

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
December 12, 2019**

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

Office Manager David Campos presented the Consent Agenda to the Board, which included a request from Civil West Engineers, representing Clarks Branch Water Association, for Roberts Creek Water District to consider annexation of Clarks Branch Water Association. Superintendent Alan Paulson informed the Board that the idea was first conceived by Doyle Tankersley, the previous Superintendent. After a brief discussion, the consensus of the Board was that annexation of Clarks Branch Water Association would not be feasible and was not something that the District would like to pursue. David would respond to Civil West with the Board's decision.

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

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. David stated that the office is still working out some issues with the UMS conversion. In order to have UMS correctly pre-print past-due door hangers with the correct data, we had to pay for custom work. There are also some issues with the gallon-usage reporting.

David stated that the new IVR system does not get a lot of payment traffic, and if traffic does not increase, it may not be feasible to continue the IVR system, which costs a minimum of \$100 per month. There was a brief discussion. Commissioner Bigler stated that his main concern was if we dropped the IVR system, would the District remain PCI compliant. David stated that he will research the District's PCI compliance without the IVR system.

David reminded the Board that during the holidays, the Board usually approves a cash gift for the District employees. Commissioner Bigler made a motion to approve a \$150 cash holiday gift per employee. Commissioner White seconded the motion, and approval was unanimous.

The Board members discussed that Roberts Creek Water District and Green Sanitary District have started mirroring each District's employee benefits, which will simplify things with the

potential merger. Commissioner Bigler then stated he would like to see a compensation analysis completed. David stated that he will work on the analysis.

Superintendent Alan Paulson gave his report. Alan informed the Board that the new MIOX units may will arrive late. They are scheduled to arrive Tuesday, December 17. The startup is planned for December 30.

Alan stated that one of the compressors failed, and Atlas Copco Compressor is scheduled to perform the repair.

Alan updated the Board on the GIS mapping process. The crew is currently mapping the District meters.

Alan informed the Board that Jeremy Wolford and Will Hope have pinned the filter membranes at the plant. Some of the membranes need to be replaced, however, the state must approve of the membranes. In the next budget year, we may be forced to replace all the remaining membranes with the state-approved membranes. A brief discussion followed.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner White seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:50 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
December 2019

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	125,457.21
402 · Meter Sales	1,900.00
409 · Water Service Fees	2,265.00
410 · Miscellaneous Income	4,352.05
412 · Interest	822.02
Total Income	174,796.28

Expense

501 · Office Manager	6,325.11
502 · Office Assistants	6,057.16
507 · Office Supplies	9.99
508 · Telephone & Internet	183.05
509 · Electricity (office)	188.94
510 · Social Security	955.05
511 · Workmen's Comp.	4.72
515 · Health Insurance (office)	4,959.98
517 · Repair & Maint. Office	64.00
518 · Administrative	250.00
519 · Contract Services	6,756.88
520 · Dues & Subscriptions	189.43
525 · Misc. Expense	128.03
530 · Unemployment Comp.	12.64
531 · Retirement - Office	4,318.80
532 · Billing Costs	1,715.96
534 · Capital Project Rate Transfer	40,000.00
537 · Online Billpay Fees	139.26
538 · Website	400.00
601 · Plant Superintendent	7,486.85
602 · Service Crew	29,515.14
603 · Backflow Tests	225.00
605 · Freight	64.10
606 · Tools	44.47
607 · Supplies & Safety Items	400.76
608 · Telephone / Internet	557.80
609 · Plant Electricity & Gas	8,624.11
610 · Social Security/Plant	2,820.36
611 · Workmen's Compensation	12.67
612 · Fees & Dues	870.00
613 · Fuel	430.57
614 · Vehicle Maintenance	400.00
615 · Health Insurance (plant)	13,077.13

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Roberts Creek Water District
Profit & Loss
December 2019

Expense (Cont'd)

617-A · R & M - Field	1,979.89
617-B · R & M - Plant	2,437.23
620 · Water Samples	890.60
624 · Meter Installations	430.74
630 · Unemployment Comp. Plant	36.89
631 · Retirement - Plant	12,734.28
640 · New Connection Materials	1,317.37
644 · Summer Stored Water	2,175.00
675 · Inventory Adjustment	3,271.67
Total Expense	162,461.63
Net Income - General Fund	12,334.65

ROBERT CREEK CAPITAL PROJECTS

Profit & Loss

December 2019

Income

402 · METER SALES	40,693.00
412 · INTEREST	3,014.10
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00

Total Income	83,707.10
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Expense

653 · PLANT IMPROVEMENTS	25,711.25
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Total Expense	25,711.25
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Net Income - Capital Projects	57,995.85
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
DECEMBER 2019

