



ROBERTS CREEK
WATER DISTRICT

RECEIVED

APR 08 2020

Roberts Creek Water District

Water Leak Credit Request



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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION

(Please type or print clearly)

Customer Name: <u>CRump Robert + Jean</u>		Service Address: <u>414 Yokum DR Roseburg OR 97470</u>
Daytime Phone: <u>541-661-0416</u>	Service Number: <u>000009917000</u>	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <u>3/19/2020</u>	<input type="checkbox"/> Attached <u>Fixed ourselves</u>
---	---

Brief Description of Leak Failure & Repair:
check valve failed, could send picture of it - cracked at threads

I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.

Customer Signature Jean Cump Date 4-4-2020

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

4/8/2020

Meter Read Date to use for
Water Leak Credit Evaluation:

2/10, 3/10 + 4/10/2020

If Credit Granted, Utility Bill
Anticipated to Show the Credit Amount:

Estimated leak period based on consumption history (attach service history): 1/11/2020 - 3/19/2020

Estimated normal billing during leak period: 88.95 Leak ^{period} month billing: 177.30

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (88.95)
(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak billing of the leak billing period divided by 2= 88.35/2 = 44.18

Calculated water leak credit amount: 44.18

Reviewer's Initials:

DC

Approver's Initials:

- Credit Granted
 Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

APR 01 2020

Roberts Creek Water District

**Water Leak
Credit Request**



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

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

SECTION 1 - TO BE COMPLETED BY THE CUSTOMER

UTILITY CUSTOMER INFORMATION

(Please type or print clearly)

Customer Name: <u>JAMES CLYMER</u>		Service Address: <u>1989 PALOS VERDES ROSEBURG OR 97471</u>
Daytime Phone: <u>541 679-6520</u>	Service Number: <u>2564000</u>	

REPAIR DATE

LEAK REPAIR RECEIPTS - PLEASE ATTACH

Date Leak Repaired: <u>4/1/20</u>	<input type="checkbox"/> Attached <u>Purchased New Valve</u>
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Brief Description of Leak Failure & Repair:
Leaky Toilet

I certify that I am the account holder and that the leak has been repaired. I request that Roberts Creek Water District consider my request for a water leak credit.

Customer Signature James J. Clymer **Date** 4/1/20

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received:

4/1/2020

Meter Read Date to use for
Water Leak Credit Evaluation:

3/10 + 4/10/20

If Credit Granted, Utility Bill
Anticipated to Show the Credit Amount:

Estimated leak period based on consumption history (attach service history): 2/11 - 4/1/2020

Estimated normal billing during leak period: 80.20 Leak month billing: 108.70

Past average normal billing in same billing cycle (or est avg billing if less than 1 yr of svc): (80.20)

(NOTE: if estimating average consumption, attach calculation documentation)

Estimated leak billing of the leak billing period divided by 2= 28.50 ----- 14.25

Calculated water leak credit amount: ----- 14.25

Reviewer's Initials:

DC

Approver's Initials:

- Credit Granted
 Credit Denied

If Leak Credit Granted:

Date Applied: _____ Initials: _____

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
April 9, 2020**

President Tracey Parker called the meeting to order at 6:01 p.m. via Zoom Webinar. Present were Commissioners Tom Fullbright, Steve Lusch and Phil Bigler. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Carolyn White was absent.

For the consent agenda, the Board reviewed one leak adjustment request.

Commissioner Fullbright made a motion to approve the following leak adjustment credit:

Customer: Lyda Morton – 188 Brentridge Drive

	<u>Gallons</u>	<u>Billed</u>	<u>ADJUSTMENT</u>
February 2020	25,000	\$94.25	$\$94.25 - 42.95 = \$51.30 / 2$ = \$25.65 credit
February 2019	7,000	\$42.95	

Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the March meeting minutes, 3rd Quarter Budget-Actual financial statements, and March accounts payable. Commissioner Lusch seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David stated that Stacey Werner was hired as the new Office Assistant/Utility Clerk. Her employment started April 1 and she will be splitting her time between RCWD and Green Sanitary District (GSD) under the Intergovernmental Agreement for shared personnel.

David informed the Board that he signed an agreement with Douglas Fast Net (DFN) to manage our office phone system, internet, and IT services. The agreement includes remote managed backups of our server as well as all our workstations. The quoted service agreement cost is \$538 per month, which is very comparable to what we are currently paying for all our tech services individually. There will be a similar agreement for the treatment plant and shop.

