

# Roberts Creek Water District Account History

**Customer Information**

Account No. 3821000  
 LES F MECUM  
 1224 NE WALNUT ST PMB 337  
 ROSEBURG, OR 97470  
 UNITED STATES

**Location Information**

Location No. 1612  
 476 TIPTON ROAD

Trans. Date	Trans. Type	Reference	Type / Reason	Amount	Balance
5/27/2021	Payment		Cash	(\$50.00)	\$69.22
5/24/2021	Open Applied	Applied Credits		\$0.00	\$119.22
	Charge			\$119.90	\$119.22
4/28/2021	Payment		Cash	(\$25.00)	(\$0.68)
4/23/2021	Open Applied	Applied Credits		\$0.00	\$24.32
	Charge			\$37.25	\$24.32

Extra water consumption due to trespasser stealing water.  
 Police involved, see attached

May billing: 34,000  
 Average billing: 5,000

29,000 gal @ 2.85 = \$82.65  
 50% = \$41.32



**DOUGLAS COUNTY  
SHERIFF'S OFFICE**  
1036 SE DOUGLAS AVE  
ROSEBURG, OR 97470  
(541) 440-4450

CFS EVENT DETAIL	
CAD EVENT NUMBER	2105060006
CALL TYPE	261

**CALLS FOR SERVICE INFORMATION**

AGENCY	CAD EVENT NUMBER	CASE NUMBER	AGENCY NUMBER	DATE AND TIME	CALL TYPE	CALL TYPE EXPLAINED	FINAL CALL TYPE
DCSO	2105060006			05/06/2021 00:44	261	TRESPASS	
LOCATION				APT/SUITE/BOX	CITY	RESPONSE ZONE	RESPONSE AREA
476 TIPTON RD					RB	294	DCRSC
CALL SOURCE	LOCATION COMMENT						
P							
COMMENTS							
PR JUST FOUND A MALE WANDERING AROUND IN HIS SHOP, MALE IS TALKING TO HIMSELF, CARRYING A SLEEPING BAG -----[LAW2/D21 05/06/21 00:45:27]							
MALE TOOK OFF WALKING SOUTH ON TIPTON RD <i>Johnny Harris</i> -----[LAW2/D21 05/06/21 00:46:02]							
MALE HAD A DRK COLORED SLEEPING BAG AROUND HIM, MALE IS 6FT TALL, SHAVED HEAD <i>Trespassing + stealing water from Les Mecum @ 476 Tipton</i> -----[LAW2/D21 05/06/21 00:46:19]							
MALE ADVISED HIS VEH WAS BROKE DOWN AT THE SHAMROCK MOTEL, PR RAN HIM OFF -----[LAW2/D21 05/06/21 00:46:42]							
NO WEAPONS SEEN							
-----[LAW1/D03 05/06/21 00:49:10]							
127 - LOOK UP PR FROM PRIOR AND ADV HIM SUBJ MAY BE WALKING BCK TO HIS VEH -----[LAW1/D03 05/06/21 00:50:30]							
SCOTT GOODWIN 790 TIPTON RD -----[LAW2/D21 05/06/21 00:50:50]							
SCOTT GOODWIN ADVISED, WILL CALL ON 911 IF MALE SHOWS UP AT HIS RESIDENCE /EM -----[LAW1/D03 05/06/21 00:51:35]							
173 UTL THE MALE ON TIPTON, CHECKING THE AREA -----[PH5/D05 05/06/21 00:55:38]							
TX'D PR TO 162'S CELL -----[LAW2/D21 05/06/21 00:56:38]							
CHECK FOR PRIOR PHONE NUMBER AT 326 TIPTON, CAN HEAR DOGS BARKING -----[LAW2/D21 05/06/21 00:58:44]							
TRIED TO CALL CELL # FOR EVELYN EMMEN AT 326 TIPTON RD, NO ANSWER -----[LAW1/D03 05/06/21 01:06:51]							
146 - CALL BACK PR FROM 790 HAVE HIM STAY AT HIS RESIDENCE -----[LAW1/D03 05/06/21 01:07:16]							
127 - NOT THE RESIDENCE AT 790, ADVD HIM TO GO BACK TO HIS HOUSE -----[LAW2/D21 05/06/21 01:08:36]							
PER 127, CALL THE RESIDENT AT 790 TIPTON RD AND TELL HIM TO BACK INSIDE OF HIS RESIDENCE /EM -----[LAW2/D21 05/06/21 01:10:29]							
SCOTT GOODWIN/790 TIPTON RD HEADED BACK INSIDE HIS RESIDENCE /EM -----[LAW1/D03 05/06/21 01:17:26]							
162 - 162 , 118, 127, ON A TRACK 500 BLOC TIPTON ALMOST TO THE RIVER -----[LAW1/D03 05/06/21 01:28:50]							
162 - NOT REALLY GETTING A TRACK, SHOW UNITS 12-39 IN THE AREA CHECKING							
REPORTING PARTY						AREA CODE	PHONE NUMBER
LESLIE MECUM						541	3158602
REPORTING ADDRESS							
PRIMARY UNIT	DISPATCH	DISPOSITION COMMENTS					
162	HB						
CALL	DISPATCH	ARRIVED	DEPARTED	DISPATCH			
	00:45:35	00:49:19	03:04:23	03:04:23			