Avista Utilities	<i>Natural gas at office/plant/Carnes</i>	296.11
Bassett-Hyland Co.	<i>Fuel for company vehicles</i>	430.57
Beckwith & Kuffel Inc.	<i>Repair kit for CL2 transfer pump</i>	457.31
BMS Technologies	<i>Statement fees + auto-pay notice insert</i>	1,715.96
Cardmember Service (Visa)	<i>Rear bumper for service truck, Meeting food, Office 365 subscriptions, gift card fee, JW eval gift card</i>	537.89
Consolidated Supply Co	<i>1" and 3/4" inserts</i>	497.30
David Campos	<i>Reimburse mileage October and November</i>	71.63
Digital Deployment Inc.	<i>Monthly website fee (2 months)</i>	400.00
Do. Co. Farmers Co-op	<i>Supplies and tools</i>	123.89
Douglas Fast Net	<i>Internet</i>	179.77
Exodus Pest Control	<i>Office pest control service</i>	26.00
Green Sanitary District	<i>Office/Carnes/Plant sewer</i>	114.00
Iconix Water Products	<i>Parts for inventory, materials for Carls Jr. hookup</i>	6,127.23
IVR Technology Group	<i>Monthly maintenance and transaction fees</i>	139.26
Long's Building Supply	<i>Supplies</i>	3.38
Lookingglass-Olalla Water Control Dist	<i>2020 admin fee</i>	2,175.00
Metereaders LLC	<i>October - December meter reads</i>	6,756.88
Nexcom, LLC	<i>Office and Plant VOIP phones and fax</i>	166.00
New Pig	<i>Clean up pads</i>	330.14
Occuhealth	<i>DOT Physical Shawn Hastings</i>	110.00
OHA Cashier	<i>2020 Cross Connection annual fee</i>	200.00
OHA Drinking Water Services	<i>Certification renewals Paulson, Radford, Manson</i>	560.00
Onsite Wastewater Management	<i>Quarterly maintenance Rising River pump station</i>	200.00
Pacific Power	<i>Plant/Carnes/Office/Pumpstations electricity</i>	8,516.94
Payroll: Office	<i>Payroll</i>	8,849.13
Plant	<i>Payroll + draws</i>	26,952.43
Commissioners	<i>Board Compensation</i>	230.61
Oregon Dept. Revenue EFTPS	<i>Payroll Withholding</i>	3,303.00
Federal Withholding EFTPS	<i>Payroll Withholding, Social Security & Medicare</i>	12,344.44
Edward Jones Co.	<i>Qtr ended December 2019 Retirement contribution</i>	17,053.08
Allstate	<i>Employee-paid supplemental</i>	256.96
Popeye's Pump & Backflow	<i>5 non-comp backflow tests</i>	225.00
Refunds	<i>Overpayment & Service Deposit refunds</i>	363.63
SDIS	<i>January health/supplemental insurance premiums</i>	18,037.11
Staples	<i>Micro-USB cable, desk chairs for plant</i>	191.91
Trojan UV	<i>UV Light Ballast</i>	1,533.96
Umpqua Quarries, LLC	<i>Crushed rock for inventory</i>	303.18
Umpqua Research	<i>Water sample testing</i>	890.60
RCWD Crew Staff	<i>Cell phone stipend for December</i>	350.00
Verizon Wireless	<i>Tablet service line</i>	45.08
Winston Auto Parts	<i>Supplies and cleaner</i>	41.96
Winston Sanitary	<i>Dumpster at Carnes, etc.</i>	77.90
TOTAL GEN. FUND PAYABLES for December 2019		121,185.24
De Nora Water Technologies, LLC	<i>33% Down payment for Miox shipment</i>	24,950.00
Camtronics Inc.	<i>Pre-construction meeting (mag flow meters), review De Nora CL2 generator submittal, respond</i>	761.25
TOTAL CAP PROJECTS PAYABLES for December 2019		25,711.25

Office Manager's Report

January 2020 Meeting

SALES	December	November	Dec Last Year
Gallons	21,382,600	19,548,900	18,392,800
Revenue	\$143,720	\$138,878	\$135,311
Meters Sold	2	2	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	194,752,400	211,788,200	(17,035,800)
Revenue	\$1,053,852	\$1,100,926	\$(47,075)

CHECKING ACCTS. AS OF December 31, 2019	
General Checking	\$534,982
General Fund Reserve	\$426,639
Surcharge Savings	\$65,469
Capital Checking	\$133,107
Capital Projects Reserve	\$1,272,559
Plant Upgrade Debt Reserve	\$428,948
	\$2,861,704

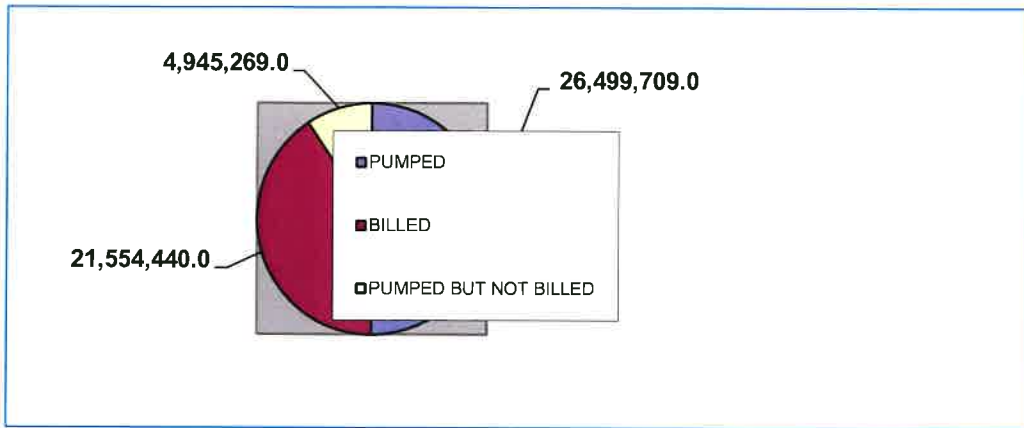
UMS Update:

