

**MINUTES OF THE
BUDGET COMMITTEE MEETING AND
REGULAR BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
June 11, 2020**

Vice President Steve Lusch called the budget committee meeting to order at 5:41 pm. Present were Commissioners Phil Bigler, Carolyn White, and President Tracey Parker. Also present were Budget Committee members Shirley McSperitt, Ron Curry, Michele Carlson, Gary Schroeder, Kat Stone, Budget Officer David Campos, Superintendent Alan Paulson, employee Dan Radford, and visitor Brenda Kingry. Commissioner Tom Fullbright was absent.

President Parker called upon the budget committee to nominate a chairperson and secretary for the 2020-2021 budget meeting. Commissioner Phil Bigler nominated Vice President Lusch as chairperson. Budget Committee member Shirley McSperitt seconded the motion. Approval was unanimous.

Office Manager and Budget Officer David Campos informed the Budget Committee that for delivery of the Budget Message, he can read the message, go over highlights, answer any questions on the message, or the Committee can just proceed on. The Committee opted to proceed on with the budget review. Chairperson Lusch then commenced the review of the budget detail. Committee member Shirley McSperitt stated that the narratives for the budget were terrific.

The Budget documents as proposed by the Budget Officer were presented as follows:

GENERAL FUND

Page 6 – Resources - \$2,828,500
Page 10 – Administrative Requirements - \$502,400
Page 14 – Operations Requirements - \$1,104,000
Page 16 – Capital Outlay, Debt Service, & Transfers - \$1,064,000
Page 16 – Contingency - \$75,000 – Unappropriated Fund Balance - \$158,100

CAPITAL PROJECTS FUND

Page 19 – Resources - \$3,403,000
Page 22 – Capital Outlay - \$2,065,500 – Debt Service - \$395,400
Unappropriated Fund Balance - \$942,100

Committee member McSperitt noted one change that was required:

Page 19 – Meter sales - \$45,000 should be changed to \$67,818 to reflect the number of anticipated meter sales

Page 19 – Total resources - \$3,403,000 changed to \$3,425,815

Page 22 – Unappropriated Fund Balance - \$942,100 changed to \$964,918

Page 22 – Total Capital Expenditures - \$3,403,000 changed to \$3,425,815

Following other general committee discussion and comments, Commissioner Phil Bigler made a motion to approve the 2020-2021 Budget, as proposed with changes. Committee member Gary Schroeder seconded the motion. Approval was unanimous.

The Board thanked the members of the Budget Committee for their input, and the Budget Committee meeting was adjourned at 6:16pm. The committee members exited the meeting, with the exception of Shirley McSperitt.

President Parker called the regular Board meeting to order at 6:26 pm. Employee Dan Radford and visitor Brenda Kingry was also present for the regular Board meeting.

Commissioner Phil Bigler made a motion to approve the following leak adjustment request:

Arlene Plouff 137 Rex St 1819000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Mar - Apr 20	37,000	\$ 128.45	$\$128.45 - 25.85 = \$102.60 / 2 =$
Mar - Apr 19	1,000	\$ 25.85	\$51.30 calculated credit

Commissioner Lusch seconded the motion, and approval was unanimous.

The Board then considered a request from Meadow Outdoor Advertising for a one-time reduction in lease payment for the Billboard rental on the District's Carnes Rd property. The request was made by the lessee to provide for COVID-19 relief. If approved, the next regular lease payment of \$3,102 will be reduced to \$2,792. Commissioner Bigler made a motion to approve the one-time reduction of the lease payment. Commissioner Carolyn White seconded the motion. Approval was unanimous.

Commissioner Lusch made a motion to approve the May minutes, financial statements, and accounts payable. Commissioner Bigler seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David presented to the Board, a draft work plan timeline for the formation of a joint water-sewer authority, as prepared by Mark Knudson of SDAO Consulting Services.

David informed the Board that he, Alan, and Kay Huff of Green Sanitary District met with Joshua Shaklee, Douglas County Planning Director, to discuss our intention to form a joint water-sewer authority. Commissioner Tom Kress, liaison for the Planning Department, was unable to attend the meeting. The meeting was very procedural. We received the petition form and instructions at the meeting.

David then informed the Board that he spoke with representatives at USDA Rural Development and Business Oregon's Infrastructure Finance Authority to look into possible funding options for the Town Tank construction. David plans to request a One-Stop meeting, which would help determine what would be our best option for funding.

David then requested the Board to consider a Cost-of-Living adjustment (COLA) to District salary scales for the 2020-2021 fiscal year. After discussion, Commissioner Lusch made a motion to approve a 2.25% COLA for 2020-2021. Commissioner Bigler seconded the motion. Approval was unanimous.

David stated that the District's health insurance renewal with SDIS is quoted at a 12% premium increase for 2020-2021. David noted that significant premium increases are industry-wide, and we did not have any increase in premium for the current year.

As an addition to renewing the District's current health insurance plan, David recommended that the District's HRA VEBA annual contribution be changed from \$2,000 per employee to \$2,000 per participant. This would mean that employee+spouse plans would receive a \$4,000 annual contribution. This change would match RCWD's health benefits with those offered by Green Sanitary District.

Commissioner Bigler made a motion to renew the SDIS health insurance for 2020-2021 and change the HRA VEBA contribution to \$2,000 per participant. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his monthly report. Alan stated that the crew is done laying main line on Andorra Drive and next they will do service lines. The Andorra project should be done next week. A small subdivision is planned at the end of Harmony Lane, across from the Wastewater Treatment plant. The contractor is extending the 8" main line there.

Alan informed the Board that Fire District No. 2 will be conducting their annual hydrant flushing program after all. Our crew will follow behind and blow off our dead-end lines.

