

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
July 13, 2017**

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

President Parker made a motion to approve the following leak adjustment request for Richard Barrett:

LEAK ADJUSTMENT REQUEST

Richard Barrett 429 Bailey Drive 0837-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June 2017	112,000	\$ 295.90	$\$295.90 - 33.75 = \262.15
June 2016	4,600	\$ 33.75	\$ 262.15 credit

Commissioner Bigler seconded the motion, and approval was unanimous.

Commissioner Bigler made a motion to approve the water availability request for Ron Wilkison. Commissioner Fullbright seconded the motion. Approval was unanimous.

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

Office Manager David Campos gave his monthly report. David stated that at the end of June, the parking lot was re-sealed and striped by The Striping Company. There were some issues with the seal lifting off the original pavement, and The Striping Company discounted the final bill by \$200. Next, Hendrix Painting will be painting the exterior of the office at a quoted price of \$3,200. Hendrix Painting is a customer of Roberts Creek Water District. The only other quote submitted was by Heritage Painting, at \$5,850. Other painters in the area were unavailable.

David informed the Board that the annual audit is scheduled for the third week of August.

David stated that the billing statements in the new format will go out this month. The office will have a web meeting with BMS to go over the final training. David said that they have had a conversation in the office regarding debit/credit card transaction limits and whether a limit should be implemented. The idea of charging customers for debit/credit card

transactions was discussed. The general consensus was that we should wait and see how the merchant fee costs go for the next couple months.

David informed the Board that it is time to consider planning a public hearing for the upcoming water rate increase. Several of the commissioners stated that by law we have to issue two notices with at least 60 days notice before the rates go into effect. Discussion followed. David will confirm the public notification requirements with District resources for the next meeting.

David then presented the year-end reports, including billings, meters sold, past dues, and budget. Overall both the Administrative and Operations Departments finished under budget.

Superintendent Alan Paulson gave his report. Alan stated that we have received some bids for the tank cleaning. LiquiVision, based out of Klamath Falls, was the lowest bidder. Inland Potable Services, based in Colorado, was the next lowest bidder. Both companies have done work for the District previously. Commissioner Bigler made a motion to proceed with LiquiVision to inspect and clean the District water tanks. Commissioner Fullbright seconded the motion. Approval was unanimous.

Alan informed the Board that the valve that shuts the tank off is not functioning properly. The tank will have to be drained to service the valve, but we will have to wait until after summer when consumption is lower so that the valve can be replaced.

The sediment basin has been drained and cleaned out, and this will be the first time since the new plant was built that both ponds will be able to be cleaned out.

We have a customer with property at the end of Little Valley Road. The property has a house with some pasture land. The pasture land has a water trough at one end hooked up to a meter. The property is split into several tax lots. The customer would like to cap off the line for the water trough and move the meter to the end of the property where the house is located. Discussion followed. General consensus was that the customer may move the service to the other end of the property.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:05 pm. President Parker called the regular Board meeting back into session at 7:13 pm.

Commissioner Bigler made a motion to give Charlie Borden a \$100 gift card, along with a letter thanking him for his service with the District. Commissioner Lusch seconded the motion. Approval was unanimous.

For the good of the order, the decision was made to give David his evaluation at next month's Board meeting. Commissioner Bgler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:15 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
 July 2017

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	113,574.02
406 · Previously Levied Taxes	0.15
408 · Backflow Test Receipts	525.00
410 · Miscellaneous Income	3,312.49
Total Income	157,411.66

