

i)

RECEIVED

1/3/18

TO WHOM IT MAY CONCERN:

JAN 03 2018

Roberts Creek Water District

ON APPROX. 12/11/17, I RECEIVED A CALL FROM ROBERTS CREEK WATER DISTRICT REGARDING A MASSIVE WATER LEAK AT MY PROPERTY AT 2410 JACKIE AVE IN ROSEBURG. THE GENTLEMAN STATED THE WATER METER WAS SPINNING LIKE CRAZY, WHICH I WAS LOSING WATER BETWEEN THE METER AND MY HOUSE.

I TOLD HIM I WOULD GET A PLUMBER A.S.A.P.

I CONTACTED YAEGER'S PLUMMING AND TOLD THEM I HAD AN EMERGENCY. THEY CALLED ME BACK THE NEXT DAY AND EXPLAINED IT COULD BE DONE IN TWO DAYS.

ALL NEW WATER LINES FROM THE METER TO THE HOUSE.

SINCE I WAS OUT OF STATE I DID NOT KNOW THE SEVERITY OF THE LEAK AS THERE WERE NO SIGNS OF WATER AT THE SURFACE, AND MY FIANCEE NOTICED NO DROP IN WATER PRESSURE, AS THE WATER WAS FUNCTIONING NORMAL.

2)

I NOW KNOW I SHOULDVE HAD THE WATER <sup>TURNED</sup> OFF ASAP.

FOR THIS I APPOCIUSE, AS WATER IS THE MAINSTAY OF LIFE.

I AM INCLUDING COPIES OF THE WORK DONE.

I AM ASKING FOR A ONE TIME COURTESY REDUCTION ON MY BILL AS I AM ON A FIXED INCOME, AND DON'T FOR SEE ANY-MORE ISSUES RE: WATER

I WOULD APPRECIATE YOUR CONSIDERATION ON THIS MATTER.

THANK YOU

RON GIBSON

P.S. WATER LOSS 379,000 GALS  
I AM AMAZED THAT MUCH WATER WOULDN'T BE NOTICED

I JUST PURCHASED THIS PROPERTY 6 MOS. AGO

**LEAK ADJUSTMENT REQUEST**

Michelle Talcott 2410 Jackie Ave 11138-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
December 2017	379,000	\$ 1,103.15	
November 2017	1,600	\$ 26.40	
			<b>Cap \$100 credit</b>

# Utility Billing Account Comments

User: ADMINISTRATOR  
Printed: 01/03/2018 - 2:26 PM

Customer No: 011138 - 000  
Customer Name: MICHELLE M TALCOTT  
Service Address: 2410 JACKIE AVENUE  
Phone: (239) 777-7863



Date	Status	Comment
12/27/2017	ATTN	WAS IN RONALD GIBSON NAME, CHANGED TO GIRLFRIEND'S NAME ON 12/27/17
12/14/2017	Closed	MRV - 5292160 - LEAK/THEY KNOW - CB
12/12/2017	Closed	12-11-17 LEAK ON CUSTOMER SIDE, CB TOLD THEM AND SHE SAID HUSBAND WOULD FIX-BD CB SAID WATER STILL RUNNING DOWN ROAD TODAY, HAVE NOT TURNED OFF YET-12-12-17

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
December 14, 2017**

President Tracey Parker called the meeting to order at 6:02 pm. Present were Commissioners Phil Bigler, Tom Fullbright, Carolyn White, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, visitor Guy Kennerly, and District employee Dan Radford.

Guy Kennerly presented the General Liability/Property/Auto insurance renewal for 2018 to the Board. Mr. Kennerly noted that the policy premium will be down \$320 compared to 2017. The savings is the result of some changes in appraisals and SDAO Best Practices credit. The one major policy change for 2018 is that earthquake coverage re-insurance has a \$10 million limit for the District. This limit applies to all SDAO covered Districts. The District's longevity credit will be \$3,318. The Board thanked Mr. Kennerly, and he exited the meeting at 6:09 pm.