Alan informed the Board that we perform lead and copper testing every three years. The next testing interval will due this September.

Alan stated that he would like to fill a vacant position on the utility crew that resulted from a recent retirement. After a lengthy discussion, the Board requested that Alan hold off on hiring a replacement until after the Staffing Plan for the Joint Authority is complete.

Alan presented an employee evaluation for Josh Manson, Utility II, to the Board. Commissioner Lusch made a motion to advance Josh Manson to Step 9 on the Utility II salary scale. Commissioner Bigler seconded. Approval was unanimous.

Alan stated he would like to discuss having a retirement party/gift for Charles Borden for his recent retirement. After discussion, the consensus was that Charlie will be awarded a gift for his service to the District, and a reception will be held at a later date when the coronavirus is no longer a threat.

For the good of the order, Commissioner Bigler announced his resignation from the Board of Commissioners due to relocating outside of the District. Commissioner Lusch made a motion to accept Phil Bigler's resignation. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Lusch then made a motion to appoint Brenda Kingry to the Board of Commissioners. Commissioner White seconded the motion. Approval was unanimous.

There being no further business, Commissioner Bigler made a motion to adjourn. Commissioner White seconded the motion. Approval was unanimous, and the meeting adjourned at 7:29 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
June 2020

	Jun 20
Ordinary Income/Expense	
Income	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	118,903.25
402 · Meter Sales	2,000.00
408 · Backflow Test Receipts	606.85
409 · Water Service Fees	950.00
410 · Miscellaneous Income	1,836.55
412 · Interest	567.69
	164,864.34
Total Income	164,864.34
Gross Profit	164,864.34
Expense	
501 · Office Manager	6,146.25
502 · Office Assistants	7,493.96
507 · Office Supplies	142.80
508 · Telephone & Internet	360.74
509 · Electricity (office)	292.44
510 · Social Security	1,066.60
511 · Workmen's Comp.	124.17
512 · Legal Fees	750.00
515 · Health Insurance (office)	6,540.80
517 · Repair & Maint. Office	532.69
518 · Administrative	400.00
519 · Contract Services	4,524.54
520 · Dues & Subscriptions	454.87
521 · Bank Charges	0.05
525 · Misc. Expense	102.32
528 · Postage	8.30
530 · Unemployment Comp.	15.28
531 · Retirement - Office	4,143.84
532 · Billing Costs	1,573.16
533 · Transfer to Capital Projects	60,000.00
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	1,237.41
538 · Website	278.99
601 · Plant Superintendent	7,305.83
602 · Service Crew	27,773.13
603 · Backflow Tests	783.00
605 · Freight	108.85
606 · Tools	170.89
607 · Supplies & Safety Items	423.98
608 · Telephone / Internet	512.80
609 · Plant Electricity & Gas	16,199.45
610 · Social Security/Plant	2,673.32
611 · Workmen's Compensation	5,552.19
612 · Fees & Dues	2,482.00
613 · Fuel	795.92
614 · Vehicle Maintenance	1,234.01
615 · Health Insurance (plant)	11,447.88

Roberts Creek Water District
Profit & Loss
June 2020

	<u>Jun 20</u>
617-A · R & M - Field	2,515.69
617-B · R & M - Plant	5,039.85
618 · Chemicals	9,930.64
620 · Water Samples	296.60
624 · Meter Installations	57.39
630 · Unemployment Comp. Plant	35.09
631 · Retirement - Plant	12,251.28
635 · Reservoir Maint.	457.50
640 · New Connection Materials	29.89
650 · Safety Equipment	395.60
675 · Inventory Adjustment	1,954.72
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Total Expense	246,616.71
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Net Ordinary Income	-81,752.37
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Net Income	<u><u>-81,752.37</u></u>

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
June 2020

	<u>Jun 20</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	18,084.00
412 · INTEREST	2,086.20
415 · TRANS.GEN FUND to CAP.PROJECTS	60,000.00
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
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Total Income	120,170.20
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Gross Profit	120,170.20
Expense	
625 · MISCELLANEOUS	0.10
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Total Expense	0.10
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Net Ordinary Income	120,170.10
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Net Income	<u>120,170.10</u>

