

**MINUTES OF THE BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
February 11, 2021**

President Tracey Parker called the meeting to order at 6:02 pm. Present were Commissioners Brenda Kingry, Steve Lusch, and Carolyn White. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Tom Fullbright was absent.

Commissioner Steve Lusch made a motion to approve the following leak adjustment requests:

	Kris Coil	4105 Carnes Rd	10165000
	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 2020 - Jan 2021	103,000	\$ 339.55	$\$339.55 - 80.20 = \$259.35 / 2 =$
Dec 2019 - Jan 2020	12,000	\$ 80.20	
			\$ 129.68
			\$100 Maximum per ordinance

Commissioner Carolyn White seconded the motion, and approval was unanimous.

Commissioner White then made a motion to approve the January meeting minutes, financial statements, and accounts payable. Commissioner Brenda Kingry seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David provided an update on the status of the joint authority formation. The next public hearing, held at Douglas County, will call for an election for the authority formation. The dissolution of the Districts will also be ballot measures at the same election.

David presented Resolution R-2021-02-01, a resolution initiating dissolution of Roberts Creek Water District upon formation of a joint authority. Commissioner Kingry made a motion to adopt Resolution R-2021-02-01. Commissioner Lusch seconded the motion. Approval was unanimous.

David stated that office staff are reviewing and making improvements to office procedures.

Superintendent Alan Paulson gave his report. Alan provided the Board with an update on the Carnes Road sidewalk project. A few conflicts with the utility lines have been found and are being addressed.

There are still some issues with the transfer of the software licensing for the treatment plant computers.

Alan informed the Board that the District expects to receive the mobile water purification system, awarded through the Oregon SPIRE Grant, in late May.

The District's annual air release and valve turning program will begin soon.

Alan presented an evaluation for Foreman Dan Radford. Dan has been with the District for 34 years and has already reached the top of his salary scale. Commissioner Lusch made a motion give Dan a \$100 gift card in appreciation of his continued service with the District. Commissioner White seconded the motion. Approval was unanimous.

There being no further business, Commissioner Kingry made a motion to adjourn the meeting. Commissioner White seconded the motion. Approval was unanimous, and President Parker adjourned the meeting at 6:17 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
February 2021

	Feb 21
Ordinary Income/Expense	
Income	
401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	98,252.84
402 · Meter Sales	1,000.00
405 · Standby Charges	648.00
408 · Backflow Test Receipts	150.00
409 · Water Service Fees	1,310.00
410 · Miscellaneous Income	727.87
412 · Interest	309.55
Total Income	142,398.26
Gross Profit	142,398.26
Expense	
501 · Office Manager	6,991.00
502 · Office Assistants	7,018.35
507 · Office Supplies	232.58
508 · Telephone & Internet	968.63
509 · Electricity (office)	183.20
510 · Social Security	1,079.38
511 · Workmen's Comp.	4.83
512 · Legal Fees	107.60
514 · Property & Earthquake Insurance	37,838.00
515 · Health Insurance (office)	2,216.69
516 · Liability Insurance & Auto	11,409.00
517 · Repair & Maint. Office	194.25
518 · Administrative	150.00
519 · Contract Services	4,561.04
520 · Dues & Subscriptions	171.18
525 · Misc. Expense	53.00
527 · Office Equipment.	102.64
530 · Unemployment Comp.	14.17
532 · Billing Costs	4,495.91
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	1,523.70
601 · Plant Superintendent	7,470.25
602 · Service Crew	27,722.43
603 · Backflow Tests	135.00
606 · Tools	55.97
607 · Supplies & Safety Items	407.95
608 · Telephone / Internet	788.84
609 · Plant Electricity & Gas	750.52
610 · Social Security/Plant	2,681.95
611 · Workmen's Compensation	10.26
612 · Fees & Dues	61.20
613 · Fuel	755.84
614 · Vehicle Maintenance	120.29
615 · Health Insurance (plant)	13,366.96
617-A · R & M - Field	582.60
617-B · R & M - Plant	3,779.71
620 · Water Samples	900.90
622 · Education (crew)	1,215.00
624 · Meter Installations	57.39
625 · Misc. Expense Plant	43.70
630 · Unemployment Comp. Plant	35.18
640 · New Connection Materials	67.50
650 · Safety Equipment	44.89
675 · Inventory Adjustment	6,418.12
Total Expense	186,787.60
Net Ordinary Income	-44,389.34
Net Income	-44,389.34