David presented the compensation study he prepared to the Board. The study was previously requested by the Board to compare our current compensation packages to similar districts. David stated that he reached out to several districts to obtain their compensation info, however, only a few districts responded. Luckily, one of the responding districts, Heceta Water PUD, had recently had a study prepared by the Lane Council of Governments. David used the compensation data from some of the Districts included in the LCOG study to complete his study.

David then presented a proposed contract for consulting services between RCWD, Green Sanitary District, and Special Districts Association of Oregon Consulting Services for the purpose of the

consolidation of the two districts. David stated that he and Kay Huff, District Manager of GSD, reviewed the proposal and have requested that the contract be revised to include an option for general consulting services related to the consolidation process, aside from the specific services listed such as review and assistance with the economic feasibility statement, new organizational chart, and recommendation of salary scales. The revision will also change the original contract termination date from October 31, 2020 to May 31, 2021. David informed the Board that he will present the revised contract at the next Board meeting. A brief discussion followed.

Superintendent Alan Paulson gave his report. Alan informed the Board that due to the coronavirus, we have been implementing safeguards to adhere to social distancing guidelines.

Alan stated that we are currently working on the 2020-2021 budget. However, we have not heard back from the Oregon Health Authority on what we can do with our filter membranes replacement. We would like to plan to replace one entire cell, which could cost from \$186,000 to \$218,000 depending on the membrane manufacturer. Alan will have better cost figures in time for the budget meeting.

Regarding the Carnes Road sidewalk improvement project, Alan stated that things are somewhat in limbo currently.

David presented an employee evaluation for Sharon Cason, Office Assistant/Utility Clerk, to the Board. David informed the Board that Sharon plans on retiring at the end of the calendar year. David stated that Sharon is at the top step of her pay scale. Commissioner Lusch made a motion to give Sharon Cason a \$100 gift card and a thank you note for her continued service with the district. Commissioner Fullbright seconded the motion. Approval was unanimous.

Alan presented an employee evaluation for Will Hope, Utility II, to the Board. Will Hope is currently at a Step 9 on his pay scale, and Alan requested that he be advanced to Step 10. Commissioner Lusch made a motion to advance Will Hope to Step 10 on his pay scale. Commissioner Fullbright seconded the motion. Approval was unanimous.

There being no further business before the Board, President Parker adjourned the meeting at 6:29 pm.

Commissioner
Roberts Creek Water District

Commissioner
Roberts Creek Water District

Roberts Creek Water District
Profit & Loss
April 2020

	Apr 20
Ordinary Income/Expense	
Income	
401 · Water Sales	136,968.56
402 · Meter Sales	500.00
404 · Special Surcharge Revenue/Tank	18,193.51
405 · Standby Charges	18,006.00
408 · Backflow Test Receipts	225.00
409 · Water Service Fees	495.00
410 · Miscellaneous Income	2,634.52
412 · Interest	618.25
Total Income	177,640.84
Gross Profit	177,640.84
Expense	
501 · Office Manager	6,146.25
502 · Office Assistants	8,516.16
507 · Office Supplies	144.06
508 · Telephone & Internet	754.07
509 · Electricity (office)	189.41
510 · Social Security	1,112.30
511 · Workmen's Comp.	7.00
515 · Health Insurance (office)	4,959.98
517 · Repair & Maint. Office	168.81
518 · Administrative	200.00
519 · Contract Services	2,261.54
520 · Dues & Subscriptions	209.00
525 · Misc. Expense	32.46
527 · Office Equipment.	1,243.83
530 · Unemployment Comp.	14.86
532 · Billing Costs	1,567.88
536 · Debit/Credit Card customer fees	1,533.01
538 · Website	200.00
601 · Plant Superintendent	7,305.83
602 · Service Crew	29,181.43
603 · Backflow Tests	270.00
605 · Freight	3.00
607 · Supplies & Safety Items	282.10
608 · Telephone / Internet	562.80
609 · Plant Electricity & Gas	7,218.83
610 · Social Security/Plant	2,796.24
611 · Workmen's Compensation	13.79
612 · Fees & Dues	46.80
613 · Fuel	241.89
615 · Health Insurance (plant)	9,012.78
617-A · R & M - Field	423.32
617-B · R & M - Plant	5,426.86
620 · Water Samples	296.60
622 · Education (crew)	415.24
624 · Meter Installations	57.39
630 · Unemployment Comp. Plant	36.48
640 · New Connection Materials	66.84
675 · Inventory Adjustment	1,261.28
Total Expense	94,180.12
Net Ordinary Income	83,460.72
Net Income	83,460.72