After a brief discussion, Commissioner Bigler made a motion to approve the following leak adjustment requests:

**Heidi Morrison 3904 Joe Ave 906-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Aug-Nov 2017	112,600	\$ 365.30	$\$365.30 - 149.70 = \$215.60 / 2=$
Aug-Nov 2016	25,200	\$ 149.70	<b>\$ 107.80 credit</b> <b>\$100 Cap</b>

**Donald Cummins 529 Glengary Loop Rd 2230-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Nov-Dec 2017	214,600	\$ 587.20	$\$587.20 - 52.80 = \$534.40 / 2=$
Nov-Dec 2016	4,500	\$ 52.80	<b>\$ 267.20 credit</b> <b>\$100 Cap</b>

**Philip Witt 2354 Castle Ave 10503-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sep-Oct 2017	50,300	\$ 165.50	$\$231.65 - 133.65 = \$ 98.00 / 2=$
Sep-Oct 2016	1,900	\$ 47.90	<b>\$ 58.80 credit</b>

Commissioner Lusch seconded the motion, and approval was unanimous.

President Parker asked whether the Accounts Payable report should be for December accounts payable, and not November accounts payable, adding that it seems that the Board is approving the same bills twice. Office Manager David Campos noted that the

format presented is what was presented in meetings prior, but if there is a better way of presenting accounts payable to include current month expenditures he will work on that.

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

Office Manager David Campos gave his monthly report.

David advised the Board that it usually approves a Holiday cash gift for the District employees of \$150 each, and that the Board may choose vote on approving the Holiday cash gift for this year. Commissioner Fullbright made a motion to approve the \$150 cash gift for District employees. Commissioner Lusch seconded the motion, and approval was unanimous.

In years past, the Board has voted on funding the HRA Veba plan for District employees, which is \$1,200 per employee annually. David noted that the Board has stated previously that it would like to continue offering this benefit to the District employees as long as it is financially feasible. David also added that the HRA Veba benefit contributions were included in the health insurance budget for the year. Thus, David's opinion was that the Board did not need to vote on funding this benefit, and the Board agreed.

David informed the Board that the SDAO Conference schedule is available, so if Board members wish to attend, they can complete the registration forms and submit them to David.

A locking mailbox has been set up outside the office for the postal courier's mail drop. Due to staffing changes at the Post Office, the courier often does not make it by the District office before it closes to pick up outgoing mail and drop off incoming mail. The locking box will ensure that outgoing mail will still get picked up.

David noted that the District will be closed for Christmas on December 25<sup>th</sup> and 26<sup>th</sup>, and also will be closed for New Year's Day.

Superintendent Alan Paulson gave his report. Alan informed the Board that the relief valves have been checked and taken care of. The tank divers were scheduled for the tanks cleaning on December 19<sup>th</sup>, but have rescheduled to the 20<sup>th</sup> due to emergencies.

The crew is currently cleaning up the Miox room, preparing the floor for re-sealing and fixing some leaks in some piping.

There has been an issue with one of the air compressors at the plant, which had a cracked housing on an element that was leaking oil. Alan added that the compressors have been problematic from the beginning. They are currently trying to source parts to repair the compressor.

Alan informed the Board that there was a substantial water leak at the plant in the potable water line. Due to drainage, it was difficult to locate the leak. Alan added that we do not yet know how much water was lost.

Shawn Hastings returned to work on November 20, a month earlier than anticipated.

Dan Radford, Jeremy Wolford, and Alan all attended short school recently.

For the good of the order, David stated that Credit Services of Oregon, whom the District uses as its collections service provider, reached out to the District asking about customers who may need some extra help during the holidays. The office was able to provide the information for a customer who has been going through some difficult times, and Credit Services will be doing some things to help that customer out for the holidays.

