

**MINUTES OF THE  
BUDGET COMMITTEE MEETING AND  
REGULAR BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
May 10, 2018**

President Tracey Parker called the budget committee meeting to order at 5:30 pm. Present were Commissioners Phil Bigler, Carolyn White, Tom Fullbright, and Steve Lusch. Also present were Budget Committee members Shirley McSperitt, Ron Curry, Gary Schroeder and Kat Stone. Office Manager David Campos, Superintendent Alan Paulson. Budget Committee member Patricia Cross was absent.

President Parker called upon the budget committee to nominate a chairperson and secretary for the budget meeting. Commissioner Fullbright nominated Ron Curry as chairperson. Committee member Curry declined. Commissioner Lusch nominated Kat Stone as Budget Committee chairperson. Commissioner Fullbright seconded the motion. Approval was unanimous. Commissioner Fullbright nominated Office Manager David Campos as the meeting secretary. Commissioner Bigler seconded the motion, and approval was unanimous.

Office Manager and Budget Officer David Campos delivered the Budget Message. Chairperson Stone then commenced the review of the budget detail. Chairperson Stone questioned why the budget for debit/credit card processing fees tripled from the current budget. Office Manager David Campos explained that although the District switched to a new merchant processor with lower rates, the transaction volume has tripled due to the implementation of Online Bill-pay through the new website. President Parker added that the District covers the processing fees as a courtesy to customers. It also helps to reduce shut-offs due to non-payment. Committee member Shirley McSperitt asked for clarification on the administrative capital outlay line item, which includes a budget for new utility management software. David explained that the outsourcing of the bill printing is separate from the utility management. The software the District uses for the utility billing software is out-of-date, lacks support, and is not user-friendly. A short discussion followed. Committee member McSperitt also asked, regarding the admin personnel budget, which staff would be changing to part-time. David stated that Sharon Cason is planning to retire in December 2019 and will reduce her hours to 3-4 full days per week before that. Committee chairperson Kat Stone commented on the health insurance costs of approximately \$1,800 per month per employee, noting that the coverage is great compared to other employers. Discussion followed.

Following general committee discussion and comments, Commissioner Bigler made a motion to approve the 2018-19 Budget, as proposed. Commissioner Fullbright seconded the motion. Approval was unanimous.

The Board thanked the members of the Budget Committee for their input. The committee members exited the meeting, with the exception of Shirley McSperritt.

President Parker called the regular Board meeting to order at 6:24 pm. Visitor employee Dan Radford was present for the regular Board meeting.

For the consent agenda, customer Jake Dorsey submitted a request for a reduced fee for a meter re-install on the property he recently purchased. Office Manager David Campos explained to the Board that the meter was considered reverted back to the District, but the meter was not physically pulled. Mr. Dorsey questioned the re-install fee when the water meter was already connected. Superintendent Alan Paulson noted that, according to the ordinances and resolutions, once the District has gone through all the necessary steps to notify the owner/lienholder that the water service will be disconnected, the meter is designated as reverted back to the District whether it is physically removed or not, and the \$500 re-install fee applies. Discussion followed, and the consensus of the Board was that the full \$500 fee will be charged. It was noted that any remaining reverted meters that were connected to the service line have been pulled.

Commissioner Bigler made a motion to approve the combined April/May minutes, financials and accounts payable. Commissioner Lusch seconded the motion, and approval was unanimous.

Office Manager David Campos gave his monthly report. He informed the Board that he has recently been in communications with Attorney Bruce Coalwell regarding a couple issues. We have run into a couple situations where owners/landlords are attempting to evict or have evicted their tenants and request to have the water shutoff. We have since learned that as long as someone is occupying the premises, whether legally or not, we cannot lock off the water. Until the owner/landlord has physical possession of the premises, the water is to stay on. However, water can still be locked off for non-payment. Discussion followed. The other legal issue pertains to the re-install fee associated with reverted meters, which was discussed with the consent agenda.

Due to the recent purchases of property where water service has been removed, I became aware that several "no-billing" accounts existed where monthly charges for water service were accruing for properties where the meters should have reverted back to the District a long time ago. When the delinquent accounts were turned over to collections, the steps should have taken place to revert the meters and discontinue monthly billings. Resolutions in

previous years eliminated the “no-billing” accounts policy. There are a couple dozen of these accounts that will need to be written off, which total approximately \$13,000. However, these billings should not have existed in the first place. For budgetary purposes, the write-off of these accounts will not affect the District’s financials, and will only have an effect on the government-wide financial statements.