Expense

501 · Office Manager	5,255.67
502 · Office Assistants	6,032.35
507 · Office Supplies	289.10
508 · Telephone & Internet	106.00
509 · Electricity (office)	200.42
510 · Social Security	882.68
511 · Workmen's Comp.	5.85
515 · Health Insurance (office)	4,851.94
517 · Repair & Maint. Office	53.92
518 · Administrative	250.00
519 · Contract Services	2,184.67
520 · Dues & Subscriptions	-65.06
524 · Education (office)	175.00
525 · Misc. Expense	28.45
530 · Unemployment Comp.	124.17
532 · Billing Costs	2,799.00
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	658.58
538 · Website	400.00
601 · Plant Superintendent	6,737.67
602 · Service Crew	22,795.06
603 · Backflow Tests	662.50
605 · Freight	45.83
606 · Tools	321.27
607 · Supplies & Safety Items	53.01
608 · Telephone / Internet	688.59
609 · Plant Electricity & Gas	9,742.44
610 · Social Security/Plant	2,259.27
611 · Workmen's Compensation	11.25
612 · Fees & Dues	3,687.51
613 · Fuel	606.59
614 · Vehicle Maintenance	78.52
615 · Health Insurance (plant)	10,749.88
617-A · R & M - Field	4,454.41
617-B · R & M - Plant	966.00
620 · Water Samples	197.00
624 · Meter Installations	55.18
630 · Unemployment Comp. Plant	327.61
650 · Safety Equipment	334.08
675 · Inventory Adjustment	-1,049.14
Total Expense	127,957.27

Net Income - General Fund	29,454.39
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ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
July 2017

Income

412 · INTEREST	191.88
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00

Total Income	40,191.88
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Net Income - Capital Projects	40,191.88
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JULY 2017

Accela, Inc.	<i>Annual software maintenance fees</i>	3,522.51
Apex Building Supply	<i>Sch 80 couplings</i>	18.56
Atlas Copco Compressors	<i>Thermostat</i>	276.37
Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	74.27
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	606.59
BMS Technologies	<i>Pre-bill for initial billing + 6 month supply deposit</i>	2,799.00
Brotherton Pipeline	<i>Under-street boring at office.</i>	1,200.00
Cardmember Service (Visa)	<i>Hr-meter counter, crew cell phones, plant lockbox, admin education, office supp</i>	1,032.39
Corix	<i>Pipe, meter boxes, lids, meter stops, rubbers, saddles</i>	1,729.15
Costco	<i>Traffic box and lid</i>	120.00
David Birch	<i>14 non-comp tests + 13 test cocks</i>	662.50
Digital Deployment, Inc.	<i>Streamline Website monthly fee - 2 months</i>	400.00
Douglas Co. Farmers' Co-Op	<i>Sprinkler head, dust masks</i>	6.48
Fastenal	<i>Orange cones, hard hats, offset wrench</i>	477.28
Flury Supply	<i>Strap and shackles</i>	226.77
Industrial Tire Service	<i>Flat repair</i>	45.62
Knife River Materials	<i>Sack mix, asphalt patching</i>	488.18
Merchant Connect	<i>Monthly debit/credit card fees previous mo.</i>	658.58
Meterreaders	<i>Monthly meter readings</i>	2,184.67
One Call Concepts	<i>April/May tickets</i>	105.00
Onsite Wastewater Management	<i>Quarterly maintenance</i>	200.00
Oregon Linen	<i>Rugs for office</i>	53.92
Oregon Tractor	<i>Fuel cap</i>	32.90
Pacific Power	<i>Plant, Shop, Office electricity</i>	9,868.59
Payroll: Office	<i>Payroll</i>	8,267.62
Plant	<i>Payroll + draws</i>	21,821.88
Commissioners	<i>Board Compensation</i>	230.87
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding</i>	2,553.00
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security & Medicare</i>	10,735.88
Child Support EFTPS	<i>Withheld from paycheck per court order</i>	406.00
Refunds	<i>Overpayment & Service Deposit refunds</i>	289.60
SDIS	<i>Aug health/supplemental insurance premiums</i>	15,601.82
Staples	<i>Copy/printer paper, sign holders, binders, index tabs</i>	186.44
TruEdge Communications	<i>VOIP</i>	166.00
Umpqua Research	<i>Water sample testing</i>	197.00
USA Blue Book	<i>pH puffer packs</i>	78.58
Verizon Wireless	<i>Cell phones for crew</i>	178.62
Winston Sanitary	<i>Dumpster at Carnes, etc.</i>	77.90