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
JUNE 2020

Avista Utilities	Natural gas at office/plant/Carnes	72.57
Bassett-Hyland Co.	Fuel for company vehicles	795.92
BMS Technologies	Statement fees	1,573.16
BT Construction	2 countertop sneeze guards for office	400.00
Canon Solutions America	Office/Plant copiers service agreement 4/20-5/19	27.98
Cardmember Service (Visa)	T handle repair kit, Safety meeting food, QB Cloud/Office 365 Cloud/Adobe/Zoom subscriptions, postage for backup hard drive return	563.40
Cascade Columbia	Salt, high-grade	9,930.64
Continental Utility Solutions, Inc	May merchant fees	1,237.41
Costco	Membership renewal	120.00
Digital Deployment Inc.	Monthly website fee	200.00
Douglas Co. Farmers Co-op	Parts for plant, auto T & P valve, microfiber towels, painters tape, janitorial supplies, office key copies, loppers	159.61
Douglas Fast Net	Internet	179.77
Exodus Pest Control	Monthly office pest control	26.00
Green Sanitary District	Office/Plant/Carnes sewer service	114.00
H2O Backflow Testing	6 non-comp backflow tests + 1 repair/retest	468.00
Iconix Water Products	Inventory and Plant materials	4,423.73
Industrial Tire Service	2 new tires for backhoe	1,186.73
IVR Technology Group	May IVR maintenance/transaction fees	127.69
Land Mark Surveying	Main tank monitoring	457.50
Meterreaders	May and June meter readings	4,524.54
Nexcom, LLC	Office and Plant VOIP phones and fax	166.00
NW Local Government Legal Advisors	Communications re: Authority formation	751.15
Occuhealth	Adm annual consortium and DOT physical - Alan, DOT physical - Josh	350.00
OHA Cashier	2021 Cross connection annual fee	2,000.00
One Call Concepts, Inc.	May locate tickets	72.00
Oregon Linen	Monthly rug service - office	68.69
Oregon Tool & Supply	pry bar, pressure washer hose	134.90
Pacific Power	Plant/Shop/Office electricity (2 months)	16,419.32
Payroll: Office	Payroll	11,646.20
Plant	Payroll + draws	29,548.31
Commissioners	Board Compensation	369.00
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,267.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,532.28
Edward Jones	Quarterly IRA Contribution	16,395.12
Allstate	Supplemental insurance (EE paid)	256.96
Popeye's Pump & Backflow	7 non-comp backflow tests	315.00
Refunds	Overpayment & Service Deposit refunds	371.93
Rock-It Man Trucking	Rock haul for Andorra	495.00
SAIF	Workers Comp premium 20-21	5,659.50
SDIS	July health/supplemental insurance premiums	18,554.72
Staples	Note pads, USB drives, copy paper	163.47
Traffic Safety Supply	Safety cones	563.40
Trojan UV	Sensor Assembly	4,647.23
Umpqua Quarries	Crushed rock for inventory	141.71
Umpqua Research	Water sample testing	296.60
United Rentals	Caution tape, hard hat, safety vests	90.59
RCWD Crew Staff	Cell phone stipend for June	400.00
Verizon Wireless	Tablet service line	50.08
Winston Auto Parts	Light tester, gear oil, industrial grease	53.33
Winston Sanitary	Dumpster at Carnes shop	77.90

TOTAL GEN. FUND PAYABLES for June 2020	152,446.04
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None -

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

July 2020 Meeting

SALES	June	May	June Last Year
Gallons	28,457,600	25,144,100	32,625,800
Revenue	\$165,574	\$155,063	\$176,126
Meters Sold	4	2	0

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	325,004,700	352,144,200	(27,139,500)
Revenue	\$1,926,861	\$1,998,635	(\$71,774)

June Merchant Svcs	Credit/Debit	ACH	Total
\$ Transacted	\$50,938	\$6,084	\$57,022
# of Transactions	920	94	930
Fees Charged*	\$1,417	\$86	\$1,503

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF June 30, 2020	
General Checking	\$224,437
General Fund Reserve	\$530,796
Surcharge Savings	\$65,499
Capital Checking	\$89,464
Capital Projects Reserve	\$1,475,075
Plant Upgrade Debt Reserve	\$581,499
	\$2,966,770

I have attached 2019-2020 fiscal year-end reports for review:

- Budget vs. Actual
- Gallons vs. \$ Billed 5-yr comparison
- 2-year meter sales
- 2019-20 Water service fees/penalties
- 2019-20 Misc Income
- 2019-20 Leak Adjustments
- Past Due Accounts by month

We were able to get a revision on our 2020-2021 health insurance premiums due to recent employee retirement. Our premium increase will now be 9% rather than 12%.

We have resumed our delinquent account shut-off procedures; however we are evaluating each delinquent account to determine whether continued suspension of shut-off is appropriate.

BUDGET YEAR 2019-2020		APRIL	MAY	JUNE	QUARTER 6/30/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	700,000						700,000.00	
WATER SALES	1,550,000	136,968.56	97,463.72	118,903.25	353,335.53	1,565,691.81	(15,691.81)	101%
WATER SALES to upgrade	400,000	-	40,000.00	40,000.00	80,000.00	400,000.00	-	100%
METER SALES	6,000	500.00	1,000.00	2,000.00	3,500.00	10,300.00	(4,300.00)	172%
SPECIAL SDC / LINES	50,000	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	50,000	18,193.51	-	-	18,193.51	18,193.51	31,806.49	36%
STANDBY CHARGES	19,000	18,006.00	48.00	-	18,054.00	18,054.00	946.00	95%
BACKFLOW TESTS	2,500	225.00	337.25	606.85	1,169.10	2,739.10	(239.10)	110%
PENALTIES & WATER SVC CHARGES	21,000	495.00	565.00	950.00	2,010.00	17,455.00	3,545.00	83%
MISCELLANEOUS	23,000	2,634.52	1,603.00	1,836.55	6,074.07	34,643.04	(11,643.04)	151%
INTEREST	10,000	620.95	646.64	567.69	1,835.28	9,573.58	426.42	96%
TRANS. FROM OTHER FUND					-	-	-	
					-	-	-	
BUDGET RESOURCES	2,831,500	177,643.54	141,663.61	164,864.34	484,171.49	2,076,650.04	754,849.96	73%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	75,000	6,146.25	6,146.25	6,146.25	18,438.75	73,933.88	1,066.12	99%
OFFICE ASSISTANTS (2)	98,000	8,516.16	8,528.81	7,493.96	24,538.93	75,591.29	22,408.71	77%
SOCIAL SECURITY / FICA	13,500	1,112.30	1,132.43	1,066.60	3,311.33	11,489.69	2,010.31	85%
WORKMEN'S COMP	300	7.00	5.91	124.17	137.08	178.91	121.09	60%
INSURANCE	79,000	4,959.98	9,200.56	6,540.80	20,701.34	73,341.16	5,658.84	93%
UNEMPLOYMENT	300	14.86	14.93	15.28	45.07	153.54	146.46	51%
RETIREMENT (OFFICE)	20,700			4,143.84	4,143.84	16,816.44	3,883.56	81%
VACATION & COMP. TIME	3,000	-	-	-	-	-	3,000.00	0%
TOTAL THIS CATEGORY	289,800	20,756.55	25,028.89	25,530.90	71,316.34	251,504.91	38,295.09	87%