**UNITS STATUS RECORDSxxx**

TIME	UNIT	STATUS	COMMENT	LOCATION	DISP#
05/06/2021 00:45:35	162	D		476 TIPTON RD	
05/06/2021 00:45:35	173	D		476 TIPTON RD	
05/06/2021 00:46:19	146	D		476 TIPTON RD	
05/06/2021 00:47:02	127	D		476 TIPTON RD	
05/06/2021 00:47:11	118	D		476 TIPTON RD	
05/06/2021 00:49:19	173	OS	JUST GETTING ON TO TIPTON	476 TIPTON RD	
05/06/2021 00:51:06	146	OS	IN THE AREA	476 TIPTON RD	
05/06/2021 00:51:46	127	OS	IN THE AREA	476 TIPTON RD	
05/06/2021 00:51:46	162	OS	IN THE AREA	476 TIPTON RD	

05/06/2021 01:02:09	118	OS	IN THE AREA	476 TIPTON RD	
05/06/2021 01:17:36	118	CO	ON A TRACK	500 BLOC TIPTON	
05/06/2021 01:17:46	127	CO	ON TRACK	500 BLOC TIPTON	
05/06/2021 01:17:57	162	CO	ON TRACK	500 BLOC TIPTON	
05/06/2021 01:29:04	118	CO	12-39	IN THE AREA CHECKING	
05/06/2021 01:29:12	127	CO	12-39	IN THE AREA CHECKING	
05/06/2021 01:29:22	146	CO	12-39	IN THE AREA CHECKING	
05/06/2021 01:29:33	162	CO	12-39	IN THE AREA CHECKING	
05/06/2021 01:29:43	173	CO	12-39	IN THE AREA CHECKING	
05/06/2021 01:30:03	173	RL			
05/06/2021 01:30:09	146	RL			
05/06/2021 02:16:48	173	C	CLEARED BY LAW1		HB
05/06/2021 02:38:44	127	C	CLEARED BY LAW1		HB
05/06/2021 02:38:48	118	C	CLEARED BY LAW1		HB
05/06/2021 03:02:29	146	C	CLEARED BY LAW1		HB
05/06/2021 03:04:23	162	C	CLEARED BY LAW1		HB

**LINKED NAMES**

UNIT	REASON	NAME ( OR DL)	DOB
<b>RP</b>		<b>MECUM, LESLIE</b>	
		<b>[REDACTED]</b>	

**MINUTES OF THE BOARD OF COMMISSIONERS MEETING**  
**ROBERTS CREEK WATER DISTRICT**  
**May 13, 2021**

President Tracey Parker called the meeting to order at 6:05 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.

The Board reviewed a leak adjustment request for customer George Insley. A brief discussion took place, and Commissioner Steve Lusch made a motion to grant the customer a \$100 leak adjustment credit, the maximum allowed by ordinance. Commissioner Brenda Kingry seconded the motion. Approval of the motion was unanimous.

Commissioner Lusch made a motion to approve the April regular Board regular meeting minutes, financial statements, and accounts payable. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David stated the new Start/Stop water service application on the website is working out well.