ROBERT CREEK CAPITAL PROJECTS
Profit & Loss
April 2020

	<u>Apr 20</u>
Ordinary Income/Expense	
Income	
402 · METER SALES	4,521.00
412 · INTEREST	<u>2,687.42</u>
Total Income	<u>7,208.42</u>
Gross Profit	7,208.42
Expense	
627 · RESERVOIR CONSTRUCTION	<u>6,150.00</u>
Total Expense	<u>6,150.00</u>
Net Ordinary Income	<u>1,058.42</u>
Net Income	<u><u>1,058.42</u></u>

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
APRIL 2020

Avista Utilities	Natural gas at office/plant/Carnes	301.53
Bassett-Hyland Co.	Fuel for company vehicles	241.89
BMS Technologies	Statement fees	1,567.88
Cardmember Service (Visa)	Balance remaining Sunriver lodging OAWU Conference, toilet paper, paper towels, kleenex, disinfectant wipes, safety & Board mtg food, QB Cloud and Office 365 subscriptions, new desk and file drawer for Stacey, eval gift card	1,290.14
Continental Utility Solutions, Inc	March merchant fees, UMS user license for Stacey	2,033.01
David Birtch	6 non-comp backflow tests	270.00
Digital Deployment Inc.	Monthly website fee	200.00
Douglas Co. Farmers Co-op	Service truck washing supplies, weed killer, mixing container, WD40	235.70
Douglas Fast Net	Internet	179.77
Beth Dewsnup	Reimburse for office candy	10.00
Goin' Postal	UV Sensor shipping	3.00
Green Sanitary District	Office/Plant/Carnes sewer service	114.00
Iconix Water Products	Parts for inventory, 1 ton asphalt patch	2,060.93
Industrial Source	Ear plugs	46.40
IVR Technology Group	December - March IVR maintenance/transaction fees	521.02
Meterreaders LLC	April meter readings	2,261.54
Nexcom, LLC	Office and Plant VOIP phones and fax	166.00
One Call Concepts, Inc.	March locate tickets	46.80
Onsite Wastewater Management	Contract maintenance - Rising River RV pump station	200.00
Onsite Wastewater Management	Replaced 2 solids handling pumps @ Rising River pump station	4,750.00
Oregon Linen	Monthly rug service	79.84
Pacific Power	Plant/Carnes/Office/Pumpstations electricity	7,106.71
Payroll: Office	Payroll	11,462.47
Plant	Payroll + draws	27,556.49
Commissioners	Board Compensation	184.51
Oregon Dept. Revenue EFTPS	Payroll Withholding + OR-STT withholding	3,276.26
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	12,083.00
Allstate Benefits	Supplemental Insurance - Employee-paid	256.96
Platt Supply	Ballasts for Plant	70.86
Refunds	Overpayment & Service Deposit refunds	378.04
SDIS	May health/supplemental insurance premiums	13,972.76
Staples	Sharpies, APC Backups 600, mesh back chair, 2 AOC monitors, toner, 3-ring binders	395.42
Umpqua Research	Water sample testing	296.60
RCWD Crew Staff	Cell phone stipend for March	400.00
Verizon Wireless	Tablet service line	50.08
Winston Sanitary	Dumpster at Carnes shop	77.90
TOTAL GEN. FUND PAYABLES for April 2020		94,147.51
SHN Consulting Engineers	Town tank engineering February	6,150.00

TOTAL CAP PROJECTS PAYABLES for April 2020	6,150.00
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Office Manager's Report

May 2020 Meeting

SALES	April	March	April Last Year
Gallons	20,836,300	18,567,300	20,918,500
Revenue	\$143,026	\$136,342	\$142,718
Meters Sold	1	1	1

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	271,403,000	292,914,000	(21,511,000)
Revenue	\$1,606,223	\$1,663,694	\$(57,470)

April Merchant Svcs	Credit/Debit	ACH	Total
\$ Transacted	\$44,063	\$3,448	\$47,511
# of Transactions	949	81	1,030
Fees Charged*	\$1,292	\$61	\$1,353

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF April 30, 2020	
General Checking	\$408,184
General Fund Reserve	\$429,587
Surcharge Savings	\$65,491
Capital Checking	\$63,131
Capital Projects Reserve	\$1,411,786
Plant Upgrade Debt Reserve	\$552,222
	\$2,930,401

Note: moved \$100,000 in May 2020 from GF Checking

to GF Reserve

We received the audit contract for the 2019-2020 fiscal year audit from Neuner Davidson Co., with a not-to-exceed amount of \$9,500. I am requesting the Board to approve the contract.