We finally resolved our gallons reporting issue, and the rest of our processes continue to improve as continue to learn and adapt to the new system. We have finally also resolved the issues with autopay customers. I am optimistic that we will continue increase our efficiency from here on out.

I have a quote on our District Liability/Property/Auto insurance renewal from Umpqua Insurance for 2020. After meeting Guy Kennerly and discussing some of our recent changes, he suggested we add an additional policy for cyber activity. He will provide a quote for the additional policy soon.

I will present the District 2018-19 audited financial statements report.

David Campos, CPA
Office Manager



30 DAYS IN BILLING CYCLE: 11/11/19 TO 12/10/19

- Repairs, leaks, etc. rendering unverifiable consumption**
- 11/12/19 3905 CARNES RD REPAIR SERVICE
 - 11/12/19 149 BEVERLY CT REPAIR SERVICE
 - 11/21/19 719 GLENGARY LP 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	
FEBRUARY	9,346,538	FEBRUARY	10,484,214	FEBRUARY	
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
Premium Comparison

	19/20 Premium	20/21 Premium
General Liability	\$ 4,903.00	\$ 5,846.00
Auto Liability	\$ 3,158.00	\$ 3,171.00
Non-owned Hired Auto Liab	\$ 150.00	\$ 175.00
Auto Physical Damage	\$ 1,065.00	\$ 1,125.00
Hired Auto Physical Damage	\$ -	
Excess Liability	incl	incl
Property	\$ 24,062.00	\$ 25,271.00
Earthquake	\$ 4,612.00	\$ 4,840.00
Flood	\$ -	
Equip Breakdown/Boiler & Mach	\$ 5,544.00	\$ 5,654.00
Crime	\$ 379.00	\$ 396.00
	\$ 43,873.00	\$ 46,478.00

Scheduled Property Values

Buildings, Other Structions	19,029,303	19,409,891
Personal Property	2,759,100	2,814,282
Mobile Equipment	<u>210,750</u>	<u>210,750</u>
Total	\$ 21,999,153.00	\$ 22,434,923.00



SPECIAL DISTRICTS
INSURANCE SERVICES

INVOICE

Date: 01-Jan-20

Named Participant: Roberts Creek Water District
4336 Old Highway 99 S
Roseburg, OR 97471

Agent: Umpqua Insurance Agency, Inc.
PO Box 730
Roseburg, OR 97470

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
35P54183-894	54183	01-Jan-20	31-Dec-20	01-Jan-20

Coverage	Contribution
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SDIS Liability Coverage	Liability Contribution	\$6,495
	Less Best Practices Credit	(\$649)
	Less Multi-Line Discount Credit	\$0
	Adjusted Contribution	\$5,846

Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	Auto Contribution	\$3,523
	Less Best Practices Credit	(\$352)
	Adjusted Contribution	\$3,171

Non-owned and Hired Auto Liability	\$175
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Auto Physical Damage	\$1,125
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Hired Auto Physical Damage	\$0
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Property	Property Contribution	\$28,079
	Less Best Practices Credit	(\$2,808)
	Adjusted Contribution	\$25,271

Earthquake	\$4,840
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Flood	\$0
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Equipment Breakdown / Boiler and Machinery	\$5,654
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Crime	\$396
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Total: \$46,478

2020 Longevity Credit:**

Longevity Credit %:	Longevity Credit:
6.7%	\$3,092

Coverage is provided for only those coverages indicated above for which a contribution is shown or that are indicated as "included." Your payment evidences "acceptance" of this renewal. Please use the payment coupon on the following page to help us apply your payment correctly.

**This amount is for illustration only. Your Longevity Credit Check will be mailed to you in February.

Payment instructions are on the following page.

Roberts Creek Water District

Superintendents Report

January 2020

Our Miox project has been plagued by delays, but I believe we are finally seeing the light at the end of the tunnel, should be wrapped up this week. We will be ordering a dumpster as soon as the project is completed and getting rid of some construction material.

The crew continues working on our GIS mapping, and it's coming along great.

We have been in contact with the State regarding our issues with membrane replacement. The state office, handling drinking water services was short staffed during the holidays, but we expect to be able to move forward with them soon.

The staff was very appreciative of the Holiday bonus. We hope everyone had a happy holiday.

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

Thanks Alan