David informed the Board that the managers of both districts have been working with Steve on the prospective salary schedules for the authority positions. A brief discussion followed.

David stated he has been reviewing a quote from Systech Consulting for managed IT services. Any contract with Systech would be approved under the new authority.

A brief discussion took place on the timeline of events and planned meetings after the May 18 election.

Superintendent Alan Paulson presented his monthly report. Alan briefly discussed some potential development projects with the Board.

Alan discussed the planned replacement of the treatment plant filter membranes with the Board. Based on his research and documentation, the contract review Board has the authority to purchase the membranes from DuPont under a sole-source contract. After discussion Commissioner Lusch made a motion to approve the purchase of the DuPont filter membranes under a sole-source contract. Commissioner Kingry seconded the motion. Approval of the motion was unanimous.

Alan then presented three quotes for a pick-up/broom attachment for the skid-steer. Commissioner Carolyn White made a motion to approve the purchase of the attachment for \$5,350. Commissioner Lusch seconded the motion. Approval of the motion was unanimous.

President Tracey Parker then called the Board meeting into Executive Session at 6:27pm, in accordance with ORS 192.660(2)(b)

President Parker called the regular meeting back into regular session at 6:29pm

Alan informed the Board the crew will begin flushing the distribution system in June, in conjunction with the Fire District's hydrant flushing.

There being no further business, President Parker adjourned the meeting at 6:32 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 2021**

	<b>May 21</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
401 · Water Sales	143,742.04
402 · Meter Sales	1,500.00
405 · Standby Charges	1,058.00
408 · Backflow Test Receipts	486.10
409 · Water Service Fees	1,140.00
410 · Miscellaneous Income	1,263.21
412 · Interest	275.14
	149,464.49
<b>Total Income</b>	<b>149,464.49</b>
<b>Gross Profit</b>	<b>149,464.49</b>
<b>Expense</b>	
501 · Office Manager	6,991.00
502 · Office Assistants	7,138.67
507 · Office Supplies	157.01
508 · Telephone & Internet	1,281.74
509 · Electricity (office)	37.71
510 · Social Security	1,090.43
511 · Workmen's Comp.	4.77
515 · Health Insurance (office)	5,353.57
517 · Repair & Maint. Office	180.26
518 · Administrative	200.00
519 · Contract Services	2,283.44
520 · Dues & Subscriptions	169.00
525 · Misc. Expense	33.82
530 · Unemployment Comp.	14.34
532 · Billing Costs	1,644.03
601 · Plant Superintendent	7,470.25
602 · Service Crew	24,557.48
603 · Backflow Tests	300.00
607 · Supplies & Safety Items	349.92
608 · Telephone / Internet	931.62
609 · Plant Electricity & Gas	94.08
610 · Social Security/Plant	2,439.84
611 · Workmen's Compensation	9.83
612 · Fees & Dues	3,042.20
613 · Fuel	346.00
614 · Vehicle Maintenance	953.24
615 · Health Insurance (plant)	13,366.96
617-A · R & M - Field	1,284.31
617-B · R & M - Plant	276.00
620 · Water Samples	900.90
624 · Meter Installations	172.17
625 · Misc. Expense Plant	18.44
628 · Replace Lines	88.55
630 · Unemployment Comp. Plant	32.01
640 · New Connection Materials	96.36
650 · Safety Equipment	633.95
675 · Inventory Adjustment	-839.63
	83,104.27
<b>Total Expense</b>	<b>83,104.27</b>
<b>Net Ordinary Income</b>	<b>66,360.22</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
703 · Do County Intergovernmental Ag.	1,201.12
	1,201.12
<b>Total Other Expense</b>	<b>1,201.12</b>
<b>Net Other Income</b>	<b>-1,201.12</b>
<b>Net Income</b>	<b>65,159.10</b>

**ROBERT CREEK CAPITAL PROJECTS**  
**Profit & Loss**  
May 2021

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	<u>May 21</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	13,563.00
412 · INTEREST	1,054.97
	<hr/>
Total Income	14,617.97
Gross Profit	14,617.97
Expense	
625 · MISCELLANEOUS	0.05
628 · LINE REPLACEMENT	29,473.35
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Total Expense	29,473.40
Net Ordinary Income	-14,855.43
Other Income/Expense	
Other Expense	
706 · Upgrade Loan Payment / interest	48,280.48
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Total Other Expense	48,280.48
Net Other Income	-48,280.48
Net Income	<hr/> <hr/> <b>-63,135.91</b>