TOTAL GEN. FUND PAYABLES for July 2017	87,580.54
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No Capital Projects disbursements -

TOTAL CAP PROJECTS PAYABLES for July 2017	-
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Office Manager's Report

August 2017 Meeting

SALES	July	June	July Last Year
Gallons	43,445,700	29,502,400	37,858,100
Revenue	\$184,548	\$150,312	\$170,982
Meters Sold	0	2	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	43,445,700	37,858,100	5,587,600
Revenue	\$184,548	\$170,982	\$13,566

VISA/MC	July / TSYS	July / Elavon	June / Elavon
# Transactions	72	275	330
Total Transacted	\$4,744	\$14,528	\$19,306
Fees We Paid	\$293*	\$522	\$659

*Includes \$190 setup fee

CHECKING ACCTS. AS OF July 31, 2017	
General Checking	\$89,296
General Fund Money Market	\$408,791
Surcharge Savings	\$65,232
Capital Checking	\$96,403
Capital Projects Money Market	\$914,527
Upgrade Money Market	\$598,299
	\$2,172,548

Online Billpay	
<i>As of Aug 8, 2017</i>	
Accounts Registered:	172
Paperless Accounts:	103
Autopay Accounts:	77

The new billing statements have been sent out and Online Billpay is active. Customer feedback is mostly positive. We are still working through the new process as it has necessitated several changes in the office, but everything is going smoothly so far. It is expected that card transaction volume will increase with Online Billpay, however with the lower merchant fees we should still see some savings. I am also interested in seeing what this does for our receivables collectability.

Hendrix Painting painted the exterior of the office building July 29 & 30. Overall I am pleased with their work. Next we should seek bids for the roof replacement. Back in 2015 we obtained 2 quotes, but one of the quotes is a business related to one of our staff, which is a conflict of interest. I feel we should start over and seek out new quotes.

- The annual audit will take place the week of August 21.
- Continue discussion for water rate increase public notice hearing.
- Discuss a possible meter downsize request by Sid Schuyler, owner of the big red barn at 4550 Old Hwy 99S.

as they are mailed to your customers, and track as they send back returns.