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
February 2021

	<u>Feb 21</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	9,042.00
412 · INTEREST	1,090.34
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00
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Total Income	50,132.34
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Gross Profit	50,132.34
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Net Ordinary Income	50,132.34
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Net Income	<u><u>50,132.34</u></u>

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
FEBRUARY 2021

Avista Utilities	Natural gas at office/plant/Carnes	570.50
Bassett-Hyland Co.	Fuel for company vehicles	755.84
Beckwith & Kuffel	Field service TWP seal	2,268.50
BMS Technologies	January statement fees + Public Hearing Notice insert	1,866.91
Canon Solutions America	Plant/Office copier service agreement 12/20 -1/19	38.37
Continental Utility Solutions, Inc.	January merchant services + Annual maintenance, tech support	4,152.70
David Birtch	3 non-comp backflow tests	135.00
Douglas Co. Farmers Co-op	Supplies, nuts/bolts, rat/mouse traps, couplings, pvc pipe and primer/cement, adapters	164.93
Douglas Fast Net	Phone/internet/office complete security suite (2 months)	1,267.22
Exodus Pest Control	Office pest control service	26.00
Ferguson Waterworks	Ball valves, 10" Alpha dressers, auto air release valves, repair clamps, meter gasket kit	3,018.13
Green Sanitary District	Office/plant/Carnes shop sewer services	114.00
Iconix Water Products	Inventory parts and supplies	5,210.67
Meterreaders LLC	December and January meter readings	4,561.04
News Review	Notice of Public Hearing legal notice + 1 year subscription	278.78
Nexcom, LLC	Plant phone, fax line	40.00
One Call Concepts	January locate tickets	61.20
Oregon Linen	Monthly rug service - office	130.25
Payroll: Office	Payroll	10,813.10
Plant	Payroll + draws	26,303.74
Commissioners	Board Compensation	138.39
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,597.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	13,609.54
Allstate	Supplemental insurance (EE paid)	210.20
Refunds	Overpayment & Service Deposit refunds	883.60
Rock-It Man Trucking	1.5 hrs rock haul transfer	165.00
SDIS	March health/supplemental insurance premiums	15,583.65
SDIS	2021 Property, Auto, Liability insurance premium	49,247.00
Staples	Wall file hangers, laminating, dry erase stand, coffee, Acer monitor, highlighters, toilet paper, tax forms	349.85
Umpqua Quarries	Crushed rock for inventory	367.69
Umpqua Research	Water sample testing	900.90
Umpqua Sand & Gravel	Drain rock for inventory	64.12
United Rentals	hard hat and vest - Trev	44.89
Verizon Wireless	Tablet line	50.25
RCWD Crew Staff	Cell phone stipend for February	400.00
Winston Auto Parts	Knob and connector, parts for mini excavator, wiper blades	120.29
Winston Sanitary	Dumpster at Carnes shop	77.90

TOTAL GEN. FUND PAYABLES for February 2021	147,587.15
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None

TOTAL CAP PROJECTS PAYABLES for February 2021	-
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Office Manager's Report

March 2021 Meeting

SALES	February	January	February Last Year
Gallons	18,309,800	20,761,700	21,845,000
Revenue	\$136,104	\$143,076	\$145,681
Meters Sold	2	2	3

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	246,455,000	231,999,400	14,455,600
Revenue	\$1,383,868	\$1,326,855	\$57,012

Feb Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$46,495	\$3,497	\$11,971	\$67,877
# of Transactions	974	82	205	1,261
Fees Charged*	\$1,328	\$62	n/a	\$1,390

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF February 28, 2021	
General Checking	\$285,558
General Fund Reserve	\$533,950
Surcharge Savings	\$65,520
Capital Checking	\$154,978
Capital Projects Reserve	\$1,419,700
Plant Upgrade Debt Reserve	\$517,943
	\$2,977,649

I have attached Resolution R-2021-03-01, a resolution making findings of fact and adopting a dissolution plan. Once adopted and filed, the District will have 10 days to adopt a resolution calling for an election for dissolution.

In preparation of the next budget year, the Districts will prepare their own budgets and, should the authority measure pass, we will work with Green Sanitary to prepare an authority budget. We will plan to hold the budget committee meetings (for the Districts) in June should the ballot measures not pass.

With that being said, the Board needs to appoint a budget officer for the 2021-2022 budget year.