David informed the Board that he came across a water leak credit request form from another Water District. He would like to use that form as a template to create a leak adjustment request for the District, which would be posted on the District website.

From information found at the Oregon Employment Department, David has calculated an inflation rate of 1.8%, and requested that the Board consider a COLA increase of 1.8% for the 2018-19 fiscal year. Commissioner Bigler made a motion to approve the 1.8% COLA increase. Commissioner White seconded the motion, and approval was unanimous.

Superintendent Alan Paulson gave his report. He informed the Board that a pre-bid meeting for the Treatment Plant Piping Upgrade project was held at the District office, and there was a great contractor turnout. On May 3<sup>rd</sup>, the bid opening was also held at the District office. The Engineer’s estimate for the project was \$85,000. The lower bidder was Harvey & Price Engineering and Contractors at \$45,983. The high bid was \$118,006. Alan presented a Notice of Intent to Award for the Board to approve, to Harvey & Price, for the contract amount of \$45,983. Commissioner Bigler made a motion to award the contract to Harvey & Price. Commissioner Lusch seconded the motion, and approval was unanimous.

Crew employee Charlie Borden is currently out for medical issues related to his back and will likely be out for some time.

Alan informed the Board that will be unable to attend the next regular Board meeting on June 14<sup>th</sup>, and requested that the meeting be moved to Thursday, June 7<sup>th</sup>. The Board agreed that moving the next meeting to June 7<sup>th</sup> would be fine.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:05 pm, and Dan Radford and Shirley McSperritt were excused from the meeting. President Parker called the regular Board meeting back into session at 7:08 pm.

Commissioner Bigler made a motion to advance Shawn Hastings to Utility II Step 10 on the salary scale. Commissioner Fullbright seconded the motion, and approval was unanimous.

For the good of the order, David brought before the Board, at a commissioner’s request, the possibility of designated funds for each employee for each year of service with the District, which would be used to either purchase a gift for an employee when they retire with the

District, or have a party, or some combination thereof. Discussion followed. It was decided that the District will designate \$100 per employee for each year they are with the District. The funds will not be kept in a separate account but will be tracked annually. When it is anticipated that an employee will retire soon, those funds will be included in the budget accordingly.

There being no further business, President Parker adjourned the meeting at 7:15 pm.

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Commissioner  
Roberts Creek Water District

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Commissioner  
Roberts Creek Water District

**Roberts Creek Water District**  
**Profit & Loss**  
**May 2018**

**Income**

401 · Water Sales	152,412.06
402 · Meter Sales	1,000.00
406 · Previously Levied Taxes	0.16
408 · Backflow Test Receipts	530.00
410 · Miscellaneous Income	5,435.56
412 · Interest	694.47
<b>Total Income</b>	<b>160,072.25</b>

**Expense**

501 · Office Manager	5,577.75
502 · Office Assistants	5,502.76
507 · Office Supplies	216.22
508 · Telephone & Internet	157.36
509 · Electricity (office)	203.40
510 · Social Security	853.30
511 · Workmen's Comp.	5.65
512 · Legal Fees	345.00
515 · Health Insurance (office)	4,703.29
517 · Repair & Maint. Office	490.64
518 · Administrative	250.00
519 · Contract Services	2,176.15
520 · Dues & Subscriptions	24.00
521 · Bank Charges	2.00
524 · Education (office)	425.00
525 · Misc. Expense	457.03
530 · Unemployment Comp.	124.65
532 · Billing Costs	1,625.22
536 · Debit/Credit Card customer fees	706.84
537 · Online Billpay Fees	122.36
538 · Website	200.00
601 · Plant Superintendent	6,893.49
602 · Service Crew	23,831.06
603 · Backflow Tests	577.55
605 · Freight	8.57
606 · Tools	343.97
607 · Supplies & Safety Items	1,900.61
608 · Telephone / Internet	317.42
609 · Plant Electricity & Gas	8,046.06
610 · Social Security/Plant	2,340.12
611 · Workmen's Compensation	10.78
613 · Fuel	709.57
614 · Vehicle Maintenance	1,139.11
615 · Health Insurance (plant)	10,452.58
617-A · R & M - Field	1,326.00

**Roberts Creek Water District**  
**Profit & Loss**  
May 2018

**Expense (Cont'd)**

617-B · R & M - Plant	2,424.74
618 · Chemicals	13,328.04
620 · Water Samples	177.00
624 · Meter Installations	55.18
630 · Unemployment Comp. Plant	337.97
640 · New Connection Materials	66.66
650 · Safety Equipment	316.75
675 · Inventory Adjustment	-850.20
<b>Total Expense</b>	<b>97,921.65</b>
<b>Net Income - General Fund</b>	<b>62,150.60</b>