President Parker adjourned the meeting at 6:33 pm.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

BUDGET YEAR 2017-18		OCT.	NOV.	DEC.	QUARTERLY 12/31/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>REVENUE</b>								
<i>Beginning Balance</i>	<b>300,000</b>						<b>300,000.00</b>	
WATER SALES	<b>1,475,000</b>	167,846.68	109,303.63	96,312.46	373,462.77	772,259.49	702,740.51	52%
WATER SALES to upgrade	<b>400,000</b>	40,000.00	40,000.00	40,000.00	120,000.00	240,000.00	160,000.00	60%
METER SALES	<b>10,000</b>	500.00	1,000.00	-	1,500.00	2,500.00	7,500.00	25%
SPECIAL SDC / LINES	<b>50,000</b>	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	<b>50,000</b>	-	-	-	-	-	50,000.00	0%
STANDBY CHARGES	<b>19,000</b>	-	-	-	-	48.00	18,952.00	0%
BACKFLOW TESTS	<b>5,000</b>	185.00	375.00	300.00	860.00	2,435.00	2,565.00	49%
MISCELLANEOUS	<b>45,000</b>	5,626.19	2,792.23	5,797.57	14,215.99	24,617.47	20,382.53	55%
INTEREST	<b>4,000</b>	60.56	56.81	54.02	171.39	342.68	3,657.32	9%
TRANS. FROM OTHER FUND		-	-	-	-	-	-	
<b>BUDGET RESOURCES</b>	<b>2,358,000</b>	<b>214,218.43</b>	<b>153,527.67</b>	<b>142,464.05</b>	<b>510,210.15</b>	<b>1,042,202.64</b>	<b>1,315,797.36</b>	<b>44%</b>
<b>ADMINISTRATIVE DEPT.</b>								
OFFICE MANAGER	<b>66,000</b>	5,577.50	5,577.74	5,739.93	16,895.17	33,628.24	32,371.76	51%
OFFICE ASSISTANTS (2)	<b>83,000</b>	6,174.28	6,597.74	6,419.89	19,191.91	37,413.14	45,586.86	45%
PART-TIME FILL-IN PERSON	<b>2,000</b>	-	-	-	-	-	2,000.00	0%
SOCIAL SECURITY / FICA	<b>11,500</b>	904.64	929.42	935.85	2,769.91	5,478.33	6,021.67	48%
WORKMEN'S COMP	<b>500</b>	6.29	4.80	5.80	16.89	34.65	465.35	7%
INSURANCE	<b>65,000</b>	4,703.29	4,703.29	4,703.29	14,109.87	28,368.39	36,631.61	44%
UNEMPLOYMENT	<b>2,000</b>	132.01	135.59	132.92	400.52	789.43	1,210.57	39%
RETIREMENT (OFFICE)	<b>18,500</b>	-	-	4,272.03	4,272.03	8,466.51	10,033.49	46%
VACATION & COMP. TIME	<b>2,000</b>	-	-	-	-	-	2,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>250,500</b>	<b>17,498.01</b>	<b>17,948.58</b>	<b>22,209.71</b>	<b>57,656.30</b>	<b>114,178.69</b>	<b>136,321.31</b>	<b>46%</b>