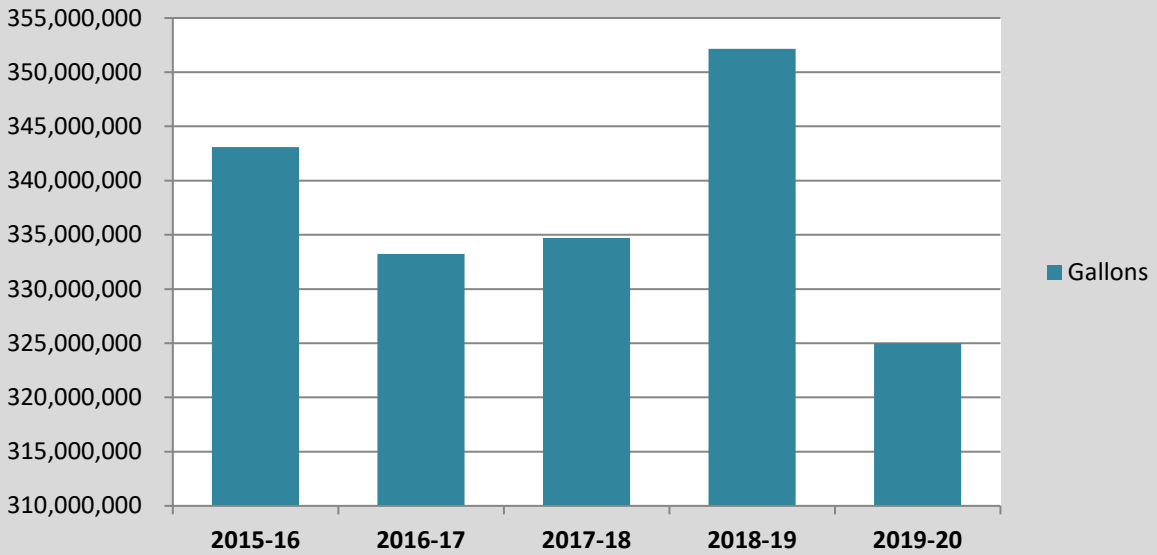
BUDGET YEAR 2019-2020		APRIL	MAY	JUNE	QUARTER 6/30/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
MATERIALS & SERVICES								
AUDITING	10,000	-	-	-	-	9,450.00	550.00	95%
ELECTIONS	1,000	-	-	-	-	-	1,000.00	
OFFICE SUPPLIES	4,000	144.06	459.93	142.80	746.79	3,483.94	516.06	87%
COMMUNICATIONS & IT	3,000	754.07	366.66	360.74	1,481.47	3,270.74	(270.74)	109%
ELECTRICITY/GAS UTILITIES	3,500	189.41	37.81	292.44	519.66	2,486.16	1,013.84	71%
LEGAL FEES	10,000	-	200.00	750.00	950.00	2,535.20	7,464.80	25%
DUES & SUBSCRIPTIONS	10,000	209.00	588.99	454.87	1,252.86	8,009.93	1,990.07	80%
PROPERTY/QUAKE INS.	31,000	-	-	-	-	30,111.00	889.00	97%
LIABILITY & AUTO INS.	16,500	-	-	-	-	17,652.00	(1,152.00)	107%
R & M OFFICE	4,000	168.81	97.98	532.69	799.48	3,799.97	200.03	95%
ADMINISTRATIVE (Board)	3,200	200.00	250.00	400.00	850.00	2,750.00	450.00	86%
CONTRACT SERVICES	27,500	2,261.54	-	4,524.54	6,786.08	27,066.21	433.79	98%
BANK CHARGES	2,000	-	-	0.05	0.05	0.05	1,999.95	0%
BILLING COSTS	21,500	1,567.88	1,571.40	1,573.16	4,712.44	19,003.53	2,496.47	88%
ONLINE BILLPAY FEES/WEB PORTAL	2,000	-	-	-	-	963.04	1,036.96	48%
WEBSITE	2,600	200.00	200.00	278.99	678.99	2,478.99	121.01	95%
BUDGETING	800	-	-	-	-	261.00	539.00	33%
EDUCATION (office)	6,000	-	598.00	-	598.00	1,921.22	4,078.78	32%
MISCELLANEOUS	3,500	32.46	217.54	102.32	352.32	2,493.48	1,006.52	71%
ADVERTISING	500	-	-	-	-	20.00	480.00	4%
POSTAGE	2,000	-	-	8.30	8.30	1,116.40	883.60	56%
MERCHANT SERVICES /	12,000	1,533.01	1392.97	1,237.41	4,163.39	14,633.18	(2,633.18)	122%
TOTAL THIS CATEGORY	176,600	7,260.24	5,981.28	10,658.31	23,899.83	153,506.04	23,093.96	86.92%
CAPITAL OUTLAY								
OFFICE EQUIPMENT	9,000	1,243.83	-	-	1,243.83	6,999.76	2,000.24	78%
OFFICE IMPROVEMENT	7,000	-	-	-	-	-	7,000.00	0%
TOTAL THIS CATEGORY	16,000	1,243.83	-	-	1,243.83	6,999.76	9,000.24	44%
TOTAL ADMINISTRATIVE	482,400	29,260.62	31,010.17	36,189.21	96,460.00	412,010.71	70,389.29	85%
11								