David Campos, CPA
Office Manager



RESOLUTION NO. R-2021-03-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE ROBERTS CREEK WATER DISTRICT MAKING FINDINGS OF FACT AND ADOPTING A PLAN FOR DISSOLUTION AND LIQUIDATION

WHEREAS, by resolution adopted on February 11, 2021, the Board of Directors of the Roberts Creek Water District (“District”) initiated the dissolution of the District conditioned upon voter approval of the formation of the Green Area Water and Sanitary Authority at the May 18, 2021 election;

WHEREAS, pursuant to ORS 198.925, the District Board is required to make findings of fact and to file the same in the Office of the County Clerk; and

WHEREAS, further pursuant to ORS 198.925, the Board is required to adopt a plan for dissolution and liquidation and file the same if the Office of the County Clerk;

NOW, THEREFORE, THE DISTRICT BOARD RESOLVES AS FOLLOWS:

1. The findings of fact describing the District’s assets and liabilities, which are attached hereto as Exhibit A, are hereby made and approved.
2. The estimated cost of dissolution is \$5,000.
3. The plan for dissolution and liquidation attached hereto as Exhibit B is hereby adopted.

ADOPTED by the Board of Directors of the District on this 11th day of March, 2021.

ROBERTS CREEK WATER DISTRICT

Board President

ATTEST:

District Secretary

**EXHIBIT A
ROBERTS CREEK WATER DISTRICT
FINDINGS OF FACT**

INDEBTEDNESS		
JP Morgan Chase Refunding Loan	Water Treatment Plant Upgrade	\$ 3,815,000

REAL PROPERTY	Douglas County Real Market Value	
R119124	600 Speedway Rd - 1.58 acres (1.5MG reservoir site)	\$ 563,200
R119155	325 Highland Vista Ln - .05 acres (pump station site)	\$ 21,780
R126590	0 Roberts Creek Rd - .07 acres (pump station site)	\$ 69,392
R128652	0 Carnes Rd - 6.52 acres vacant lot adjacent to shop	\$ 260,800
R147233	1.18 acres vacant land @ treatment plant site	\$ 47,200
R22057	2960 Old Hwy 99 S - 0.52 acres (old tank site)	\$ 79,279
R38513	5585 Grange Rd - 5.00 acres Water Treatment Plant	\$ 16,200,000
R38529	160 Andorra Dr - 1.30 acres Main Reservoir site	\$ 1,352,000
R44524	4336 Old Hwy 99 S - .19 acres District Office	\$ 153,175
R45714	3319 Carnes Rd - 1.00 acre District shop facility	\$ 276,656
R49473	370 Roberts Mountain Rd - .23 acres (0.25MG reservoir site)	\$ 295,067

UNCOLLECTED TAXES AND ASSESSMENTS
None

PERSONAL PROPERTY	BOOK VALUE (Net depreciated cost)
1985 Ford Dump Truck	\$ -
2002 Ford F350 w/ service body	\$ -
2008 Chevrolet 2-Ton Truck	\$ -
2014 Dodge Ram 1500	\$ -
2014 Dodge Ram 1500	\$ -
2014 Dodge Ram 1500 4wd	\$ -
Field service equipment	\$ 15,047
Office and computer equipment	\$ 34,259

INFRASTRUCTURE	BOOK VALUE (Net depreciated cost)
Water Transmission and Distribution Lines	\$ 2,751,704

WATER TREATMENT PLANT FACILITY	BOOK VALUE (Net depreciated cost)
Plant Improvements/equipment	\$ 6,473,921