**BUDGET YEAR 2017-18**

**% OF BUDGET**

**AVAILABLE**

**FISCAL YEAR TO DATE**

**QUARTERLY 12/31/2017**

**DEC.**

**NOV.**

**OCT.**

**MATERIALS & SERVICES**

AUDITING 9,200

ELECTIONS -

OFFICE SUPPLIES 5,000

TELEPHONE 3,000

ELECTRICITY 3,500

LEGAL FEES & DUES 3,000

DUES & SUBSCRIPTIONS 8,000

PROPERTY/QUAKE INS. 34,000

LIABILITY & AUTO INS. 10,000

R & M OFFICE 4,000

ADMINISTRATIVE (Board) 3,200

CONTRACT SERVICES 26,500

BANK CHARGES 2,000

BILLING COSTS 23,000

ONLINE BILLPAY FEES 1,000

WEBSITE 2,600

BUDGETING 400

EDUCATION (office) 7,000

MISCELLANEOUS 3,000

ADVERTISING 500

POSTAGE 2,500

DEBIT / CREDIT CARD FEES 4,500

**TOTAL THIS CATEGORY 155,900**

**6,718.78**

**6,686.83**

**9,771.76**

**23,177.37**

**53,210.59**

**102,689.41**

**34%**

**CAPITAL OUTLAY**

OFFICE EQUIPMENT 1,000

OFFICE IMPROVEMENT 12,000

**TOTAL THIS CATEGORY 13,000**

**77.99**

**77.99**

**301.99**

**12,698.01**

**2%**

**TOTAL ADMINISTRATIVE**

**419,400**

**27,347.76**

**24,635.41**

**28,928.49**

**80,911.66**

**167,691.27**

**251,708.73**

**40%**

**419,400.00**

**∞**



BUDGET YEAR 2017-18		OCT.	NOV.	DEC.	QUARTERLY 12/31/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>OPERATING EXPENSES</b>								
PLANT SUPERINTENDENT	84,000	6,893.33	6,892.58	7,055.01	20,840.92	41,363.75	42,636.25	49%
SERVICE CREW	292,000	21,156.62	21,349.65	24,519.53	67,025.80	138,365.10	153,634.30	47%
SOCIAL SECURITY / FICA	29,000	2,135.51	2,150.23	2,405.15	6,690.89	13,733.66	15,266.34	47%
WORKMENS COMP	8,000	12.23	9.00	11.49	32.72	68.52	7,931.48	1%
INSURANCE	143,000	10,452.58	10,452.58	8,964.58	29,869.74	61,524.78	81,475.22	43%
UNEMPLOYMENT COMP.	5,000	308.55	417.76	336.61	1,062.92	2,074.96	2,925.04	41%
RETIREMENT (PLANT)	44,000	-	-	10,116.81	10,116.81	20,786.25	23,213.75	47%
VACATION & COMP TIME	2,000	-	-	-	-	-	2,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>607,000</b>	<b>40,958.82</b>	<b>41,271.80</b>	<b>53,409.18</b>	<b>135,639.80</b>	<b>277,917.02</b>	<b>329,082.98</b>	
						607,000.00		
<b>MATERIALS &amp; SERVICES</b>								
BACKFLOW TESTING	3,700	180.00	180.00	180.00	540.00	1,592.50	2,107.50	43%
FREIGHT	3,000	-	48.18	10.51	58.69	329.89	2,670.11	11%
TOOLS	3,000	20.99	39.95	211.99	272.93	617.18	2,382.82	21%
SUPPLIES & OPERATIONS ITEMS	4,000	106.64	89.44	124.50	320.58	476.16	3,523.84	12%
TELEPHONE & INTERNET	4,000	329.34	418.64	220.28	968.26	2,171.47	1,828.53	54%
ELECTRICITY	130,000	10,329.59	8,853.40	8,640.57	27,823.56	63,132.28	66,867.72	49%
FEES & DUES	4,000	162.35	110.00	2,089.47	2,361.82	2,703.12	1,296.88	68%
FUEL	10,000	476.43	567.46	574.07	1,617.96	4,181.13	5,818.87	42%
VEHICLE MAINTENANCE	12,000	574.13	86.94	51.95	713.02	885.36	11,114.64	7%
R & M FIELD	35,000	2,299.24	1,029.59	4,540.04	7,868.87	20,022.43	14,977.57	57%
R & M PLANT	35,000	282.00	694.15	805.00	1,781.15	6,608.59	28,391.41	19%
CHEMICALS	40,000	-	-	-	-	12,891.50	27,108.50	32%
WATER SAMPLES	8,500	317.00	911.00	237.00	1,465.00	3,580.00	4,920.00	42%
EDUCATION	5,000	-	1,334.88	670.00	2,004.88	2,155.88	2,844.12	43%
MISCELLANEOUS	2,000	146.71	-	-	146.71	146.71	1,853.29	7%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	10,000	-	-	-	-	717.50	9,282.50	7%
MIOX SYSTEM	4,000	63.31	-	-	63.31	171.36	3,828.64	4%
NEW CONNECT MATERIAL	-	65.93	121.98	-	187.91	409.23	(409.23)	
SUMMER STORED WATER	6,000	-	-	2,175.00	2,175.00	-	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	-	1,500.00	0%
INVENTORY ADJUSTMENT	-	9.56	138.43	3,479.77	3,627.76	2,782.96	(2,782.96)	
COMPLIANCE FEES	-	-	-	-	-	-	-	0%
<b>TOTAL THIS CATEGORY</b>	<b>321,700</b>	<b>15,363.22</b>	<b>14,624.04</b>	<b>24,010.15</b>	<b>53,997.41</b>	<b>127,750.25</b>	<b>193,949.75</b>	<b>40%</b>
						321,700.00		