BUDGET YEAR 2019-2020		APRIL	MAY	JUNE	QUARTER 6/30/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	87,000	7,305.83	7,305.83	7,305.83	21,917.49	87,851.04	(851.04)	101%
SERVICE CREW	354,000	29,181.43	28,530.69	27,773.13	85,485.25	344,618.75	9,381.25	97%
SOCIAL SECURITY / FICA	33,800	2,796.24	2,731.21	2,673.32	8,200.77	32,994.84	805.16	98%
WORKMEN'S COMP	9,500	13.79	11.60	5,552.19	5,577.58	5,689.28	3,810.72	60%
INSURANCE	175,100	9,012.78	11,784.94	11,447.88	32,245.60	163,939.77	11,160.23	94%
UNEMPLOYMENT COMP.	2,000	36.48	35.84	35.09	107.41	432.26	1,567.74	22%
RETIREMENT (PLANT)	52,000			12,251.28	12,251.28	50,468.64	1,531.36	97%
VACATION & COMP TIME	3,000	-	-	-	-	-	3,000.00	0%
TOTAL THIS CATEGORY	716,400	48,346.55	50,400.11	67,038.72	165,785.38	685,994.58	30,405.42	96%
MATERIALS & SERVICES								
BACKFLOW TESTING	3,500	270.00	-	783.00	1,053.00	2,523.00	977.00	72%
FREIGHT	3,000	3.00	-	108.85	111.85	3,545.71	(545.71)	118%
TOOLS	3,000	-	157.75	170.89	328.64	1,291.26	1,708.74	43%
SUPPLIES & OPERATIONS ITEMS	4,000	282.10	32.75	423.98	738.83	3,199.29	800.71	80%
COMMUNICATION & IT (OPERATIONS)	5,700	562.80	562.80	512.80	1,638.40	6,703.60	(1,003.60)	118%
ELECTRICITY/GAS UTILITIES	130,000	7,218.83	101.78	16,199.45	23,520.06	105,062.64	24,937.36	81%
FEES & DUES	6,000	46.80	61.20	2,482.00	2,590.00	9,992.44	(3,992.44)	167%
FUEL	10,000	241.89	204.23	795.92	1,242.04	7,302.05	2,697.95	73%
VEHICLE MAINTENANCE	12,000	-	306.13	1,234.01	1,540.14	4,366.86	7,633.14	36%
R & M FIELD	35,000	423.32	808.59	2,515.69	3,747.60	21,237.48	13,762.52	61%
R & M PLANT	35,000	5,426.86	188.50	5,039.85	10,655.21	38,866.96	(3,866.96)	111%
CHEMICALS	40,000	-	-	9,930.64	9,930.64	47,419.85	(7,419.85)	119%
WATER SAMPLES	8,500	296.60	890.60	296.60	1,483.80	9,072.40	(572.40)	107%
EDUCATION	10,000	415.24	-	-	415.24	3,966.58	6,033.42	40%
MISCELLANEOUS	2,000	-	-	-	-	146.71	1,853.29	7%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	3,000	-	-	457.50	457.50	569.49	2,430.51	19%
MIOX SYSTEM	2,000	-	-	-	-	290.36	1,709.64	15%
NEW CONNECT MATERIAL	2,000	66.84	66.84	29.89	163.57	2,081.85	(81.85)	104%
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	402.12	1,097.88	27%
INVENTORY ADJUSTMENT	5,000	1,261.28	(854.92)	1,954.72	2,361.08	15,900.18	(10,900.18)	
COMPLIANCE FEES	-	-	-	-	-	-	-	
TOTAL THIS CATEGORY	328,200	16,515.56	2,526.25	42,935.79	61,977.60	286,115.83	42,084.17	87%

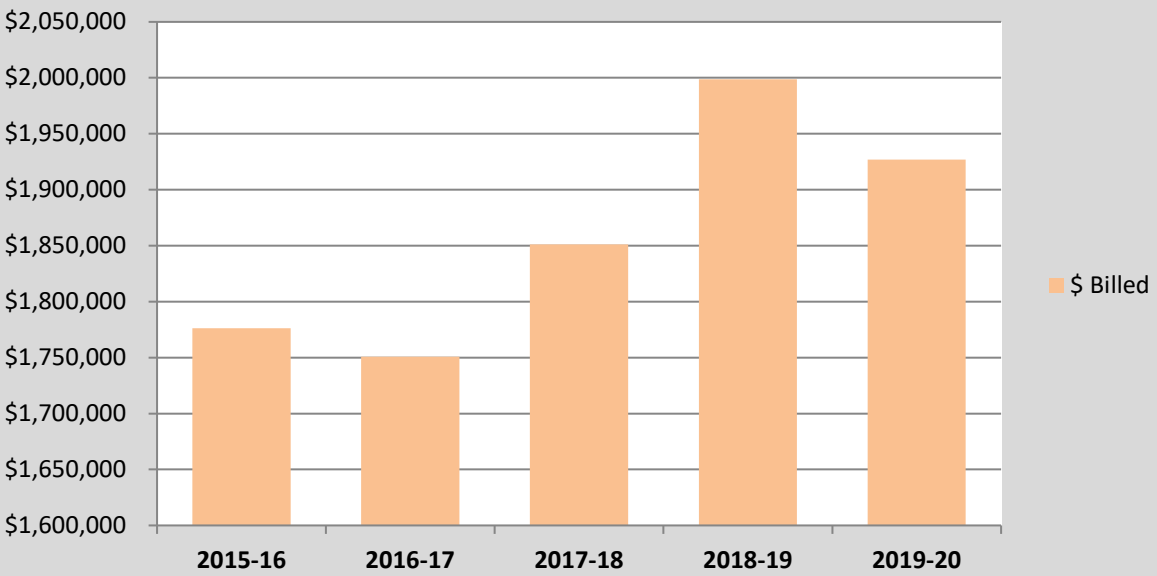
BUDGET YEAR 2019-2020		APRIL	MAY	JUNE	QUARTER 6/30/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	57.39	57.39	57.39	172.17	1,004.64	1,995.36	33%
EQUIPMENT PURCHASE	18,000	-	-	-	-	3,636.99	14,363.01	20%
REPLACE LINES	50,000	-	-	-	-	-	50,000.00	0%
SAFETY EQUIPMENT	3,000	-	298.00	395.60	693.60	738.48	2,261.52	25%
REPLACE FILTER MEDIA	35,000	-	-	-	-	-	35,000.00	0%
TOTAL THIS CATEGORY	109,000	57.39	355.39	452.99	865.77	5,380.11	103,619.89	5%
TOTAL OPERATING								
	1,153,600	64,919.50	111,475.26	210,427.50	386,822.26	977,490.52	176,109.48	85%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	240,000	-	-	60,000.00	60,000.00	240,000.00	-	100%
RATES TO PLANT UPGRADE	400,000	-	40,000.00	40,000.00	80,000.00	400,000.00	-	100%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOV'T. AGREEMENT	50,000	-	18,193.51	-	18,193.51	18,193.51	31,806.49	36%
TOTAL THIS CATEGORY	815,000	-	58,193.51	100,000.00	18,193.51	658,193.51	156,806.49	81%
TOTAL ALL DEPTS.								
	2,451,000	94,180.12	142,485.43	246,616.71	483,282.26	2,047,694.74	403,305.26	84%
ENDING FUND BALANCE	380,500						380,500	
TOTAL BUDGET								
	2,831,500				483,282.26	2,047,694.74	783,805.26	
						2,831,500.00		

