

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

President Tracey Parker called the meeting to order at 6:00 p.m. Present were Commissioners Phil Bigler, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, District employee Dan Radford, and visitors Shirley and Cindy McSperitt. Commissioner Carolyn White was absent.

Visitors Shirley and Cindy McSperitt were attending the meeting to discuss the leak adjustment request submitted by Cindy McSperitt. Office Manager David Campos gave a summary on the additional gallons consumed and increase in billing as a result of the leak. President Parker explained to Ms. McSperitt that District policy is to credit a customer with 50% of the difference in billing resulting from the leak, at a maximum credit of \$100. The Board does make exceptions in certain circumstances, especially after hearing an appeal from customers. After discussion with McSperitt, Commissioner Lusch made a motion to grant a credit equal to 75% of the increase in billing, as calculated below:

Cindy McSperitt 953 Roberts Creek Rd 002197-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2019	246,700	\$ 706.80	$\$706.80 - 119.70 = \$587.10 \times 75\% =$ \$ 440.00 credit
July - Aug 2018	41,700	\$ 119.70	

Commissioner Bigler seconded the motion, and approval was unanimous. Visitors Cindy and Shirley and McSperitt thanked the Board and exited the meeting.

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

Timothy Will 3755 Krohn Ln 011281-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June - Aug 2019	47,100	\$ 133.95	$\$133.95 - 54.15 = \$79.80 / 2 =$ \$ 39.90 credit
June - Aug 2019	19,500	\$ 54.15	

Commissioner Bigler seconded the motion, and approval was unanimous.

Commissioner Bigler announced that he would be abstaining from making a motion or voting on the accounts payable.

Commissioner Lusch made a motion to approve the August meeting minutes, financial statements, and August/September accounts payable. Commissioner Fullbright seconded the motion. Approval was unanimous, with Commissioner Bigler abstaining from voting.

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. The office staff will begin running the UMS system parallel to the Springbrook software beginning with the September billing. David also informed the Board of some recent IT changes made to accommodate UMS.

David reminded the Board that the financial statement auditors will be doing field work the first week of October.

Superintendent Alan Paulson gave his report. Alan informed the Board that we are ready for the new Miox system, but we do not have a confirmed delivery date yet.

Camp Creek Electric recently completed the transfer switch installation, and will test the switch with a generator. No date is set for the test yet.

The developer is currently installing water lines in the 2nd phase of the Tabor Subdivision.

Jeremy Wolford and Josh Manson will be attending a Cross Connection Specialist class October 7-10. Upon completion, they will be certified backflow inspectors.

The valve recently installed a valve cluster on Linnell Ave.

Alan informed the Board that the crew has been working on the GIS mapping for the District.

The crew also recently painted the building housing the Roseburg Intertie.

The District was awarded the SPIRE Grant but we have not received notice regarding when we will be receiving the equipment.

We received a call about water availability for the empty lot adjacent to UPS along Highway 99/42. There is some interest in putting in an RV park.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner Bigler seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:35 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
September 2019

Income

401-a · Water Rates to Plant Upgrade	40,000.00
401 · Water Sales	165,738.51
408 · Backflow Test Receipts	75.00
409 · Water Service Fees	1,015.00
410 · Miscellaneous Income	2,375.53
412 · Interest	900.19
Total Income	210,104.23

Expense

501 · Office Manager	6,146.25
502 · Office Assistants	5,445.43
507 · Office Supplies	358.38
508 · Telephone & Internet	213.19
509 · Electricity (office)	243.53
510 · Social Security	888.57
511 · Workmen's Comp.	4.33
515 · Health Insurance (office)	4,959.98
517 · Repair & Maint. Office	232.71
518 · Administrative	200.00
519 · Contract Services	2,250.59
520 · Dues & Subscriptions	166.10
524 · Education (office)	424.50
525 · Misc. Expense	103.29
530 · Unemployment Comp.	11.80
531 · Retirement - Office	4,103.40
532 · Billing Costs	1,594.90
533 · Transfer to Capital Projects	50,000.00
534 · Capital Project Rate Transfer	40,000.00
536 · Debit/Credit Card customer fees	1,177.18
537 · Online Billpay Fees	158.38
538 · Website	200.00
601 · Plant Superintendent	7,305.86
602 · Service Crew	28,804.44
605 · Freight	643.65
606 · Tools	5.19
607 · Supplies & Safety Items	1,005.33
608 · Telephone / Internet	527.80
609 · Plant Electricity & Gas	10,628.03
610 · Social Security/Plant	2,752.12
611 · Workmen's Compensation	12.59
612 · Fees & Dues	79.20
613 · Fuel	657.14
614 · Vehicle Maintenance	188.70