- Statements
- Remittance

Select a Job

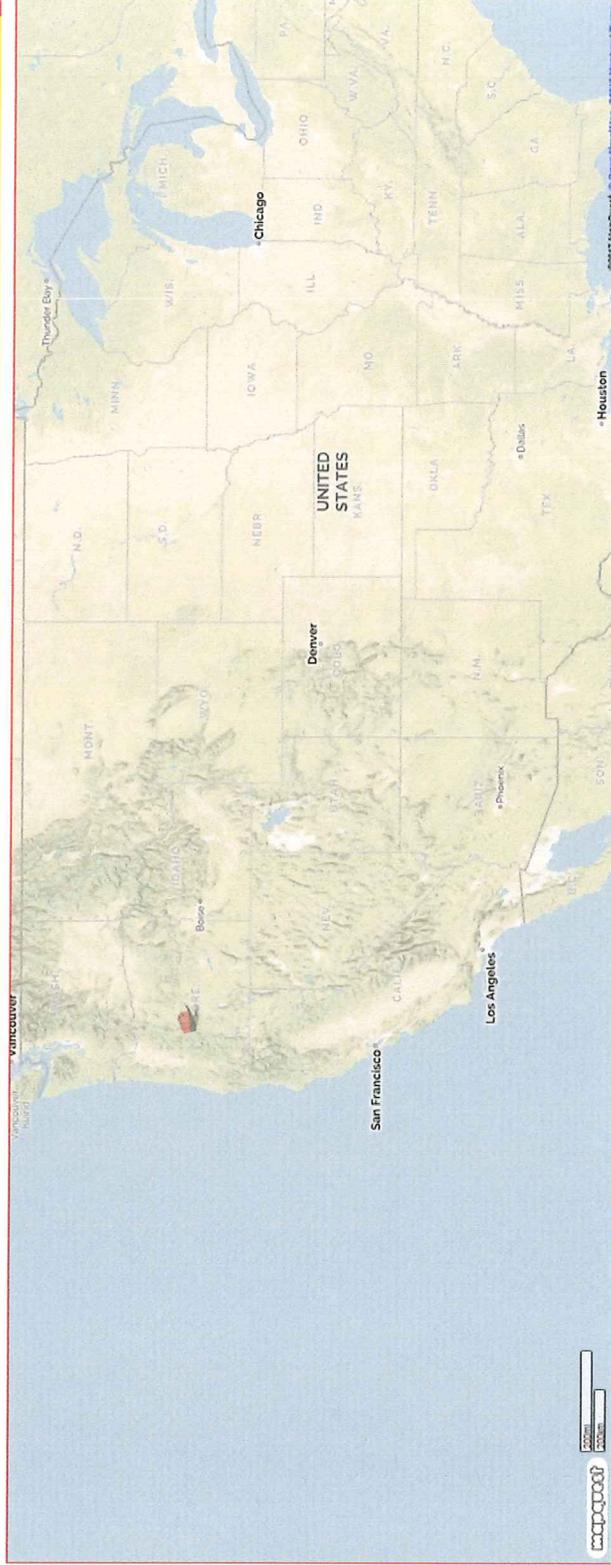
7/25/2017 - RCW STATEMENTS

Search

Delivered Today: 0

Delivered: 2975

Pieces Scanned: 2981



Statement mail tracking report from BMS

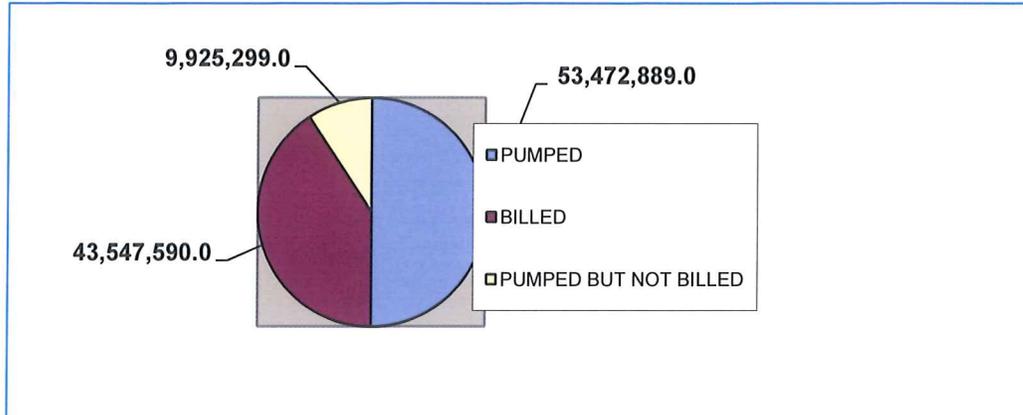
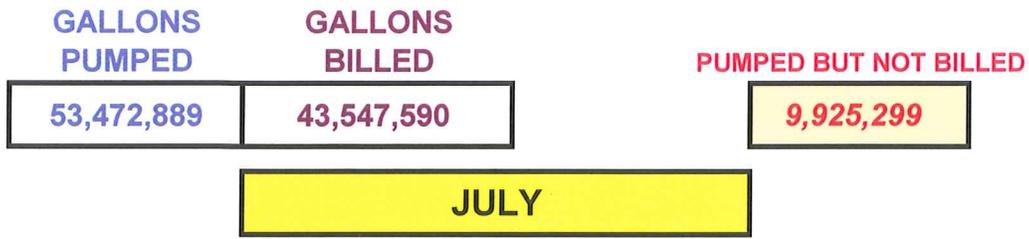
2015 ORS 264.312¹

Increasing water rates

- hearing
- notice

- (1) Whenever any increase is proposed in the existing rates charged water consumers by a district pursuant to ORS 264.310 (Rates for water furnished), the board of commissioners shall first provide for a public hearing on such proposal before any increased rates are ordered into effect.
- (2) The public hearing required under subsection (1) of this section shall be held at a place designated by the board after notice thereof has been given by inclusion of a notice of the public hearing in either the water bills or a special mailing sent to consumers by the district during the period of 30 days prior to the date of the hearing. [1961 c.685 §§2,3; 1969 c.666 §20; 1979 c.328 §5]

¹ Legislative Counsel Committee, *CHAPTER 264—Domestic Water Supply Districts*, https://www.oregonlegislature.gov/bills_laws/ors/ors264.html (2015) (last accessed Jul. 16, 2016).