CAPITAL FUNDS BUDGET YEAR 2019-2020		APRIL	MAY	JUNE	QUARTERLY 6/30/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>BEGINNING BALANCE</i>	1,750,000							
Meter Sales	54,000	4,521.00	9,042.00	18,084.00	31,647	119,812.00	(65,812)	222%
Interest	40,000	2,687.42	2,511.80	2,086.20	7,285	40,267.90	(268)	101%
Transfers from Other Funds	240,000	-	-	60,000.00	60,000	240,000.00	-	100%
Gen. Fund Plant Upgrade (rates)	400,000	-	40,000.00	40,000.00	80,000	400,000.00	-	100%
Grant/Loan Proceeds: Town Tank	750,000	-	-	0.00	-	-	750,000	0%
Miscellaneous Income	-	-	-	0.00	-	-	-	
BUDGET RESOURCES	734,000	7,208.42	51,553.80	120,170.20	178,932	800,079.90	683,920	109%
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	-	0.10	0.10	0.20	0.85	1,999	0%
Reservoir Construction	1,500,000	6,150.00	793.75	-	6,944	77,043.93	1,422,956	5%
Line Replacement	300,000	-	-	-	-	-	300,000	0%
Intertie	20,000	-	-	-	-	-	20,000	0%
Plant Improvements	145,000	-	-	-	-	195,760.63	(50,761)	135%
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Treatment Plant Upgrade	80,000	-	-	-	-	-	80,000	0%
Carnes Rd. Site	-	-	-	-	-	-	-	
TOTAL EXPENSES	2,349,000	6,150.00	793.85	0.10	6,943.95	195,760.63	2,153,239	8%
DEBT SERVICE								
Plant Upgrade Loan Principal	290,000	-	-	-	-	290,000.00	-	100%
Plant Upgrade Loan Interest	107,652	-	52,032.26	-	52,032.26	107,692.26	(40)	100.04%
TOTAL DEBT SERVICE	397,652	-	-	-	52,032.26	397,692.26	(40)	
TOTAL ALL EXPENSES	2,746,652	6,150.00	53,619.96	0.10	65,920.16	593,452.89	2,153,199	21.61%
ENDING FUND BALANCE	1,237,348							
TOTAL BUDGET	3,984,000					593,452.89	2,153,199.11	
						\$2,746,652		

5-Year Gallons Billed Comparison



5-Year Dollars Billed Comparison



MOST RECENT 2-YR. (fiscal) METER SALES COMPARISONS						
2018-19	2018-19	2018-19		2019-20	#402	2019-20
METERS SOLD	Hookup Fee	To Capital		METERS SOLD	Hookup Fee	To Capital
0	\$ -	\$ -	JULY	0	\$ -	\$ -
0	\$ -	\$ -	AUGUST	1	500	4,521
1	\$ 1,000.00	\$ 9,042.00	SEPTEMBER	0	-	-
1	\$ 1,000.00	\$ 9,042.00	OCTOBER	0	-	-
0	\$ -	\$ -	NOVEMBER	1	1,400	15,825
0	\$ -	\$ -	DECEMBER	2	1,900	20,346
0	\$ -	\$ -	JANUARY	2	1,000	9,042
4	\$ 2,000.00	\$ 18,084.00	FEBRUARY	3	1,500	13,563
2	\$ 1,000.00	\$ 9,042.00	MARCH	1	500	4,521
1	\$ 500.00	\$ 4,521.00	APRIL	1	500	4,521
3	\$ 1,500.00	\$ 13,563.00	MAY	2	1,000	9,042
2	\$ 1,000.00	\$ 9,042.00	JUNE	4	2,000	18,084
14	\$ 8,000.00	\$ 72,336.00		17	\$ 10,300.00	\$ 99,465.00