Continued on next page

Roberts Creek Water District
Profit & Loss
September 2019

Expense (Continued)	
615 · Health Insurance (plant)	17,182.65
617-A · R & M - Field	4,820.65
617-B · R & M - Plant	1,428.21
618 · Chemicals	10,180.60
620 · Water Samples	846.60
622 · Education (crew)	1,035.00
626 · Equipment Purchases	429.99
630 · Unemployment Comp. Plant	36.11
631 · Retirement - Plant	12,734.28
639 · MIOX System	271.71
675 · Inventory Adjustment	(1,053.94)
Total Expense	219,404.42
Net Income - General Fund	(9,300.19)

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
September 2019

Income

412 · INTEREST	3,895.17
415 · TRANS.GEN FUND to CAP.PROJECTS	50,000.00
416 · TRANS GEN FUND to PLANT UPGRADE	40,000.00

Total Income	93,895.17
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Expense

625 · MISCELLANEOUS	0.15
653 · PLANT IMPROVEMENTS	19,276.05

Total Expense	19,276.20
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Net Income - Capital Projects	74,618.97
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ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
SEPTEMBER 2019

Avista Utilities	Natural gas at office/plant/Carnes	70.18
Backflow Management Inc.	Cross Connection Specialist class - JW and JM	960.00
Bassett-Hyland Co.	Fuel for company vehicles	657.14
Big Tech Inc	Reconfigure DNS settings	100.00
BMS Technologies	Statement fees, online billpay fees	1,753.28
Canon Solutions America	Plant and office copier service agreement 7/20 - 8/19	42.68
Cardmember Service (Visa)	Miox room maintenance, tools for Miox room, new field tablet, QB Cloud and Office 365 subscriptions, SDAO Seminar - AP and DC, Lorman subscription, SSL certificate for payments website, customer leak cards, food	2,047.37
Cascade Columbia	CL2 plus shipping + container deposit	3,703.65
Corix Water Products (Iconix)	Inventory parts, meters, Linnell valve replacement project, flanges/gasket kits for Plant	3,995.54
Digital Deployment, Inc.	Monthly website fee	200.00
Douglas Co. Farmers' Co-Op	Miox room parts, supplies, field service parts, tools, parts for Plant	416.82
Douglas Fast Net	Internet, Activation and provisioning Static IP	209.91
Exodus Pest Control	Office pest control services	26.00
Green Sanitary District	Office/Carnes/Plant sewer	114.00
Industrial Source	Compressed oxygen, Hazmat fee	41.56
Knife River Materials	Asphalt	139.15
TSYS	Monthly debit/credit card fees previous mo.	1,177.18
Metereaders LLC	September meter readings	2,250.59
Mignola Farms	Bark mulch - customer	68.00
Nexcom, LLC	Office and Plant VOIP phones and fax	166.00
Northstar Chemical	Citric acid, Phosphoric acid, Calcium Theosulfate	7,120.60
One Call Concepts	August locate tickets	49.20
Oregon Linen	Rugs for office	65.42
Pacific Power	Plant/Carnes/Office/Pumpstations electricity	10,801.38
Prints Charming	Crew uniforms	860.00
Payroll: Office	Payroll	8,674.32
Plant	Payroll + draws	25,860.10
Commissioners	Board Compensation	184.50
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,232.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,123.48
Child Support EFTPS	Withheld from paycheck per court order	390.00
Edward Jones	Quarterly retirement benefit contribution	16,837.68
Refunds	Overpayment & Service Deposit refunds	551.82
Rock-It Man Trucking	Rock haul	90.00
Roseburg Rental	Roto Nozzle	81.94
SDIS	October health/supplemental insurance premiums, catch-up premiums for Josh Manson	22,142.63
Staples	Surge protectors, 16-port gigabit switch, USB drive, dry erase board for Carnes, supplies	183.97
UBOS	Annual dues 19-20	30.00
Umpqua Research	Water sample testing	846.60
RCWD Crew Staff	Cell phone stipend for September	350.00
Verizon Wireless	Tablet service line	15.08
Wiinston Auto Parts	Vactron hose/hose ends, fittings, back hoe lamps, FHP belts	105.47
Winston Sanitary	Dumpster at Carnes, etc.	77.90
TOTAL GEN. FUND PAYABLES for September 2019		128,813.14
Camp Creek Electric	Install feeders and controls for Miox, install power and controls for Mag flow meters	18,807.00
Iconix Waterworks	Rubber gaskets	40.80
USA Blue Book	Calibration cylinder - Miox	428.25
TOTAL CAP PROJECTS PAYABLES for September 2019		19,276.05