# ROBERT CREEK CAPITAL PROJECTS

## Profit & Loss

May 2018

### Income

402 · METER SALES	6,964.00
411 · Miscellaneous Income	0.20
412 · INTEREST	2,737.46

<b>Total Income</b>	<b>9,701.66</b>
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### Expense

625 · MISCELLANEOUS	8.00
628 · LINE REPLACEMENT	11,714.40
706 · Upgrade Loan Payment / interest	59,185.14

<b>Total Expense</b>	<b>59,185.14</b>
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<b>Net Income - Capital Projects</b>	<b>(49,483.48)</b>
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**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**MAY 2018**

Aaction Backflow	1 non-comp backflow test and repair	80.00
Atlas Copco Compressors	Compressor oil leak	1,800.00
Avista Utilities	Natural gas at office/plant/Carnes	200.19
Bassett-Hyland Co.	Fuel for company vehicles	709.57
BMS Technologies	Statement fees, online billpay fees	1,747.58
C & S Fire Safe Services	Annual fire extinguisher inspections and maintenance	316.75
Camtronics, Inc.	Troubleshoot plant control issues	459.70
Cardmember Service (Visa)	Crew and office uniforms, repair kit, weed spraying supplies, Admin day lunch, Gov't acctg conference, office supp	2,890.10
Carson Plumbing, Inc.	1 non-comp backflow test and repair	272.55
Cascade Columbia	ACH	13,328.04
Corix Water Products	910 valve lids	154.74
David Campos	Reimburse mileage for April	49.05
Digital Deployment, Inc.	Monthly website fee	200.00
Dole, Coalwell, Clark	Legal consult re: water lockoff, legal aid communication	345.00
Douglas Co. Farmers' Co-Op	Replace fountain pump and hose, foot valve for fountain repair, barb coupling, hose clamps, coupling	317.83
Douglas Fast Net	Internet	131.50
Exodus Pest Control	Office pest control service (2 months)	46.00
Fastenal	Blue marking paint	251.28
Green Sanitary District	Monthly sewer service for plant, carnes, office (2 months)	228.00
Kincheloe & Sons Inc.	Crushed rock	235.00
Kye's Custom Fabrication	Repair and reinforce mower deck	1,072.89
Long's Building Supply	PVC elbow for fountain repair	2.99
TSYS	Monthly debit/credit card fees previous mo.	706.84
Mack Clark Backflow	5 non-comp backflow tests	225.00
Metereaders	Monthly meter readings	2,176.15
Oregon Linen	Rugs for office	57.68
Oregon Tractor	Fuel cap + freight	74.79
Pacific Power	Plant, shop, office electricity	8,049.27
Platt Supply	Fuses	13.04
Payroll: Office	Payroll	8,208.35
Plant	Payroll + draws	22,926.98
Commissioners	Board Compensation	230.87
Oregon Dept. Revenue EFTPS	Payroll Withholding	2,616.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	9,926.42
Child Support EFTPS	Withheld from paycheck per court order	390.00
Allstate Benefits	Supplemental insurance (employee paid)	311.01
Refunds	Overpayment & Service Deposit refunds	769.98
Rock-It Man Trucking	1.3 hrs trucking	130.00
SDIS	June health/supplemental insurance premiums	15,155.87
Staples	Staples, coffee, file folders, card stock, gift card fee	266.54
TruEdge Communications	VOIP	166.00
Umpqua Research	Water sample testing	177.00
Verizon Wireless	Crew cell phones	177.28
Winston Sanitary	Dumpster at Carnes, etc.	77.90

<b>TOTAL GEN. FUND PAYABLES for May 2018</b>	<b>97,671.73</b>
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JP Morgan Chase	Treatment Plant Loan semi-annual interest	59,185.14
SHN Consulting Engineers	Engineering for Treatment Plant Piping Upgrade	11,714.40

<b>TOTAL CAP PROJECTS PAYABLES for May 2018</b>	<b>70,899.54</b>
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# Office Manager's Report

## June 2018 Meeting

SALES	May	April	May Last Year
Gallons	22,858,900	21,314,000	21,266,500
Revenue	\$148,022	\$144,044	\$129,964
Meters Sold	2	1	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	306,161,900	303,742,500	2,419,400
Revenue	\$1,687,582	\$1,600,590	\$86,992