BUDGET YEAR 2017-18		OCT.	NOV.	DEC.	QUARTERLY 12/31/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>CAPITAL OUTLAY</b>								
METER INSTALLATION	3,000	55.00	110.00	-	165.00	330.18	2,669.82	11%
EQUIPMENT PURCHASE	8,000	-	-	-	-	-	8,000.00	0%
VEHICLE PURCHASE	-	-	-	-	-	-	-	
REPLACE LINES	50,000	-	1,936.40	-	1,936.40	1,936.40	48,063.60	4%
SAFETY EQUIPMENT	3,000	69.50	-	-	69.50	403.58	2,596.42	13%
REPAIR RIVER INTAKE	4,000	-	-	-	-	-	4,000.00	0%
REPLACE FILTER MEDIA	10,000	-	-	-	-	-	10,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>78,000</b>	<b>124.50</b>	<b>2,046.40</b>	<b>-</b>	<b>2,170.90</b>	<b>2,670.16</b>	<b>75,329.84</b>	<b>3%</b>
<b>TOTAL OPERATING</b>								
	1,006,700	56,446.54	57,942.24	77,419.33	191,808.11	408,337.43	598,362.57	41%
<b>TRANSFERS &amp; DEBT SERVICE</b>								
CAPITAL PROJ. QTR. TRANSFER	200,000	-	-	50,000.00	50,000.00	100,000.00	100,000.00	50%
RATES TO PLANT UPGRADE	400,000	40,000.00	40,000.00	40,000.00	120,000.00	240,000.00	160,000.00	60%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
DEFERRED LOAN INTEREST	3,357	-	-	-	-	-	3,357.00	0%
DEFERRED LOAN PRINCIPAL	26,156	-	-	-	-	-	26,156.00	0%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	-	50,000.00	0%
<b>TOTAL THIS CATEGORY</b>	<b>804,513</b>	<b>40,000.00</b>	<b>40,000.00</b>	<b>90,000.00</b>	<b>170,000.00</b>	<b>340,000.00</b>	<b>464,513.00</b>	<b>42%</b>
<b>804,513.00</b>								
<b>TOTAL ALL DEPTS.</b>								
	2,230,613	123,794.30	122,577.65	196,347.82	442,719.77	916,028.70	1,314,584.30	41%
<b>ENDING FUND BALANCE</b>	<b>127,387</b>						<b>127,387</b>	
<b>TOTAL BUDGET</b>								
	2,358,000				442,719.77	916,028.70	1,441,971.30	
						2,358,000.00		