**ROBERTS CREEK WATER DISTRICT**  
**ACCOUNTS PAYABLE**  
**MAY 2021**

Avista Utilities	Natural gas at office/plant/Carnes	131.79
Bassett-Hyland Co.	Fuel for company vehicles	346.00
BMS Technologies	April statement fees	1,644.03
Canon Solutions America	Plant/Office copier service agreement 3/20 - 4/19	53.02
Cardmember Service	Quickbooks Enterprise Cloud subscription	169.00
Cintas	Safety kit - Carnes, refill first aid kit	633.95
Douglas County Mgmt & Finance	Remit Speedway Tank SDC - 4276 Old Hwy 99	1,201.11
Douglas Co. Farmers Co-op	Brass nipples, pipe nipples, water red valve, gas/oil premix	102.64
Douglas Fast Net	Office/Plant phones/fax/internet, Office and Plant complete security suite	1,419.65
Exodus Pest Control	Office monthly pest control	26.00
Flury Supply	Fire hose, SS smooth clamp	156.70
Green Sanitary District	Office/plant/Carnes shop sewer services	114.00
IVR Technology Group	Feb - April IVR maintenance/tx fees	398.63
Kye's Custom Fabrication	Mower repair	170.00
Long's Building Supply	Parts for Carnes Rd project, 60 lb concrete	62.84
Meterreaders LLC	April meter readings	2,283.44
OHA - Cashier	Annual water system fee	2,000.00
OHA - Drinking Water Services	Membrane replacement plan review	825.00
One Call Concepts	Feb - April locate tickets	217.20
Onsite Wastewater Management	Quarterly maintenance per contract, Rising River RV pump station	200.00
Ogon Linen	Office rug service	116.26
Payroll: Office	Payroll	10,693.18
Plant	Payroll + draws	23,990.49
Commissioners	Board Compensation	138.38
Oregon Dept. Revenue EFTPS	Payroll Withholding + STT withholding + SUTA	3,561.80
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,244.58
Allstate	Supplemental insurance (EE paid)	210.20
Popeye's Pump & Backflow	6 non-comp backflow tests + 1 repair kit	300.00
Refunds	Overpayment & Service Deposit refunds	563.20
Rock-it Man Trucking	Rock haul transfer	220.00
SDIS	June health/supplemental insurance premiums	18,720.53
Staples	Cardstock for door hangers, office coffee	145.14
Umpqua Quarries	Crushed rock for inventory	271.10
Umpqua Research	Water Sample Testing	900.90
Verizon Wireless	Tablet line	45.08
RCWD Crew Staff	Cell phone stipend for May	400.00
Winston Auto Parts	RainX, compressor battery, wipers, motor oil, antifreeze, sprayer battery, light bulbs 1 ton, lawn mower maintenance, terry rags, fuse, switch, bonded wire, terminal, parts for 1-ton, oil and filter, spark plug,	973.49
Winston Sanitary Service	Carnes Rd. dumpster	156.97

<b>TOTAL GEN. FUND PAYABLES for May 2021</b>	<b>85,806.30</b>
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Chase	Treatment Plant - refunding loan, semi-annual interest payment	48,280.48
Knife River	Water main relocation - Castle Ave	29,473.35

<b>TOTAL CAP PROJECTS PAYABLES for May 2021</b>	<b>77,753.83</b>
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# Office Manager's Report

## June 2021 Meeting

SALES	May	April	May Last Year
Gallons	28,827,700	22,426,100	25,144,100
Revenue	\$166,120	\$148,032	\$155,063
Meters Sold	3	3	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	315,482,200	296,547,100	18,935,100
Revenue	\$1,833,293	\$1,761,286	\$72,007

May Merchant Svcs	Credit/Debit	ACH	Autodraft	Total
\$ Transacted	\$48,963	\$4,308	\$14,200	\$67,471
# of Transactions	985	89	229	1,303
Fees Charged*	\$1,369	\$67	n/a	\$1,436

\*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF May 31, 2021	
General Checking	\$296,646
General Fund Reserve	\$534,758
Surcharge Savings	\$65,529
Capital Checking	\$143,825
Capital Projects Reserve	\$1,481,912
Plant Upgrade Debt Reserve	\$550,504
	<b>\$3,073,174</b>

Most of the Board has already reviewed the attached letter from our attorney on the post-election procedures. I have attached it for any Board members that have not reviewed it yet. I have been busy gathering much of the info needed for item 2 for the District Boards.

