



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 the 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.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District





**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

<b>TOTAL GEN. FUND PAYABLES for FEBRUARY 2020</b>	<b>150,706.48</b>
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None

<b>TOTAL CAP PROJECTS PAYABLES for FEBRUARY 2020</b>	<b>-</b>
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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
	<b>\$2,804,391</b>

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.

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

**David Campos, CPA**  
Office Manager



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 26<sup>th</sup> 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**