

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
February 13, 2020**

President Tracey Parker called the meeting to order at 6:03 p.m. Present were Commissioners Tom Fullbright and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Foreman Dan Radford.. Commissioners Carolyn White and Phil Bigler were absent.

For the consent agenda, the Board reviewed three leak adjustment requests.

President Parker made a motion to approve a leak adjustment credit to Shawn Hyatt in the amount of \$500. The customer's calculated additional billing due to the leak was \$944.77. Commissioner Fullbright seconded the motion. Approval was unanimous.

Commissioner Lusch then made a motion to approve the following leak adjustment credits:

Customer: Valerie Guhlke - 103 Lancaster Ave

	<u>Gallons</u>	<u>Billed</u>	<u>ADJUSTMENT</u>
December 2019	65,000	\$208.25	$\$208.25 - 44.85 = \$163.40 / 2$ = \$81.70 credit
Oct 19/Nov 19/Jan 20 (Avg)	8,000	\$44.85	

Customer: Misti Davis – 4422 Depriest St

	<u>Gallons</u>	<u>Billed</u>	<u>ADJUSTMENT</u>
January 2020	58,600	\$191.15	$\$191.15 - 34.40 = \$156.75 / 2$ = \$78.38 credit
January 2019	4,000	\$34.40	

Commissioner Fullbright seconded the motion. Approval was unanimous.

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

Office Manager David Campos gave his monthly report. David informed the Board that he, along with Commissioner Bigler, attended the SDAO Conference in Seaside. At the conference, David met Mark Knudson, who is with SDAO Consulting services. Mr. Knudson also serves on the Board of Oak Lodge Water Services and has many years of experience with water districts. David stated that Mr. Knudson is very eager to assist us with the merger process. A short discussion followed. David plans to reach out to Mr. Knudson go over ways that he can assist us.

David advised the Board that he is working on updating the Office Assistant job description to post the job opening. The position will be posted on both our website and on Green Sanitary District's website.

David stated that he is working on drafting an intergovernmental agreement for shared personnel with Green Sanitary District.

David received a quote from Umpqua Insurance for an additional cyber crime liability policy. The policy includes coverage up to \$1,000,000 and covers computer crimes such as ransomware.

David stated that they have replaced 3 computer workstations between the plant and shop and will be replacing 4 computer workstations in the office. Phil Bigler will be doing the installations.

David presented the tentative budget calendar for the 2020-2021 budget and informed the Board that they will need to appoint a budget officer. Commissioner Lusch made a motion to appoint Office Manager David Campos as budget officer for the 2020-2021 budget. President Parker seconded the motion. Approval was unanimous.

David informed the Board of a request by a current customer to purchase an additional water meter for the second parcel of his lot. The parcel does not have an address and our ordinance states that we will not allow a connection without an address. Douglas County will not provide him an address without any planned development. The customer is requesting an exception from the District in order for him to purchase a water meter. After discussion, the consensus of the Board was that the additional water meter was not currently necessary and that we will follow our policy.

Superintendent Alan Paulson gave his report. Alan informed the Board that while the electricians were on-site for the MIOX project, they cleaned up some old redundant electrical setups. They also replaced and improved some lighting.

Alan stated that the DFPA has purchased a meter, and will be installing a private hydrant on their property at Speedway Rd.

Alan has been discussing fire flow requirements and potable water demand needs for the town tank with the engineer.

Douglas County is preparing to start their sidewalk project on Carnes Rd. Alan stated that we will likely piggy-back on to the County for engineering and labor to have the water services relocated and lines replaced. This will require an Intergovernmental Agreement with the County. Alan will be in discussions with the project engineer and will have more to report at the next Board meeting.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. President Parker seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:48 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
February 2020

	Feb 20
Ordinary Income/Expense	
Income	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	89,777.59
402 · Meter Sales	1,500.00
409 · Water Service Fees	750.00
410 · Miscellaneous Income	148.25
412 · Interest	769.76
Total Income	132,945.60
Gross Profit	132,945.60
Expense	
501 · Office Manager	6,146.25
502 · Office Assistants	5,157.46
507 · Office Supplies	1,359.15
508 · Telephone & Internet	183.05
509 · Electricity (office)	225.58
510 · Social Security	868.82
511 · Workmen's Comp.	3.95
514 · Property & Earthquake Insurance	30,111.00
515 · Health Insurance (office)	4,959.98
516 · Liability Insurance & Auto	17,652.00
517 · Repair & Maint. Office	257.51
518 · Administrative	150.00
519 · Contract Services	2,257.16
520 · Dues & Subscriptions	3,243.44
525 · Misc. Expense	194.05
527 · Office Equipment.	4,276.00
528 · Postage	6.30
530 · Unemployment Comp.	11.45
532 · Billing Costs	1,564.16
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	1,359.40
538 · Website	200.00
601 · Plant Superintendent	7,305.83
602 · Service Crew	28,699.64
603 · Backflow Tests	90.00
605 · Freight	88.06
606 · Tools	460.14
607 · Supplies & Safety Items	333.20
608 · Telephone / Internet	562.80
609 · Plant Electricity & Gas	8,156.56
610 · Social Security/Plant	2,744.14
611 · Workmen's Compensation	9.67
612 · Fees & Dues	476.00
613 · Fuel	354.76
615 · Health Insurance (plant)	13,077.13
617-A · R & M - Field	1,647.92
617-B · R & M - Plant	1,417.88
620 · Water Samples	1,331.60
622 · Education (crew)	620.20
624 · Meter Installations	172.17
630 · Unemployment Comp. Plant	36.00
635 · Reservoir Maint.	111.99
640 · New Connection Materials	350.87
675 · Inventory Adjustment	2,021.30
Total Expense	190,254.57
Net Ordinary Income	-57,308.97
Net Income	-57,308.97