Acct #409: PENALTIES & WATER SERVICE FEES

2019-2020

Month	LATE NOTIFICATION FEES (Door Hangers)	ACTIVATION FEES	RE-CONNECT FEES (From non-pay locks)	NSF CHECK FEES	NET DEPOSIT TO #409	RUNNING TOTAL FOR FISCAL YEAR
JUL	1,140.00	1,000.00	225.00	25.00	2,390.00	2,390.00
AUG	1,080.00	875.00	25.00	-	1,980.00	4,370.00
SEP	440.00	550.00	-	25.00	1,015.00	5,385.00
OCT	1,540.00	950.00	275.00	-	2,765.00	8,150.00
NOV	460.00	425.00	75.00	25.00	985.00	9,135.00
DEC	1,440.00	500.00	250.00	75.00	2,265.00	11,400.00
JAN	1,520.00	300.00	300.00	25.00	2,145.00	13,545.00
FEB	400.00	275.00	50.00	25.00	750.00	14,295.00
MAR	540.00	500.00	125.00	-	1,165.00	15,460.00
APR	20.00	350.00	125.00	-	495.00	15,955.00
MAY	40.00	450.00	50.00	50.00	590.00	16,545.00
JUN	400.00	550.00	-	-	950.00	17,495.00
	9,020.00	6,725.00	1,500.00	250.00	17,495.00	17,495.00

Acct #410: MISCELLANEOUS INCOME

2019-2020

Month	BULK WATER	REFUND REBATE	CREDIT SERVICES RECEIPTS	UNLOCK ON/OFF	FIRE LINE	MISC.	OTHER	NET DEPOSIT TO MISC. INCOME 410 only	RUNNING TOTAL FOR FISCAL YEAR
JUL	1,467.50		89.60	-	170.00	400.00	10.00	2,127.10	2,127.10
AUG	3,200.50		172.30	20.00	179.50	900.00	3.62	4,472.30	6,599.40
SEP	1,285.00		420.03	-	270.50	400.00	-	2,375.53	8,974.93
OCT	950.00		62.82	-	607.50	700.00	-	2,320.32	11,295.25
NOV	184.50	2,696.00	470.69	-	1,876.65	2,500.00	-	7,727.84	19,023.09
DEC	941.00		70.00	-	239.05	3,102.00	-	4,352.05	23,375.14
JAN	717.85	-	45.58	-	103.00	-	-	866.43	24,241.57
FEB	92.00	-	8.75	-	47.50	-	-	148.25	24,389.82
MAR	396.45	3,592.00	-	-	-	187.10	-	4,175.55	28,565.37
APR	244.00	-	390.52	-	-	2,000.00	-	2,634.52	31,199.89
MAY	1,060.00	-	-	20.00	-	500.00	-	1,580.00	32,779.89
JUN	665.40	-	671.15	-	-	500.00	-	1,836.55	34,616.44
	11,204.20	6,288.00	2,401.44	40.00	3,493.70	11,189.10	13.62	34,616.44	34,616.44



**ROBERTS CREEK
WATER DISTRICT**

LEAK ADJUSTMENTS WITH 2-yr. COMPARISON

# NOTIFIED	DATE	NAME	ACCOUNT #	ADJUST
8				
16				
11	9/14/2018	LARRY SACCATO	1405-000	100.00
	10/12/2018	AMAL PETROV	9198-000	100.00
	10/12/2018	BRANDELL BURTON	6413-001	35.35
10	10/12/2018	RHONDA DAY	8771-000	21.85
13				
	12/14/2018	TRACY JOHNSON	2189-000	100.00
	12/14/2018	GREEN MEADOW PARK LLC	11642-001	55.58
7	3/15/2019	GREEN COMM CHURCH	1786-000	48.45
16	3/15/2019	GEORGE INSLEY	0759-000	253.65
26	3/15/2019	DAN BREWER	0056-000	48.45
12	4/19/2019	ANITA HINSON	2292-000	100.00
13	5/10/2019	RONDA HAMILTON	5342-001	32.78
2				
TOTAL THIS FISCAL YEAR 2018-19			\$	2,118.08
19	8/15/2019	IVY KELLEY	0192-001	88.35
	8/15/2019	JOSE PACHECO	11726-000	100.00
	8/15/2019	GERALD DILLON	6440-000	22.80
18	9/16/2019	CINDY MCSPERITT	2197-000	440.00
	9/16/2019	TIMOTHY WITT	11281-000	39.90
18	11/19/2019	MICHAL ARMIGER	1435-000	500.00
17	11/19/2019	LES MECUM	3821-000	27.08
15	11/19/2019	MIKE AMPI	3802-000	62.03
	11/19/2019	ROBERT OTIS CONST	11515-000	100.00
	11/19/2019	VERONICA KOENIG	2617-001	65.55
14	2/19/2020	SHAWN HYATT	10439000	500.00
15	2/19/2020	MISTY DAVIS	7571000	78.38
	2/19/2020	VALERIE GUHLKE	11416000	81.70
	4/10/2020	LYDA MORTON	5306000	25.65
11	5/15/2020	JEAN CRUMP	9917000	44.18
	5/15/2020	JAMES CLYMER	2564000	14.25
10	6/12/2020	ARLENE PLOUFF	1819000	51.30
TOTAL THIS FISCAL YEAR 2019-20			\$	2,241.17