Office Manager's Report

October 2019 Meeting

SALES	September	August	Sept Last Year
Gallons	40,261,100	47,279,800	41,435,300
Revenue	\$197,986	\$218,018	\$200,976
Meters Sold	0	1	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	129,631,300	137,555,800	(7,924,500)
Revenue	\$619,136	\$640,691	(\$21,554)

VISA/MC	September	August	Fiscal YTD
# Transactions	Data	834	1,647
Total Transacted	Not Yet	\$51,512	\$96,392
Fees We Paid	Available	\$1,107	\$2,073

CHECKING ACCTS. AS OF Sept 30, 2019	
General Checking	\$413,797
General Fund Reserve	\$424,124
Surcharge Savings	\$65,444
Capital Checking	\$156,068
Capital Projects Reserve	\$1,265,325
Plant Upgrade Debt Reserve	\$691,341
	\$3,016,099

Online Billpay	
<i>As of October 8, 2019</i>	
Accounts Registered	1055
Paperless Accounts:	487
Autopay Accounts:	430

Conversion Update:

We are currently running the UMS software parallel to Springbrook. What that entails is duplicating all transactions and processes in UMS that are done in Springbrook. During this process we are able to find any conversion discrepancies and learn the differences between the processes in the two systems. Before we go live we will continue parallel testing, verify meter reading file export to Metereaders, verify ACH tests, prepare credit card payment items, and make any necessary changes to customer past due notices.

The theme for this year's SDAO Best Practices Checklist is Public Records. As part of the checklist, one of the requirement for credit is to have a Public Records Policy. We currently have a policy but it is out of date. The following pages include a copy of our current resolution (R-10-97-6) and a sample policy provided by SDAO. I would like to discuss updating the policy and adopting with a superseding resolution next month.

I will be taking some leave in the next few weeks, but I will be in the office periodically.

David Campos, CPA
Office Manager

RESOLUTION NO. R-10-97-6

A RESOLUTION ESTABLISHING PROCEDURE AND FEES FOR REQUESTS, INSPECTION AND COPYING OF DISTRICT RECORDS.

Section 1. Written Requests.

Unless otherwise provided by these rules, request for inspection and/or copies of public records shall be in writing on a form prescribed by the District.

Section 2. Procedure.

Requests for public records shall include the following:

- (A) The name, address and signature of the person making the request or their authorized representative.
- (B) A statement of sufficient specificity to determine the nature and content of such record.
- (C) The date of such request.
- (D) Upon receipt, the request shall be date stamped.

The person making the request should be advised that the requested materials will not be released without the District's receipt of the fee for providing such service as prescribed by the District Board or their appointee as described in this resolution. Failure to so advise the requesting party of such obligation shall not relieve the requesting party of the obligation to pay the prescribed fee.