VISA/MC	April	April	Fiscal YTD
# Transactions	Data	677	5,943
Total Transacted	Not yet	\$29,154	\$316,035
Fees We Paid	available	\$675	\$7,496

CHECKING ACCTS. AS OF May 31, 2018	
General Checking	\$222,397
General Fund Money Market	\$409,226
Surcharge Savings	\$65,313
Capital Checking	\$103,979
Capital Projects Reserve	\$1,067,397
Plant Upgrade Debt Reserve	\$512,844
	<hr/>
	<b>\$2,381,156</b>

Online Billpay	
<i>As of June 5, 2018</i>	
Accounts Registered:	781
Paperless Accounts:	377
Autopay Accounts:	285

The Budget Hearing has been moved to Thursday, June 14<sup>th</sup>, in order to stay in compliance with Local Budget Law. I did not get the Notice of Budget Hearing submitted to the News Review in time to hold the hearing on June 7<sup>th</sup>.

Representatives with Chase visited the office on May 25<sup>th</sup> to check in with us. In addition to holding our Treatment Plant loan, they presented options for banking, merchant services, and business credit card. I am interested in what they offer for their corporate liability ink card, but would also like to see if Umpqua Bank has anything else they can offer as well.

I will have a demo on June 11<sup>th</sup> with Caselle, a popular utility software provider.

If available, I will have a contract from Neuner & Davidson Co. for the upcoming 2017-18 audit.

The new Water Leak Adjustment Request form is now available on the District website.



Per Roberts Creek Water District Water Service Ordinance #2000-3-1, customers are responsible for all water consumption on the customer side of the water meter. As such, consumption charges for water leaks that originate on the customer side of the water meter are the responsibility of the customer.

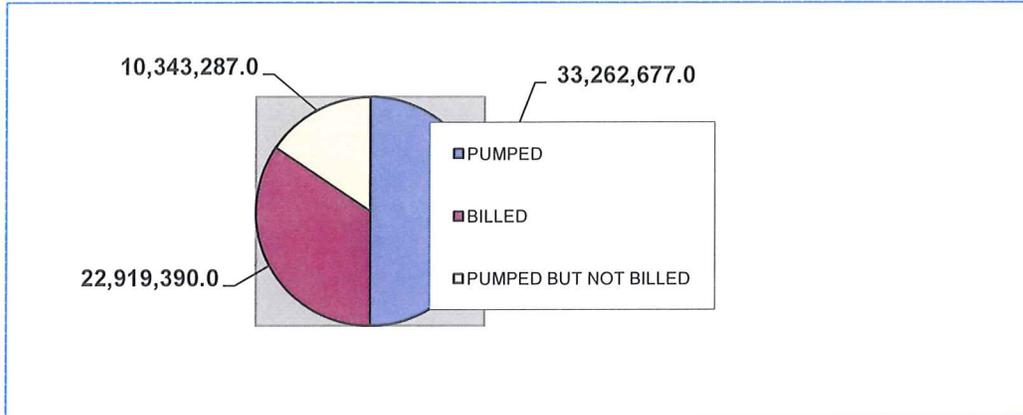
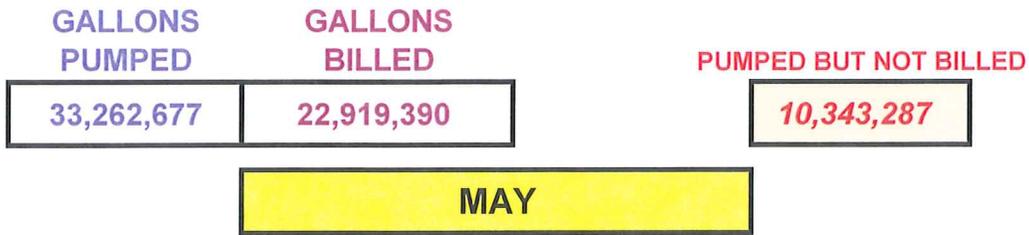
However, to provide assistance and promote goodwill, the District may consider crediting a water utility customer's account per policy noted in Ordinance #2000-3-1 (rental tenants not eligible for credit). For credit consideration, the water customer account holder **must complete Section 1 below**:

**SECTION 1 - TO BE COMPLETED BY THE CUSTOMER**

UTILITY CUSTOMER INFORMATION		(Please type or print clearly)
Customer Name:	Service Address:	
Daytime Phone:	Service Number:	
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH	
Date Leak Repaired:	<input type="checkbox"/> <b>Attached</b>	
Brief Description of Leak Failure & Repair:		
I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.		
<b>Customer Signature</b> _____		<b>Date</b> _____

**SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT**

Date Form Received:	Meter Read Date to use for Water Leak Credit Evaluation:	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history) : _____		
Estimated normal usage during leak period: _____ Leak month consumption: _____		
Past average normal usage in same billing cycle (or est ave consumption if less than 1 year ( _____ ) <small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak consumption of the leak billing period divided by 2= -----		
Multiplied by the rate used to calculate billed charges during the leak billing period: ----- X _____		
Calculated water leak credit amount: -----		
Reviewer's Initials: _____	Approver's Initials: _____	<input type="checkbox"/> Credit Granted <input type="checkbox"/> Credit Denied
<b>If Leak Credit Granted:</b> Date Applied: _____ Initials: _____		



**30 DAYS IN BILLING CYCLE: 4/11/18 TO 5/10/18**

Repairs, leaks, etc. rendering unverifiable consumption

- |          |                 |                  |
|----------|-----------------|------------------|
| 5/7/2018 | RC TANK ROAD    | REPAIR MAIN LINE |
| 5/10/18  | 826 TIPTON ROAD | REPAIR SERVICE   |
| 5/2/18   | 51 CARMEL CT    | NEW SERVICE LINE |
| 4/30/18  | 2504 AUSTIN     | 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	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	7,934,905
FEBRUARY	7,340,459	FEBRUARY	9,219,899	FEBRUARY	9,346,538
MARCH	4,277,092	MARCH	6,648,152	MARCH	5,885,652
APRIL	5,433,399	APRIL	4,110,282	APRIL	10,291,349
MAY	4,199,433	MAY	9,314,582	MAY	10,343,287
JUNE	5,580,994	JUNE	11,423,974	JUNE	

# Utility Billing

## Detailed Summary by Rate Code

User: BETH D  
 Printed: 05/24/2018 - 10:16 AM  
 Batch: 001-05-2018  
 001



# 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	2,982	2,982	68,120.64	45,494.55	15,800,000
002	- 1" METER	19	19	1,092.50	541.50	189,700
004	- 1 1/2" METER SERVICE	17	17	1,955.00	2,217.30	779,000
005	- 2" METER SERVICE INS	20	20	3,397.86	3,730.65	1,306,100
006	- 3" METER SERVICE INS	1	1	368.00	88.35	31,300
007	- 4" METER SERVICE INS	4	4	2,300.00	10,573.50	3,710,000
008	- 8" METER SERVICE INS	1	1	2,257.00	1,501.95	526,900
009	- SECOND LEVEL CHARGE	39	39	780.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	307.80	107,700
00B	- 1" SRVC OUT OF DIST	3	3	207.00	71.25	24,700
00E	- 2" SRVC OUT OF DIST	2	2	441.60	39.90	13,800
010	- 10" FIRE LINE	1	1	120.00	119.70	42,000
Water Totals:		3,109	3,109	81,591.60	64,686.45	22,531,200
<u>Regular Billing</u>						

# Utility Billing

## Detailed Summary by Rate Code

User: sharon c  
 Printed: 05/11/2018 - 10:55 AM  
 Batch: 112-05-2018



# 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	63	0	532.89	116.85	42,500
005	- 2" METER SERVICE INS	2	0	282.14	812.25	285,200
Water Totals:		65	0	815.03	929.10	327,700
<u>Final Billing</u>						
Grand Totals:		65	0	815.03	929.10	327,700

## Roberts Creek Water District

### Superintendents Report

June 2018

The piping project, seems to be going smoothly. They are building the pieces off site, and are planning on fitting them the week of June 11<sup>th</sup>.

We are ordering citric acid (one of our C.I.P chemicals).

We removed 4 dead trees that were along the driveway to the plant, as they were a hazard. We removed 4 other trees, as they were likely to become a hazard in the future.

The divers were traveling through the area and were able to get to the Roberts Creek tank, so we had it cleaned and inspected. We had discussed skipping the Roberts Creek tank on this cycle, based on the good condition of the other tanks, but I decided to take advantage of them traveling through. The tanks are cleaned and inspected on a 5 year cycle.

I took some unexpected time off, due to the passing of my sister. I appreciate everything the crew did while I was gone on such short notice.

We have an employee that is currently off with medical issues, and I'd like to give an update on his status.

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