PAST DUE ACCOUNTS BY MONTH

2018-19 PAST DUE ACCOUNTS AS OF THE 15th OF EACH MONTH

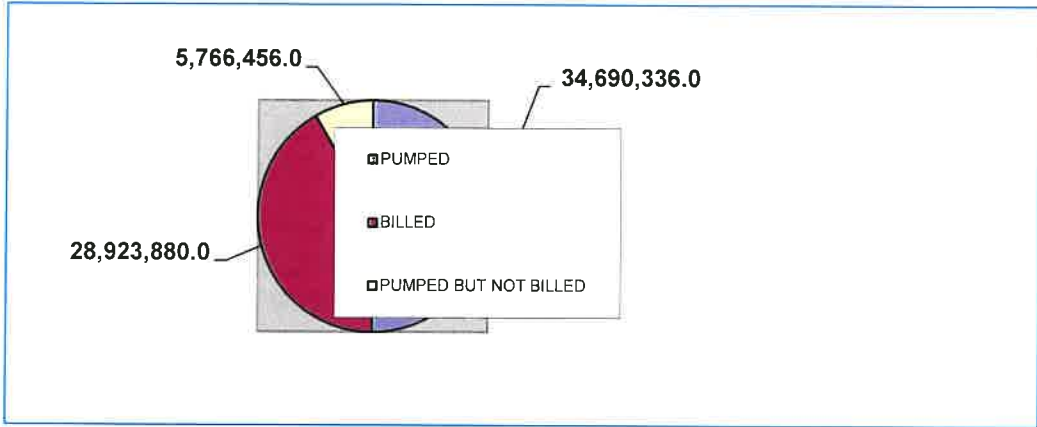
DATE	BEGINNING BALANCE	PAST DUE ON 15th	% PAST DUE	PAST DUE CHARGES	NO. OF LATE FEES	LETTERS TERMINATION MAILED	DOOR HANGERS	LOCKED OFF
Jul-18	148,352.05	38,396.24	25.88%	3,245	649	158	45	7
Aug-18	186,652.35	46,699.58	25.02%	3,095	619	130	44	5
Sep-18	198,525.74	45,456.22	22.90%	3,120	624	151	46	11
Oct-18	205,041.99	51,650.69	25.19%	3,180	636	174	43	10
Nov-18	154,111.81	46,506.37	30.18%	3,310	662	163	38	8
Dec-18	144,201.33	46,047.53	31.93%	3,160	632	183	49	9
Jan-19	126,919.11	34,334.37	27.05%	3,060	612	154	48	5
Feb-19	116,375.74	27,861.61	23.94%	2,555	511	134	30	3
Mar-19	140,844.86	31,899.66	22.65%	2,930	586	141	44	5
Apr-19	128,107.45	37,040.14	28.91%	2,830	566	142	32	5
May-19	129,415.73	42,516.32	32.85%	3,095	619	133	36	5
Jun-19	146,151.09	35,836.64	24.52%	3,160	632	150	44	6
PAST DUE CHARGES (Late Fees)				36,740	7,348	1,813	499	79
LATE NOTIFICATION FEES				9,980				
RECONNECT FEES				1,975				
				\$ 46,720				

2019-20 PAST DUE ACCOUNTS AS OF THE 15th OF EACH MONTH

DATE	BEGINNING BALANCE	PAST DUE ON 15th	% PAST DUE	PAST DUE CHARGES	NO. OF LATE FEES	LETTERS TERMINATION MAILED	DOOR HANGERS	LOCKED OFF	
Jul-19	169,558.43	43,983.38	25.94%	3,015	603	128	39	4	
Aug-19	186,444.45	47,586.85	25.52%	3,070	614	153	48	4	
Sep-19	209,412.29	45,844.58	21.89%	3,370	674	147	44	11	
Oct-19	204,558.96	49,976.79	24.43%	3,290	658	174	59	7	
Nov-19	154,455.12	48,361.78	31.31%	3,520	704	173	59	8	
Dec-19	155,496.98	58,809.00	37.82%	4,480	896	348	70	15	
Jan-20	137,389.63	42,011.76	30.58%	3,475	695	197	49	7	
Feb-20	113,694.00	32,507.82	28.59%	3,055	611	160	43	6	
Mar-20	133,714.94	53,337.32	39.89%	3,450	690	147	1	1	
Apr-20	COVID								
May-20	COVID								
Jun-20	COVID						218	54	6
PAST DUE CHARGES (Late Fees)				30,725	6,145	1,845	466	69	
LATE NOTIFICATION FEES				9,320					
RECONNECT FEES				1,725					
				\$ 40,045					

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
34,690,336	28,923,880	5,766,456

Jun-20



30 DAYS IN BILLING CYCLE: 5/11/20 TO 6/10/20

Repairs, leaks, etc. rendering unverifiable consumption

5/19/20	338 KERMANSHAH ST	REPAIR SERVICE
5/20/20	205 ASH STREET	REPAIR SERVICE
5/22/20	2288 CIRCLE DR	REPAIR SERVICE
6/7/20	2288 CIRCLE DR	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	4,159,913
APRIL	10,291,349	APRIL	8,834,702	APRIL	6,207,086
MAY	10,343,287	MAY	9,034,888	MAY	4,142,720
JUNE	8,942,550	JUNE	11,415,960	JUNE	5,766,456

Roberts Creek Water District

Superintendents Report

July 2020

The 2" main on Andorra Drive. Has been completed.

The 8" main extension on Harmony Ln. has been installed and is currently being tested.

Fire district #2 are winding up their hydrant flushing program on June. We have been following them and blowing off our dead end lines behind them.

The crew has been busy between blow offs, leak repairs, line installations, inventory and facility maintenance.

Camp Creek Electric has been onsite collecting data for the electrical study, so we can get specific information for a generator. We had some minor issues with the U.V's when we did our initial trial run/ testing of the transfer switch and back-up generator.

Landmark Surveying is currently working on the legal description of our district. This will add the various annexations legal descriptions, to the original legal description of the district. This is needed for the petition to form an Authority.

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