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
February 2020

	<u>Feb 20</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	13,563.00
412 · INTEREST	3,242.38
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
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Total Income	56,805.38
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Gross Profit	56,805.38
Expense	
625 · MISCELLANEOUS	0.15
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Total Expense	0.15
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Net Ordinary Income	56,805.23
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Net Income	<u><u>56,805.23</u></u>

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
FEBRUARY 2020

Avista Utilities	Natural gas at office/plant/Carnes	455.96
AWWA	Membership renewal	366.00
Bassett-Hyland Co.	Fuel for company vehicles	354.76
BMS Technologies	Statement fees	1,564.16
Canon Solutions America	Plant and Office copier service agreement, 12/20 - 1/19	39.37
	M8000 w/ 72" leads, QB Cloud and Office 365 subscriptions, 4 Dell workstations for office, Backupassist for server, checks reorder, new ink stamps, candy for office, board mtg food, certified postage for 501 Addy Ln, nitrile gloves, door latch	6,065.98
Cardmember Service (Visa)		
Continental Utility Solutions, Inc	January merchant fees, annual maintenance & tech support fee	3,878.40
Digital Deployment Inc.	Monthly website fee	200.00
Do. Co. Farmers Co-op	Tamper bit set, cut wheels, shackles, recip blades, compression caps	64.92
Douglas Fast Net	Internet	179.77
Exodus Pest Control	Monthly office pest control service	26.00
Green Sanitary District	Office, Plant, Carnes sewer service (2 months)	228.00
Green Sanitary District	W-2 and 1099 forms	24.99
H2O Backflow testing	2 non-comp backflow tests	90.00
Harrington Industrial Plastics	Transfer Pump CL2/Caustic	1,001.06
Iconix Water Products	Meter boxes/lids, angle meter stops, poly pipe, turbin meter, meter gaskets, wedge bars, 1 ton asphalt patch	3,536.82
Long's Building Supply	Bolts and hex nuts	5.35
Meterreaders LLC	February meter readings	2,257.16
News Review	12 month subscription renewal	151.50
Nexcom, LLC	Office and Plant VOIP phones and fax	166.00
Occuhealth	Annual consortium Alan Paulson	110.00
Oregon Linen	Monthly rug service, all-weather tread rug	148.53
Pacific Power	Plant/Carnes/Office/Pumpstations electricity	7,926.18
Platt Supply	Light fixture plant bathroom, T8 lights	299.42
Payroll: Office	Payroll	8,770.88
Plant	Payroll + draws	27,299.12
Commissioners	Board Compensation	138.39
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,131.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,058.84
Jeremy Wolford	Mileage + per diem - Sunriver OAWU Conference	406.70
Will Hope	Per Diem - Sunriver OAWU Conference	213.50
Refunds	Overpayment & Service Deposit refunds	186.89
SDIS	March health/supplemental insurance premiums	18,037.11
SDIS	2020 Liability, Property, Auto renewal	46,478.00
Staples	3 AOC monitors, binders, card stock, binder tabs, pens, pc speakers, copy paper	481.82
Umpqua Insurance	Cyber crime liability policy	1,285.00
Umpqua Quarries	Crushed rock for inventory	409.50
Umpqua Research	Water sample testing	1,331.60
USA Blue Book	Wire grips, pH 20packs	487.63
RCWD Crew Staff	Cell phone stipend for December	350.00
Verizon Wireless	Tablet service line	50.08
Winston Auto Parts	battery for main tank	111.99
Winston Sanitary	Dumpster at Carnes, Dump fee qty 2.19, 20 yd temp drop	338.10

TOTAL GEN. FUND PAYABLES for FEBRUARY 2020	150,706.48
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None

TOTAL CAP PROJECTS PAYABLES for FEBRUARY 2020	-
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Office Manager's Report

March 2020 Meeting

SALES	February	January	Feb Last Year
Gallons	21,845,000	15,524,700	21,739,000
Revenue	\$145,681	\$127,323	\$144,695
Meters Sold	3	2	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	231,999,400	251,336,200	(19,336,800)
Revenue	\$1,326,855	\$1,379,227	\$(52,372)