Written requests for inspection or copies of District records shall be submitted to the Office Manager who shall keep on file a list of fees prescribed by the Board of Commissioners or their appointee for processing public records/information requests. The Office Manager shall comply with requests for public records when there is no potential applicable exemption from disclosure under state public records law. When there is a potential exemption from disclosure, the Office Manager shall submit the request(s) to the District Board for consideration at its next meeting.

If the request is not complied with, a written response explaining why the District is unable to process the request shall be prepared and mailed to the requesting party.

The District shall respond to requests for public records within a reasonable time, but in any event not more than thirty (30) days from the date of receipt. This time limit may be increased when the request is not sufficiently specific to enable location of the records or when the volume, size or location of such records makes their collection or retrieval difficult, in which

case the requesting party shall be advised of the reason for the delay.

Section 3. Payment of Fees.

Except as otherwise provided by these rules, public records shall not be released for inspection or as copies to members of the public unless the District has received payment of the established fee for providing the same from the requesting party

Section 4. Fees to Reflect Costs.

When establishing the fees to be charged to the requesting party for meeting public information requests, the District Board or their appointee shall base such fees on costs the District incurs for processing the request. These costs shall include, but not be limited to, personnel costs and costs associated with materials used in processing the request.

Personnel costs shall include, but are not limited to, employee's time spent while locating, reviewing and copying records and supervising public inspection of records. Costs shall be at an hourly rate equivalent to the salary plus benefits (computed at an hourly rate) of each employee involved in processing the request.

Costs for photographs, audio tapes and other non-paper materials shall be reimbursed at actual costs as determined by the District Board or their appointee.

The Office Manager shall have authority to establish and set all fees and costs to be charged hereunder from time to time.

Section 5. Records Requested for Court Proceedings.

The District shall not charge fees for personnel costs incurred by the District when an employee of the District, in the employee's role as custodian of records of the District is a party to a court proceeding and a request for copies of public records is made by a party or representative of a party to such proceeding in the course of discovery. The fees to be charged for providing such copies shall be limited to those indicated in Section 4 paragraph 3.

Section 6. Exemption from fees.

The following individuals, groups or organizations shall be exempt from the fees prescribed for providing public records for the first 100 pages of public records provided in each calendar year: However, this exemption does not exempt the individuals, groups or organizations from following the prescribed procedure outlined in this document to obtain public records.

(A) any person requesting public records pertaining to a matter which specifically affects the person and is pending before the District Board of Commissioners.

(B) any member of the District Board of Commissioners, other government agencies or the media; and

BE IT RESOLVED that the Roberts Creek Water District Board of Commissioners hereby

adopts the procedures for requests, inspection and copying of District record, providing for review of requests and requiring fees for such services as adopted this 14 day of October 1997.


James V. Baird, President


Maurice E. Farr, Vice President


Lewis D. Paulson, Secretary

Louise Poteet, Treasurer

Shirley J. McSperitt, Commissioner

PUBLIC INFORMATION/RECORDS REQUEST

"Public information" is defined in ORS 192.410 - 192.505 and in the Oregon Attorney General's Public Meetings and Records Manual. The sources referenced also list several limited circumstances under which a public body may decline to release certain information.

Because the identity and motive of the person seeking disclosure of a particular public record may be relevant in determining whether a record is exempt from mandatory disclosure under a conditional exemption (i.e., whether the public interest requires disclosure), please provide the following information:

Requester's Identity:

Name _____

Address _____

Phone _____ Date _____

Signature _____

Requested Information/Record (s): Please give a brief statement describing the requested information/record(s): _____

Purpose of Request: Please give a brief statement as to the purpose of your request

All requests for inspection or copies of District records shall be submitted to the Office Manager for response. The Office Manager's response will be pursuant to Roberts Creek Water District's policy for requests, inspection and copying of District records. A copy of such policy is attached for your review. In cases where an exemption from disclosure under state law is potentially applicable, the request(s) will be submitted to the District Board for consideration at its next meeting. In most cases, there will be a fee charged for providing this service. Payment of the fee for meeting your request must be received prior to requested materials being released. You will be advised by the office of the fee required for your request.