30 DAYS IN BILLING CYCLE: 6/11/17 T 7/10/17

Repairs, leaks, etc. rendering unverifiable consumption

- | | | |
|---------|-------------------|----------------|
| 6/23/17 | 188 BEECH ST | REPAIR SERVICE |
| 6/3/17 | 3217 OLD HWY 99 S | REPAIR SERVICE |
| 6/21/17 | 4336 OLD HWY 99 S | REPAIR SERVICE |
| 6/22/17 | 183 BEECH ST | REPAIR SERVICE |
| 6/24/17 | 200 EMILS WAY | REPAIR SERVICE |
| 6/26/17 | 3676 CARNES RD | 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	
SEPTEMBER	7,482,892	SEPTEMBER	12,326,534	SEPTEMBER	
OCTOBER	8,952,939	OCTOBER	13,200,303	OCTOBER	
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	

Utility Billing

Summary by Rate Code

User: sharon c
 Printed: 07/24/2017 - 3:22 PM
 Batch: 001-07-2017
 Billing Cycle: 001



ROBERTS CREEK WATER DISTRICT

Code	Description	No of Accounts	No of Services	Total Billing	Consumption
Summary for Service: Water					
001	- 5/8 X 3/4 METER SERV	2,991	2,991	136,932.64	29,721,700
002	- 1" METER	18	18	1,871.55	369,300
004	- 1 1/2" METER SERVICE	17	17	5,438.80	1,472,200
005	- 2" METER SERVICE INS	21	21	9,589.55	2,501,200
006	- 3" METER SERVICE INS	1	1	498.35	63,000
007	- 4" METER SERVICE INS	4	4	18,748.75	6,775,000
008	- 8" METER SERVICE INS	1	1	4,378.70	925,700
009	- SECOND LEVEL CHARGE	38	38	752.67	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	1,589.00	320,600
00B	- 1" SRVC OUT OF DIST	3	3	436.59	65,900
00E	- 2" SRVC OUT OF DIST	2	2	554.35	13,300
010	- 10" FIRE LINE	1	1	2,668.00	1,039,700
<i>Regular Billing</i>					
	Water Totals:	3,117	3,117	183,458.95	43,267,600
	Grand Totals:	3,117	3,117	183,458.95	43,267,600

Utility Billing

Detailed Summary by Rate Code

User: sharon c
 Printed: 07/11/2017 - 11:52 AM
 Batch: 112-07-2017



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	42	0	483.75	441.00		176,900
005	- 2" METER SERVICE INS	1	0	154.80	2.45		1,200
009	- SECOND LEVEL CHARGE	1	0	7.33	0.00		0
Water Totals:		44	0	645.88	443.45		178,100
<i>Final Billing</i>							
Grand Totals:		44	0	645.88	443.45		178,100

Roberts Creek Water District

Superintendents Report

August 2017

LiquiVision will be cleaning our tanks, in late September/ early October.

We had a substantial leak this month, where we lost a million + gallons in one event.

We had a “late reporting” of our disinfection by- products sample. We have notified the state, and are back into compliance. We have changed our sample taking protocol, to ensure it doesn’t happen again.

We have concluded our Lead & Copper Sampling in July of this year. We are in a three year cycle, and the sampling has to be performed in the warmer months.

There are some properties that may come in soon for water availability. I would like to discuss the properties on Cameron Ave., McClain Ave. & the old Lindy’s property.

Shawn has notified me that he will be receiving back surgery next week, and that he will be off, for up to six weeks. We will be adjusting work as needed, while he is recovering.

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