I have also attached the vote canvass for Measure 10-182 (RCWD Dissolution)

I have attached Resolution R-2021-06-01, a resolution canvassing the vote and declaring the district dissolved. Kay and I will be working with the attorney to get documents prepared for transferring everything to the new authority. The elected authority Board will meet July 1 and carry out items listed in the attorney's letter.

One of the RCWD office staff will be out sometime in the next couple month on medical leave. Sharon Cason, who recently retired, will be filling in during that time.

**David Campos, CPA**  
Office Manager

5285 Meadows Road  
Suite 400  
Lake Oswego, OR 97035  
(503) 607-0517  
eileen@lgl-advisors.com



May 24, 2021

**BY EMAIL**

**TO: Boards of Directors for**

- Green Sanitary District
- Roberts Creek Water District
- Green Area Water and Sanitary Authority

**RE: POST-ELECTION PROCEDURES**

On May 18, 2021, voters approved the formation of the Green Area Water and Sanitary Authority and the dissolutions of the Roberts Creek Water District and the Green Sanitary District. This memorandum describes the next steps for each entity to take to complete dissolution of the districts, transfer duties and assets to the Authority, and prepare the Authority to begin transacting business.

With limited exceptions there is no specific timeline for these steps to happen, but all three boards should be diligent in completing them in a reasonable time.

**District Boards.** The boards of the two dissolving districts will continue to act as the respective governing bodies of their districts until the final oath of dissolution is filed with the county clerk.

Per ORS 255.235, current board members' terms expire on June 30; new board members' terms begin on July 1. Therefore, assuming the tasks described below are completed by June 30, board members who were elected on May 18 will not take office and the remaining tasks will be carried out by the current boards.

These are their remaining duties (with the respective boards' approval the highlighted documents can be prepared by this office):

1. At their next properly noticed meeting, adopt a resolution canvassing (i.e., certifying) the vote approving dissolution and declaring the district dissolved. The final votes as of May 19 are as follows:

*Green Area Sanitary District dissolution -- Yes: 608/No: 225*

*Roberts Creek Water District dissolution – Yes: 678 /No: 270*

A copy of the signed resolution must be filed "immediately" with the county clerk.

2. Once the final resolution is adopted and filed with the county clerk, each board becomes a board of trustees for the dissolving district, charged with wrapping up corporate affairs. They will meet as many times as needed to formally convey the district's assets to the new Authority. This includes:
  - Approving and signing **deeds** conveying real property, including collection and distribution systems and easements;
  - Approving and signing **bills of sale** for personal property, such as vehicles, equipment, and supplies;
  - Coordinating transfers of title to vehicles;
  - Approving and signing an **agreement** with the Authority for transfer of employees;
  - For existing contracts that permit assignment, signing written **amendments** making the assignment to the Authority;
  - For existing contracts that do not allow for assignment, or which will not be continuing in the district's name (such as insurance plans), preparing and sending notices of termination according to the contract's stated terms.
  - Coordinating with financial institutions to transfer cash assets to the Authority, and closing bank accounts once the transfers are complete.
  
4. **Final oath.** Once all affairs are settled, the board of trustees files an **oath** with the county board that the district is dissolved. Once this is filed, the respective boards of trustees have concluded their duties and will have no further meetings or responsibilities.

**Authority Board.** The newly elected board of the Authority officially takes office on July 1, 2021. At their first duly noticed public meeting after the county board of commissioners adopts the final formation resolution, the Authority board must do the following:

1. **Be sworn in so they may legally conduct business.** Under Oregon law, board members must be sworn in by someone authorized to administer oaths, usually a judge or a notary public. There is no specific requirement that the oath be taken publicly. A swearing-in ceremony for the entire group may take place at the meeting (which is customary), or it can be done prior to the meeting by having the individual board member appear before a county official or other person authorized to administer oaths. The **oath of office** should be provided in writing and signed by the new board member in the presence of the official administering the oath.