REVIEW

PUBLIC RECORDS/INFORMATION REQUEST FEES SCHEDULE
AS ESTABLISHED BY THE OFFICE MANAGER PURSUANT TO
RESOLUTION NO. R-10-97-6

1. Photocopy Charges:
All miscellaneous, up to 8 1/2 x 14 inch:

Service charge of \$1.00 plus \$.10/page

2. Personnel Costs:
Will be charged for requests requiring more than 1/2 hour staff time.

3. Contract/Bid Documents:
Containing 20 - 50 pages. \$ 15.00/document
Containing more than 50 pages. \$ 25.00/document

Note: May be waived by Office Manager on individual contract basis.

4. Finance Records:
Budget. \$ 10.00
Audit \$ 20.00

5. Water Department Records:
Test Report \$ 2.00
Master Plan \$ 20.00
System Dev. Chg. Methodology. \$ 5.00

SAMPLE PUBLIC RECORDS POLICY

Compliance

The district shall fully comply with the Oregon Public Records Law, ORS 192.410-192.505.

- **Specificity of Request:** In order to facilitate the public's access to records in the district's possession, and to avoid unnecessary expenditure of staff time, persons requesting access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.
- **Access:** The district shall permit inspection and examination of its non-exempt public records during regular business hours in the District's offices, or such other locations as the District Manager may reasonably designate from time to time.

Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

When a request is submitted in writing, the district must respond within five business days acknowledging the receipt of the request. You then have an additional 10 business days to fulfill the request or issue a written response estimating how long fulfillment will take. The district is not subject to this response timeframe if it is awaiting a response from the requester seeking clarification of the inquiry or if the requester has not agreed to pay for the records, provided that the cost is \$25 or more. Other considerations that apply are:

- Complicated requests
- Large volume of requests
- Requests involving documents not readily available or if the necessary staff are unavailable to fulfill the request

Fees for Public Records

Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- **Copies of Public Records:** Copies of public records shall be a flat charge of \$1.00 plus 10 cents per page for copy sizes up to 8 ½ x 14 inch.

- **Copies of Maps and Other Nonstandard Documents:** Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
- **Research Fees:** If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be ____ hour and additional charges shall be in ¼ hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- **Additional Charges:** If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- **Reduced Fee or Free Copies:** Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Manager may so authorize. ORS 192.440(4).

Authorization Required for Removal of Original Records

At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or Manager of the District.

On-Site Review of Original Records

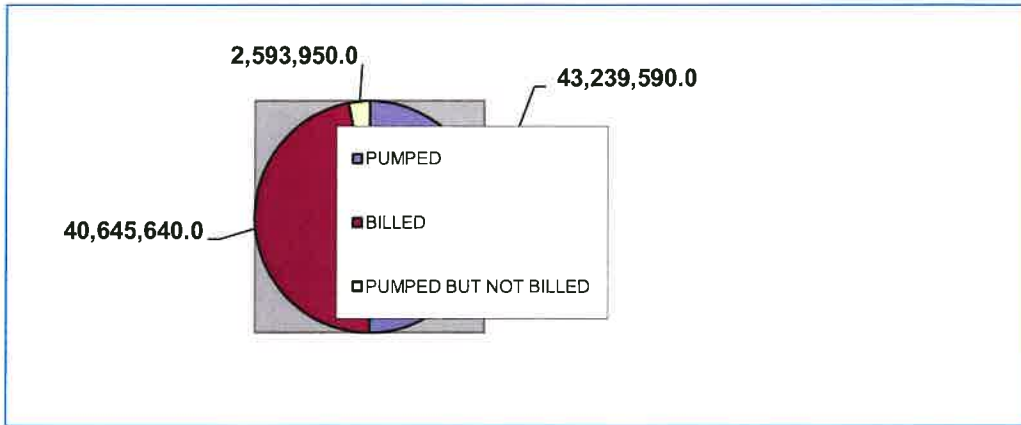
If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records

If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
43,239,590	40,645,640	2,593,950

