	17	17	1,955.00	1,758.45	616,500
005	- 2" METER SERVICE INS	20	20	3,680.00	3,536.85	1,237,800
006	- 3" METER SERVICE INS	1	1	368.00	31.35	10,800
007	- 4" METER SERVICE INS	4	4	2,300.00	8,034.15	2,819,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,108.65	388,500
009	- SECOND LEVEL CHARGE	39	39	780.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	532.68	156.75	54,100
00B	- 1" SRVC OUT OF DIST	3	3	207.00	37.05	13,500
00E	- 2" SRVC OUT OF DIST	2	2	441.60	42.75	15,100
010	- 10" FIRE LINE	1	1	120.00	114.00	40,300
Water Totals:		3,128	3,128	82,302.89	46,457.85	16,161,100
<u>Regular Billing</u>						
Grand Totals:		3,128	3,128	82,302.89	46,457.85	16,161,100

Utility Billing

Detailed Summary by Rate Code



ROBERTS CREEK
WATER DISTRICT

User: sharon c
Printed: 03/12/2018 - 11:49 AM
Batch: 122-03-2018

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	37	0	413.98	108.30	35,800
00A	- 5/8 X 3/4 SRVC OUT OF DIST	1	0	17.48	8.55	2,500
Water Totals:		38	0	431.46	116.85	38,300
<u>Final Billing</u>						
Grand Totals:		38	0	431.46	116.85	38,300

Roberts Creek Water District

Superintendents Report

April 2018

Most of the crew attended a class to renew out traffic control certification. Alan, Dan and Will also renewed their asbestos certifications.

Our engineer has completed the plans for the C.I.P. system, and we are currently waiting for bids. I will give more detail at the board meeting, but things seem to be going well.

Hydrant flushing has been completed, and we are finishing up our yearly valve turning program.

We are busy this time of year, trying to stay ahead of the vegetation around the Districts facilities, as well as other spring time maintenance.

I have an employee evaluation as well.

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

Thanks Alan