February Merchant Svcs	Credit/Debit	ACH	Total
\$ Transacted	\$38,608	\$2,360.93	\$40,969
# of Transactions	845	49	894
Fees Charged*	\$1,086	\$42	\$1,128

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF February 29, 2020

General Checking	\$380,680
General Fund Reserve	\$428,214
Surcharge Savings	\$65,485
Capital Checking	\$71,966
Capital Projects Reserve	\$1,347,463
Plant Upgrade Debt Reserve	\$510,583
	\$2,804,391

I recently posted job opening for an Office Assistant/Utility Clerk. After reviewing the applications, I had Kay review them as well. We have selected the candidates that we will invite to interview, and we will likely begin interviews next week.

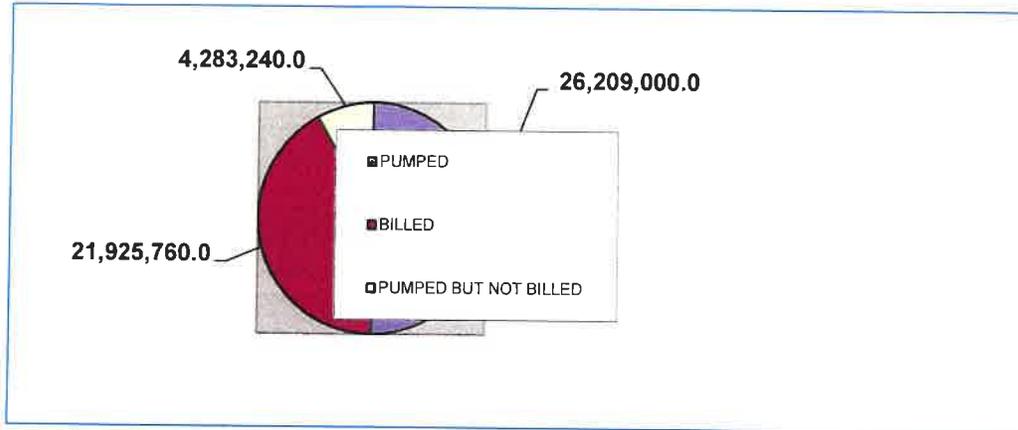
For the new hire that we will share with Green Sanitary, I will have an Intergovernmental Agreement for the Board to review at the Board meeting.

Sharon has been on medical leave for the last two weeks and will return to work on March 18.

David Campos, CPA
Office Manager

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
26,209,000	21,925,760	4,283,240

Feb-20



30 DAYS IN BILLING CYCLE: 1/10/20 TO 2/10/20

Repairs, leaks, etc. rendering unverifiable consumption

12/31/19	2000 DEL MAR DR	REPAIR SERVICE
1/2/20	4229 DE PRIEST ST	REPLACED SERVICE
1/8/20	110 AUTUMN AVE	REPLACED SERVICE
2/4/20	4364 DE PRIEST ST	REPAIR SERVICE

2017-2018	DIFFERENCE	2018-2019	DIFFERENCE	2019-2020	DIFFERENCE
JULY	9,925,299	JULY	15,253,956	JULY	13,180,552
AUGUST	10,291,059	AUGUST	13,710,011	AUGUST	15,221,381
SEPTEMBER	16,319,222	SEPTEMBER	13,099,601	SEPTEMBER	2,593,950
OCTOBER	7,931,991	OCTOBER	12,167,360	OCTOBER	4,067,500
NOVEMBER	12,165,401	NOVEMBER	10,345,186	NOVEMBER	8,405,350
DECEMBER	8,565,533	DECEMBER	11,622,757	DECEMBER	4,945,269
JANUARY	7,934,905	JANUARY	10,352,621	JANUARY	2,692,992
FEBRUARY	9,346,538	FEBRUARY	10,484,214	FEBRUARY	4,283,240
MARCH	5,885,652	MARCH	5,357,511	MARCH	
APRIL	10,291,349	APRIL	8,834,702	APRIL	
MAY	10,343,287	MAY	9,034,888	MAY	
JUNE	8,942,550	JUNE	11,415,960	JUNE	

Roberts Creek Water District
Superintendents Report
March 2020

I've been in contact with the engineer regarding the proposed town tank, and we have gone over pipe size requirements for fire flows vs. potable demand needs. I will have more to report at the meeting.

The County is preparing to start their sidewalk project on Carnes Rd. We will discuss our proposed IGA with the County, as well as an agreement with I.E. Engineering for the design work for our service replacements and water main conflicts with the proposed storm sewer.

The crew is busy taking care of vegetation around district facilities and getting prepared for summer.

Jeremy & Will attended the OAWU Conference in Sunriver, and Dan, Will, Shawn & myself will be doing our annual Asbestos Certification Training, March 26th at Green Sanitary.

I have two employee evaluations to report on.

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