SEPTEMBER



30 DAYS IN BILLING CYCLE: 8/11/19 TO 9/10/19

Repairs, leaks, etc. rendering unverifiable consumption

8/12/19	2020 BURDETTE	REPAIR SERVICE
8/12/19	4402 CORONADO	REPAIR SERVICE
8/12/19	4395 CORONADO DR	REPAIR SERVICE
8/15/19	2052 BEL AIR	REPAIR SERVICE
8/16/19	140 KERMANSHAH	REPAIR SERVICE
8/19/19	145 PEPPERTREE	REPAIR SERVICE
8/22/19	2188 BURDETTE	REPAIR SERVICE
8/26/19	2042 LINNELL	REPAIR SERVICE
8/30/19	141 PEPPERTREE	REPAIR SERVICE
9/5/19	LINNELL	REPAIR 4" TEE
9/6/19	2175 JACKIE	REPAIR MAIN LINE

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	
NOVEMBER	12,165,401	NOVEMBER	10,345,186	NOVEMBER	
DECEMBER	8,565,533	DECEMBER	11,622,757	DECEMBER	
JANUARY	7,934,905	JANUARY	10,352,621	JANUARY	
FEBRUARY	9,346,538	FEBRUARY	10,484,214	FEBRUARY	
MARCH	5,885,652	MARCH	5,357,511	MARCH	
APRIL	10,291,349	APRIL	8,834,702	APRIL	
MAY	10,343,287	MAY	9,034,888	MAY	
JUNE	8,942,550	JUNE	11,415,960	JUNE	

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: BETH D
 Printed: 09/25/2019 - 1:40 PM
 Batch: 001-09-2019
 001

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	3,000	3,001	68,560.68	81,601.20	28,496,400
002	- 1" METER	18	18	1,035.00	2,128.95	747,300
004	- 1 1/2" METER SERVICE	17	17	1,955.00	3,092.25	1,084,300
005	- 2" METER SERVICE INS	20	20	3,680.00	6,318.45	2,216,800
006	- 3" METER SERVICE INS	1	1	368.00	139.65	49,100
007	- 4" METER SERVICE INS	4	4	2,300.00	15,903.00	5,580,000
008	- 8" METER SERVICE INS	1	1	2,257.00	3,536.85	1,240,500
009	- SECOND LEVEL CHARGE	40	40	800.00	0.00	0
00A	- 5/8 X 3/4 SRVC OUT OF DIST	20	20	552.00	894.90	309,100
00B	- 1" SRVC OUT OF DIST	3	3	207.00	108.30	38,000
00E	- 2" SRVC OUT OF DIST	2	2	441.60	74.10	25,900
010	- 10" FIRE LINE	1	1	120.00	997.50	350,000
Water Totals:		3,127	3,128	82,276.28	114,795.15	40,137,400
Grand Totals:		3,127	3,128	82,276.28	114,795.15	40,137,400

Utility Billing

Detailed Summary by Rate Code



**ROBERTS CREEK
WATER DISTRICT**

User: sharon c
 Printed: 09/11/2019 - 1:55 PM
 Batch: 112-09-2019

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	46	0	564.27	350.55	123,700
Water Totals:		46	0	564.27	350.55	123,700
Grand Totals:		46	0	564.27	350.55	123,700

Roberts Creek Water District
Superintendents Report
October 2019

I'll have an update of the status of our MIOX units at the board meeting, which will explain our lengthy delay of the project.

The water lines for the second phase of Tabor's subdivision have been completed. It will probably be next spring/ summer before any meters are purchased.

Jeremy and Josh are attending a backflow class in Portland, this week. After completion, they will be certified backflow inspectors.

The crew has been working on our GIS mapping. They have started with the fire hydrants, and are currently working on mapping the valves, as scheduling allows.

I have reviewed plans for two future lines on Harmony, near the sewer plant. They look good for the District and I.E. Engineering has sent them to Douglas County for approval.

I've reviewed the plans for a mainline extension on Grant Smith Rd., for the proposed Carl's Junior. The plans look good, and will help eventually remedy an issue with a very deep existing main line.

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

Thanks Alan