2. Elect officers. The statutes governing water and sanitary authorities don't require electing any particular officers. The board will, however, need to elect a chairperson or president who will be responsible for presiding over meetings, and should name a secretary responsible for attesting to official acts and keeping minutes for the meeting. The board also should consider appointing a treasurer to oversee the authority's finances. The slate of officers elected should be recorded in the meeting minutes.
3. Establish board members' terms. According to ORS 450.600(3), since the effective date of the formation of the authority occurred in an odd-numbered year, three district board members are elected for four-year terms and the other two are elected for two-year terms. The terms of the members of the first board are required to be determined by lot at the first meeting of the board after the election. "By lot" can take any reasonable form, such as pulling names out of a hat, but the intention is that it is done randomly and not by consent or agreement of the board.
4. Adopt an organizing resolution. The board should adopt an organizing resolution that, at minimum, states the day, time, and locations of regular monthly board meetings; approved banking institution or institutions for the Authority's accounts; and naming an agent of record. (Every special district is required to name an agent of record to whom service of process will be made and file this resolution with the State Archives Division. If the board agrees that its legal counsel should serve as the Authority's agent of record, this decision can be delayed until the board approves its legal counsel.)
5. Adopt a resolution assuming the duties and obligations of the dissolving districts. The dissolving districts may transfer their assets to a qualified entity that agrees to assume the duties and obligations of the dissolving districts and continue to provide the services the districts provide. This should be formally done by resolution of the new board, in order to facilitate acquisition of the districts' assets.

The following items of business do not need to be done at the first meeting, but should be done as soon as possible after the Authority is formed and before the respective districts' boards of trustees file their final oath of dissolution:

1. Approve insurance coverage. It is important that the Authority be insured in its own name before assuming responsibility for operating the plant or employee staff. At minimum this should include policies for workers compensation; general liability; auto insurance coverage; and directors' and officers' coverage. The board also should name an insurance agent of record, by resolution or otherwise.
2. Approve and sign all transfer documents (customer accounts, deeds, bills of sale, contract assignments, transfers of title, etc.) provided by the dissolving districts. Coordinate delivery and/or recording as appropriate.
3. Approve and coordinate the transfer of employees. Because the dissolving districts and the Authority are separate legal entities, employees must be transferred from one employer to the

other. Under ORS 236.605, the effective date of transfer of employees must be by written **agreement** between the public employers involved. If the transferring employer participates in the Public Employees Retirement System (PERS), the two employers must enter into a written **agreement** that addresses the manner in which any unfunded PERS liability or surplus of the transferring public employer will be paid or credited, as required by ORS 238.235.

When one public employer transfers employees to another public employer, the employees have the right to:

- Not lose their employment solely because they are transferred to a new employer;
- Not be required to take a new civil service exam as a condition of transfer, if they already completed one with the transferring employer;
- Not have his or her salary reduced as a result of the transfer during the first 12 months of employment with the new employer. After the initial 12 months, the employee must be placed at the closest salary for the position in the new employer's salary schedule.
- Be allowed to:
  - (A) Retain any accrued sick leave;
  - (B) Retain up to 80 hours of vacation leave; and
  - (C) Retain additional vacation leave if agreed to by the transferring employer, the receiving employer and the transferred public employee.
- If the transferred employee is subject to a waiting period for coverage of preexisting conditions under the health insurance plan of the receiving employer, the receiving employer must arrange for a waiver of the waiting period with its health insurer. The transferring employer must reimburse the receiving employer for the additional premium costs, if any, resulting from such waiver, for a period of not to exceed 12 months.

At the time of transfer, the transferring employer must:

- Liquidate accrued compensatory time as required by any applicable statute or collective bargaining agreement;
- Pay to the receiving employer a sum equal to the number of hours of accrued leave retained times the employee's hourly rate of pay;
- Furnish the employment records of the employee to the receiving employer.