CAPITAL FUNDS BUDGET YEAR 2017-18		OCT.	NOV.	DEC.	QUARTERLY 12/31/2017	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
<b>REVENUE</b>								
<i>BEGINNING BALANCE</i>	1,500,000						1,500,000.00	
Meter Sales	69,000	3,482.00	6,964.00	0.00	10,446	17,410.00	51,590	25%
Interest	18,000	209.02	195.06	182.78	587	1,173.29	16,827	7%
Transfers from Other Funds	200,000	-	-	50,000.00	50,000	100,000.00	100,000	50%
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	40,000.00	40,000.00	120,000	240,000.00	160,000	60%
Reimbursement (Intergov. Agmt)					-	-	-	
Miscellaneous Income	-				-	-	-	
<b>BUDGET RESOURCES</b>	2,187,000	43,691.02	47,159.06	90,182.78	181,033	358,583.29	1,828,417	16%
						2,187,000.00		
<b>EXPENDITURES</b>								
Capital Outlay								
Other/Miscellaneous	2,000	-	-	-	-	-	2,000	0%
Reservoir Maintenance	-	-	-	-	-	-	-	0%
Reservoir Construction	-	-	-	-	-	-	-	
Line Replacement	300,000	19,429.20	4,463.06	-	23,892	29,083.11	270,917	10%
Plant Improvements	175,000	-	-	-	-	-	175,000	0%
Other Capital Emergency	-	-	-	-	-	-	-	0%
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Master Plan Update	-	-	-	-	-	-	-	
Treatment Plant Upgrade	80,000	-	-	-	-	-	80,000	0%
Carnes Rd. Site	-	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	859,000	19,429.20	4,463.06	-	23,892	29,083.11	829,917	3%
<b>DEBT SERVICE</b>								
Plant Upgrade Loan Principal	285,000	-	285,000.00	-	285,000.00	285,000.00	-	100%
Plant Upgrade Loan Interest	122,136	-	62,870.50	-	62,870.50	62,870.50	59,266	51%
<b>TOTAL DEBT SERVICE</b>		-	347,870.50	-	347,871	347,870.50	59,266	
<b>TOTAL ALL EXPENSES</b>	1,266,136	19,429.20	352,333.56	-	371,762.76	376,953.61	889,182	30%
<b>ENDING FUND BALANCE</b>	920,864						268,000	
<b>TOTAL BUDGET</b>	2,187,000				371,763		1,157,182	

**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**DECEMBER 2017**

Aaction Backflow	<i>4 non-comp tests</i>	180.00
Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	158.18
Atlas Copco Compressors	<i>Gaskets, nozzles, washers</i>	50.07
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	574.07
BMS Technologies	<i>Statement fees, online billpay fees</i>	1,731.22
Cardmember Service (Visa)	<i>Alan/Jeremy Short School, David CPE, mailbox, office vacuum, repair kits</i>	1,489.69
Corix	<i>50 zenner meters, repair bands, angle meter stops</i>	4,201.14
Digital Deployment, Inc.	<i>Monthly website fee</i>	200.00
Douglas Co. Farmers' Co-Op	<i>Easy-out, light bulbs</i>	28.96
Douglas Fast Net	<i>Internet</i>	268.00
Edward Jones Co.	<i>Quarterly retirement contributions</i>	14,388.84
Exodus Pest Control	<i>Office pest control service</i>	23.00
Flury Supply	<i>Suction hose for VacTron, NST male, clamps</i>	212.90
Ferguson Waterworks	<i>4" meter, Nuts/bolts set, gaskets, PTS PKG HSG TRPL</i>	2,842.22
Green Sanitary District	<i>Sewer services at Office, Carnes, Plant</i>	114.00
Hach Co.	<i>Troubleshooting</i>	419.44
Kelly Imaging Services	<i>Copier quarterly maintenance contract</i>	231.52
Long's Building Supply	<i>Post for office mailbox</i>	10.54
Lookingglass-Olalla Water Control Dist	<i>Annual stored water admin fee</i>	2,175.00
TSYS	<i>Monthly debit/credit card fees previous mo.</i>	715.79
Metereaders	<i>Monthly meter readings</i>	2,188.22
Oregon Governement Ethics Commission	<i>Annual fee</i>	475.12
Oregon Health Authority - Cashier	<i>Cross Connection annual fee</i>	200.00
Oregon Health Authority - Drinking Water	<i>Certification renewals - Paulson, Wolford, Radford</i>	825.00
One Call Concepts	<i>September locate tickets</i>	45.35
Oregon Department of Revenue	<i>Annual Right-to-Know fee, DEQ toxic reduction fee</i>	544.00
Oregon Linen	<i>Rugs for office</i>	61.01
Pacific Power	<i>Plant, Shop, Office electricity</i>	8,681.72
Payroll: Office	<i>Payroll</i>	8,862.95
Plant	<i>Payroll + draws</i>	24,749.05
Commissioners	<i>Board Compensation</i>	230.88
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding</i>	2,585.00
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security &amp; Medicare</i>	10,835.30
Child Support EFTPS	<i>Withheld from paycheck per court order</i>	390.00
Allstate Benefits	<i>Supplemental insurance (employee paid)</i>	311.01
Quill	<i>Copy paper, wall calendars, desk calendars</i>	156.40
Refunds	<i>Overpayment &amp; Service Deposit refunds</i>	553.63
Roseburg Refrigeration	<i>Heat pump at plant</i>	270.00
SDIS	<i>Dec health/supplemental insurance premiums</i>	15,155.87
Southgate Catering	<i>Employee Holiday Luncheon</i>	188.64
Staples	<i>Office supplies</i>	113.41
TruEdge Communications	<i>VOIP</i>	166.00
Umpqua Quarries	<i>Crushed rock for inventory</i>	571.47
Umpqua Research	<i>Water sample testing</i>	237.00
Winston Auto Parts	<i>Oil, oil filter, wiper blades, bulb</i>	51.95
Winston Sanitary	<i>Dumpster at Carnes, etc.</i>	77.90