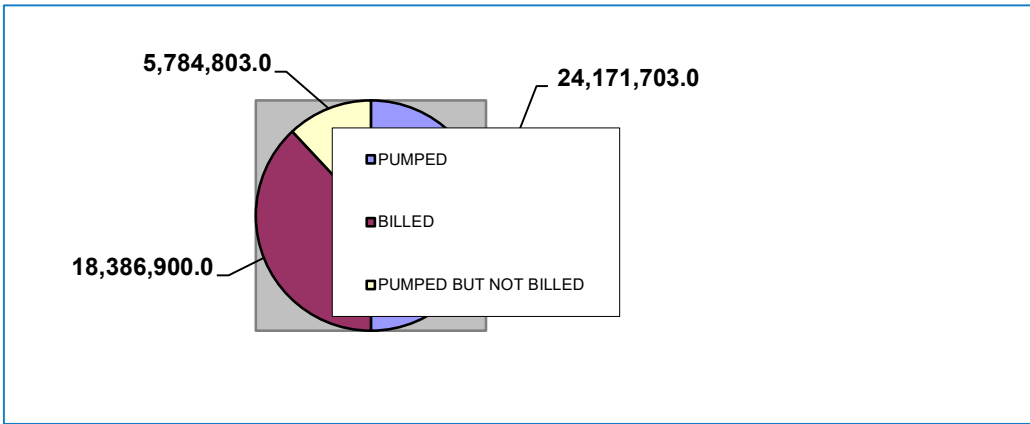
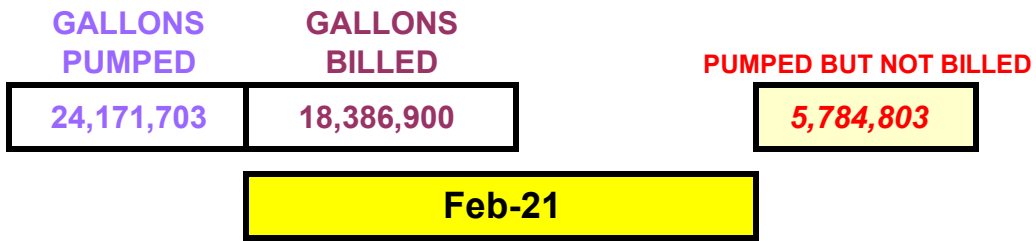
CURRENT ASSETS	BALANCE
Total Checking, Savings and Investment Accounts @ 2/28/21	\$ 2,977,649
Accounts Receivable @ 2/28/21	\$ 120,726

EXHIBIT B

Plan for Dissolution and Liquidation

ROBERTS CREEK WATER DISTRICT (“DISTRICT”) PLAN FOR DISSOLUTION AND LIQUIDATION

1. It is the intention of the Board of Directors of the Roberts Creek Water District (“District”) that all of the District’s duties, obligations, assets, and liabilities will be transferred and conveyed to the Green Area Water and Sanitary Authority (“Authority”), subject to the following conditions:
 - A. The formation of such Authority is approved by voters at the May 18, 2021 election;
and
 - B. The board of directors of the Authority, as soon as possible after its formation, agrees to assume the same and continue to provide water and sanitary sewer services to the District’s customers.
2. Upon voter approval of both the formation of the Authority and the dissolution of the District, the District shall, pursuant to ORS Ch. 198.920, *et seq.*, take all necessary steps and follow procedures to dissolve and liquidate.
3. The District shall, from its assets, pay all costs of dissolution and conveyance of assets.



30 DAYS IN BILLING CYCLE: 1/11/21 TO 2/10/21

Repairs, leaks, etc. rendering unverifiable consumption
 1/29/21 3724 CARNES RD REPAIR SERVICE

2020-2021	DIFFERENCE	2021-2022	DIFFERENCE	2022-2023	DIFFERENCE
JULY	5,124,050	JULY		JULY	
AUGUST	1,873,280	AUGUST		AUGUST	
SEPTEMBER	7,835,590	SEPTEMBER		SEPTEMBER	
OCTOBER	1,704,864	OCTOBER		OCTOBER	
NOVEMBER	3,603,559	NOVEMBER		NOVEMBER	
DECEMBER	5,821,078	DECEMBER		DECEMBER	
JANUARY	8,863,858	JANUARY		JANUARY	
FEBRUARY	5,784,803	FEBRUARY		FEBRUARY	
MARCH		MARCH		MARCH	
APRIL		APRIL		APRIL	
MAY		MAY		MAY	
JUNE		JUNE		JUNE	

Roberts Creek Water District
Superintendents Report
March 2021

Service line replacement continues to be going smoothly on the Carnes Rd. project. Knife River is doing a great job.

We tried having a zoom meeting regarding the electrical study of the treatment plant, between the Engineer, Camp Creek Electric and ourselves but were plagued by technical difficulties. We did come away with a few issues we will address and Lonnie from Camp Creek is scheduled to meet with us at the end of the month to go over the report.

We received an order of ACH (coagulant) at the plant last week and will be receiving quotes for a load of salt as well as a load of caustic, next week. These will be our major purchase of chemicals for this budget.

We have completed our yearly maintenance program for our air releases, and are currently turning our hydrant valves. We will begin our valve turning program for all other valves, next week. We will be in contact with Fire District #2 regarding hydrant flushing, and try to schedule district flushing as soon as we can.

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