At the time of the transfer, the receiving employer must:

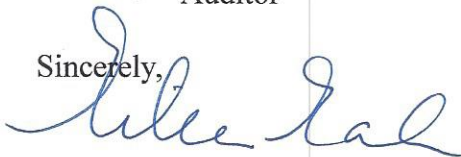
- Place the employee in a position comparable to the position the employee enjoyed under prior employment, subject to the following:

- (1) The receiving employer, in determining a comparable position, shall consider the employee's educational and physical qualifications, experience, and the salary, duties and responsibilities of prior employment.
- (2) If the receiving employer finds that no comparable position exists under subsection (1) of this section, the employee shall be offered a lesser position, if such position is available, according to the qualifications of the employee, by the receiving employer. The finding and action of such employer under this subsection, and subsection (3) of this section shall be subject to a hearing upon the employee's request and subject to review under ORS 34.010 to 34.100.
- (3) If the receiving employer finds that no position exists, the employee shall be listed as a regular laid-off employee and shall have priority to appointment over other persons eligible for any position for which the employee is qualified, subject to any applicable collective bargaining agreement.

After the transfer, the receiving employer must grant any leaves according to its rules or any bargaining agreement governing use of leaves.

4. Adopt contracting rules. Every public entity in Oregon is required to have adopted Local Public Contracting Rules. The Authority should adopt these rules by resolution before expending public funds, including awarding personal services contracts.
5. Adopt a public records policy. Every public body in Oregon is required to adopt a policy addressing how it will respond to public records requests.
6. Adopt employment policies. Every employer in Oregon with multiple employees should have basic employment policies in place.
7. Personal services contracts. The following contracts are not required but should be considered by the board early in the Authority's tenure. Any agreements should be awarded according to adopted procedures for awarding personal services contracts:
  - Attorney of record
  - Engineer of record
  - Auditor

Sincerely,



Eileen G. Eakins

Copy to: David Campos  
Kay Huff



# Office of the Douglas County Clerk

Daniel J. Loomis, County Clerk

1036 SE Douglas Avenue, Room 124 • PO Box 10 • Roseburg, OR 97470

[www.co.douglas.or.us/clerk](http://www.co.douglas.or.us/clerk)

Phone: (541) 440-4325

## MAY 18, 2021 SPECIAL ELECTION NOTICE OF ELECTION CANVASS

Roberts Creek Water District hereby notifies the Douglas County Clerk, Election Officer for the District, that the District has canvassed the votes as reported in the Official Abstract, for

### Measure 10-182 (Dissolution of Roberts Creek Water District)

and agrees with the results as listed.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**By June 17, 2021**, Please complete and return form to:

Douglas County Clerk  
PO Box 10  
Roseburg OR 9747

Or via email to: [elections@co.douglas.or.us](mailto:elections@co.douglas.or.us)

**RESOLUTION NO. R-2021-06-01**

**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE ROBERTS CREEK WATER DISTRICT CANVASSING THE VOTE AND DECLARING THE DISTRICT DISSOLVED**

**WHEREAS**, at a duly called election on May 18, 2021, in Douglas County, Oregon, voters approved the formation of the Green Area Water and Sanitary Authority and the dissolution of both the Green Sanitary District and the Roberts Creek Water District; and

**WHEREAS**, pursuant to ORS 198.945, each District’s board of commissioners is required to canvass the vote for dissolution, certify the vote to the County Board, and declare the District dissolved; and

**WHEREAS**, following such declaration the Board of Commissioners shall become a Board of Trustees authorized to take necessary actions to wind up the District’s affairs, pursuant to its adopted plan of dissolution;

**NOW, THEREFORE, THE DISTRICT BOARD RESOLVES AS FOLLOWS:**

1. Pursuant to the voting abstract provided by the Douglas County clerk and attached hereto as Exhibit A, the vote on the question of dissolution of the Roberts Creek Water District is hereby canvassed as follows:

**Yes: 688**

**No: 276**

2. Upon approval and signing of this resolution, the Roberts Creek Water District shall be dissolved, and the District’s Board of Commissioners shall be a Board of Trustees with authority to implement the District’s plan of dissolution and to otherwise wind up the affairs of the District.
3. As soon as possible following adoption of this resolution, pursuant to ORS 198.945 a copy of the signed resolution shall be provided to the Douglas County Board of Commissioners.