<b>TOTAL GEN. FUND PAYABLES for December 2017</b>	<b>108,361.46</b>
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None

<b>TOTAL CAP PROJECTS PAYABLES for December 2017</b>	<b>-</b>
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# Office Manager's Report

## January 2018 Meeting

SALES	December	November	Dec Last Year
Gallons	19,396,300	23,798,200	20,179,600
Revenue	\$138,492	\$137,273	\$127,270
Meters Sold	0	2	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	209,218,500	200,625,500	8,593,000
Revenue	\$995,430	\$958,840	\$36,590

VISA/MC	December	November	Fiscal YTD
# Transactions	625	637	3,210
Total Transacted	\$28,515	\$32,283	\$189,207
Fees We Paid	\$720	\$716	\$4,472

CHECKING ACCTS. AS OF Dec 31, 2017	
General Checking	\$155,920
General Fund Money Market	\$409,036
Surcharge Savings	\$65,273
Capital Checking	\$84,730
Capital Projects Money Market	\$1,015,140
Upgrade Money Market	\$450,796
	<b>\$2,180,895</b>

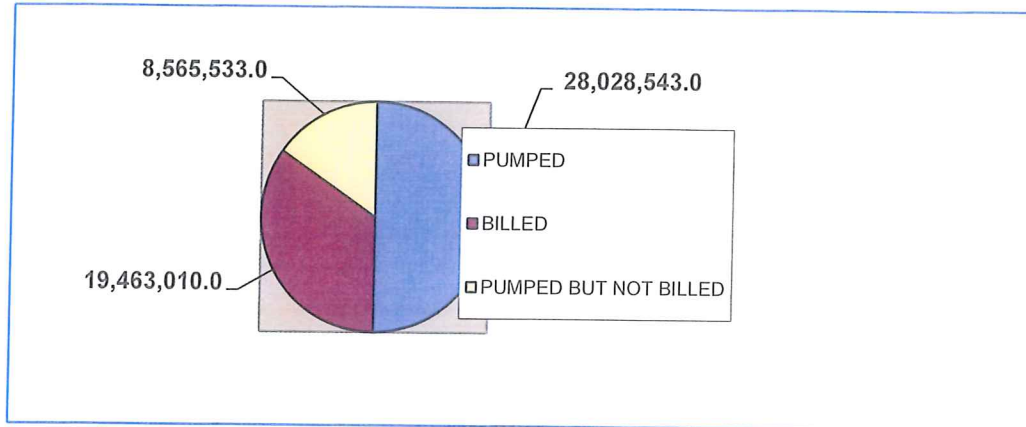
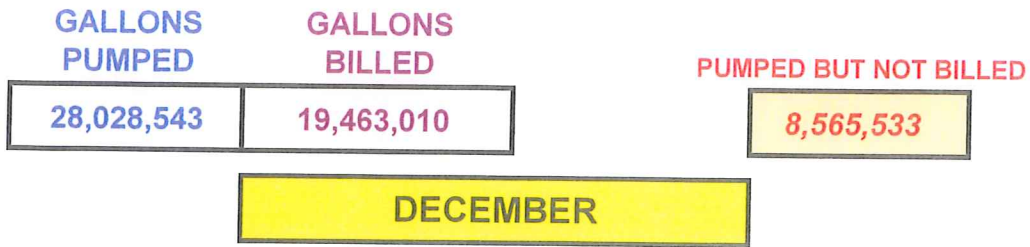
Online Billpay	
<i>As of Jan 9, 2017</i>	
Accounts Registered:	615
Paperless Accounts:	301
Autopay Accounts:	218

I have the audited financial statements for 2017-18 to present to the Board. The financial statements are in a separate pdf document posted for this month's meeting on our website.

The Board needs to appoint a budget officer for the 2018-19 budget year.

Roberts Creek Water and Green Sanitary District will again be splitting the SDAO Conference costs for mutual Board members.

David Campos, CPA  
Office Manager



**30 DAYS IN BILLING CYCLE: 11/11/17 T 12/10/17**

Repairs, leaks, etc. rendering unverifiable consumption

11/14/17	2082 GREEN AVE	REPAIR SERVICE
11/16/17	2046 CASTLE AVE	REPAIR SERVICE
11/22/17	3604 CARNES RD	REPAIR SERVICE

2015-2016		2016-2017		2017-2018	
	DIFFERENCE		DIFFERENCE		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	
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

## Detailed Summary by Rate Code



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

User: sharon c  
Printed: 12/22/2017 - 2:34 PM  
Batch: 001-12-2017  
001

Code	Description	No of Accounts	No of Services	Total Billing Base	Total Billing Cons	Consumption
Summary for Service: Water						
001	- 5/8 X 3/4 METER SERV	2,998	2,998	68,538.47	38,714.40	13,452,200
002	- 1" METER	18	18	1,035.00	444.60	156,600
004	- 1 1/2" METER SERVICE	17	17	1,955.00	2,103.30	736,700
005	- 2" METER SERVICE INS	21	21	3,864.00	4,235.10	1,484,500
006	- 3" METER SERVICE INS	1	1	368.00	37.05	13,200
007	- 4" METER SERVICE INS	4	4	2,300.00	7,940.10	2,786,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,550.40	544,100
009	- SECOND LEVEL CHARGE	39	39	768.67	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	259.35	91,000
00B	- 1" SRVC OUT OF DIST	3	3	207.00	48.45	15,900
00E	- 2" SRVC OUT OF DIST	2	2	441.60	225.15	78,900
010	- 10" FIRE LINE	1	1	120.00	31.35	11,400
Water Totals:		3,125	3,125	82,406.74	55,589.25	19,370,500
<i>Regular Billing</i>						
Grand Totals:		3,125	3,125	82,406.74	55,589.25	19,370,500

# Utility Billing

## Detailed Summary by Rate Code



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

User: beth d  
Printed: 12/11/2017 - 12:49 PM  
Batch: 112-12-2017

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	41	0	415.66	68.60	25,800
009	- SECOND LEVEL CHARGE	1	0	11.33	0.00	0
Water Totals:		42	0	426.99	68.60	25,800
<i>Final Billing</i>						
Grand Totals:		42	0	426.99	68.60	25,800

## Roberts Creek Water District

### Superintendents Report

January 2018

Our reservoirs were cleaned December 20<sup>th</sup> and 21<sup>st</sup>, by LiquiVision Technology. Due to wet weather, the dive team could not get their equipment close enough to the Roberts Creek Tank, for it to be cleaned. The report from the divers, were that the tanks were in excellent condition. Due to the great report on the other two tanks, I believe we should not reschedule at this time, and use the money to put additional rock on the Roberts Creek Tank Road.

We downsized a meter at 121 Dodson View Rd. A letter stating that the SDC portion of the meter cost will not have to be paid for, if they decide to re-install the larger meter at a later date (per State law), will be given to the property owner.

The owner at 211 Carson Ln. requested that their meter be located at the edge of their property, instead of in the middle of the property. We will be moving this meter at no charge, as it benefits the District as much as the customer.

The crew has been busy working on maintenance of District facilities, and things are running smoothly.

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

**Thanks Alan**