**ADOPTED** by the Board of Commissioners on this 16th day of June, 2021.

**ROBERTS CREEK WATER DISTRICT**

\_\_\_\_\_  
Board President

ATTEST:

\_\_\_\_\_  
Secretary

Voting Abstract - Dissolution of Roberts Creek Water District

Official Abstract of Results  
 Douglas County, Special District, May 18, 2021  
 All Precincts, All Districts, All ScanStations, All Contests, All Boxes  
 Total Ballots Cast: 16338  
 28 precincts reported out of 28 total

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 2021-06-03  
 09:59:32

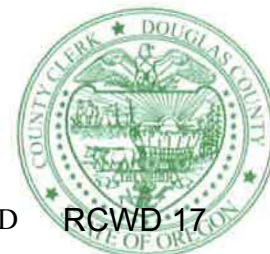
**10-182 Dissolution of Roberts Creek Water (Vote for 1)**

Precinct	Total Votes	Yes	No	Over Votes	Under Votes
Precinct 08	682	515 75.51%	167 24.49%	0	47
Precinct 13	21	7 33.33%	14 66.67%	0	3
Precinct 20	261	166 63.60%	95 36.40%	0	19
Total	964	688 71.37%	276 28.63%	0	69

I certify the votes recorded on this abstract correctly summarize the tally of votes cast at the election indicated.

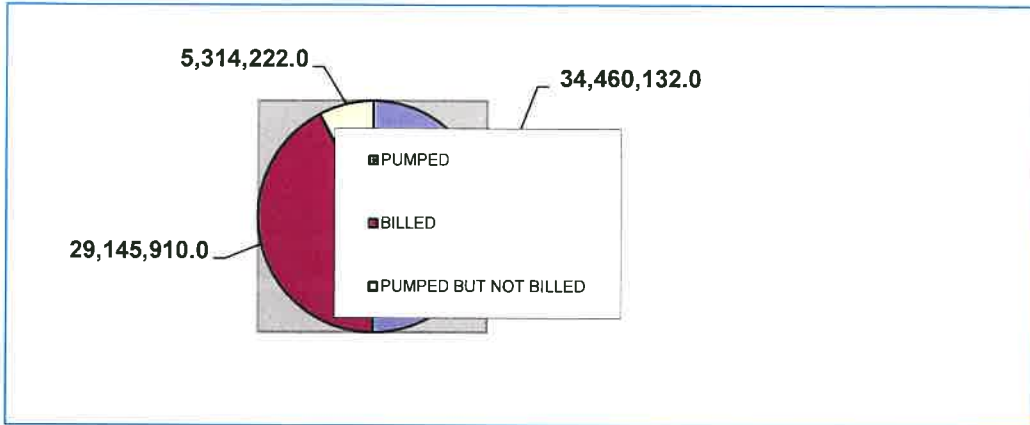


Daniel J. Loomis  
 Douglas County Clerk  
 June 3<sup>rd</sup>, 2021



<b>GALLONS PUMPED</b>	<b>GALLONS BILLED</b>	<b>PUMPED BUT NOT BILLED</b>
34,460,132	29,145,910	5,314,222

**May-21**



**30 DAYS IN BILLING CYCLE: 4/11/21 TO 5/10/21**

Repairs, leaks, etc. rendering unverifiable consumption  
 4/20/21      144 ANDORRA      REPAIR MAINLINE

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	6,445,800	MARCH		MARCH	
APRIL	8,701,086	APRIL		APRIL	
MAY	5,314,222	MAY		MAY	
JUNE		JUNE		JUNE	

Roberts Creek Water District  
Superintendents Report  
June 2021

There was a small conflict with a main line at Carnes Rd. and Chandler. It was resolved with little effort.

I met with Matt Keller and Shannon Miller regarding the proposed project at 265 Grant Smith Road. I believe the project will go smoothly.

We are awaiting written approval from the Oregon Health Authority for authorization to replace our membranes. We are hoping this will be finalized this week.

Our Water Treatment Trailer, that was awarded through the SPIRE grant has been delayed because of availability of parts due to COVID. We will be getting it ASAP.

We ordered our new pick-up/ broom attachment for our skidsteer, and anticipate it's delivery in the next few weeks.

Our crew are flushing our lines and blow offs, without Fire District #2 this year.

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

**Thanks Alan**