We received the final revised contract from SDAO Consulting Services, with a not-to-exceed amount of \$10,000. The contract end date was changed to from October 31, 2020 to May 31, 2021 and included a 5th task to allow for ad-hoc consulting services through the consolidation process.

Covid-19 Update: pending approval from the state, if Douglas County businesses can re-open with Phase I requirements, we will be re-opening the front office to customer traffic. However, we will only allow 1 customer at a time.

Upcoming meeting schedule:

Budget Committee Meeting and Regular Meeting – June 11 (possibly in-person) at 5:30pm

Budget Hearing – June 25th at 6pm (very short meeting)

Joint Board Meeting with Green Sanitary District – July 9 at 6pm

I will give a consolidation update and go over plan for joint meeting.



NEUNER DAVIDSON & CO

Cooley, Rapp, Friel & Lee, LLC

COPY

Certified Public Accountants

April 24, 2020

Board of Directors
Roberts Creek Water District
4336 Old Hwy 99 S
Roseburg OR 97471

Enclosed you will find two copies of our Audit Contract for 2019-2020.

Please sign both copies; retain one for your files and return one to us in the self-addressed envelope.

We are pleased to confirm our understanding of the services we are to provide Roberts Creek Water District (the District) for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the district's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole in a report combined with our auditor's report on the financial statements or in a report combined with our auditor's report on the financials statements.

- 1) Combining Statements.
- 2) Budgetary Comparison.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

1) Other Supplemental Data.

Audit Objective

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the district in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information.

You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Neuner Davidson & Co. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State Audit Division or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Neuner Davidson & Co. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State Audit Division or its designee. The State Audit Division or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

We expect to issue our reports no later than December 31, 2020. Jeff Cooley and Brandon Lee are the engagement partners and are responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates. We agree that our maximum fee will not exceed \$9,500. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fee is based on anticipated cooperation from your

personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Roberts Creek Water District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Neuner Davidson & Co.
Cooley, Rapp, Friel & Lee, LLC

RESPONSE:

This letter correctly sets forth the understanding of Roberts Creek Water District

Management signature: _____

Title: _____

Date: _____

CONTRACT

THIS CONTRACT, made this 24th day of April 2020, in accordance with the requirements of Oregon Revised Statutes Chapter 297.405 through 297.555 between NEUNER DAVIDSON & CO, Certified Public Accountants of Roseburg, Oregon, and ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, provides as follows:

1. It is hereby agreed that NEUNER DAVIDSON & CO shall conduct an audit of the accounts and fiscal affairs of ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, for the period beginning July 1, 2019 and ending June 30, 2020, and annually thereafter, in accordance with the Oregon Minimum Standards for Audits of Municipal Corporations, U.S. Government Auditing Standards and Uniform Guidance, as prescribed by law. The audit shall be undertaken in order to express an opinion on the financial statements of ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, and to determine if ROBERTS CREEK WATER DISTRICT has complied substantially with appropriate legal provisions.

2. NEUNER DAVIDSON & CO agree that the services they have contracted to perform under this contract shall be rendered by them or under their personal supervision, and that the work will be faithfully performed with care and diligence.

3. It is understood and agreed that, should unusual conditions arise or be encountered during the course of the audit whereby the services of NEUNER DAVIDSON & CO are necessary beyond the extent of the work contemplated, written notification of such unusual conditions shall be delivered to ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, who shall instruct in writing NEUNER DAVIDSON & CO concerning such additional services, and that a signed copy of each such notification and instruction shall be delivered immediately to the Secretary of State by the Party issuing the same.

4. The audit shall be started as soon after this contract is executed as is agreeable to the Parties hereto and shall be completed and a written report thereon delivered within a reasonable time, but not later than six months after the close of the audit period covered by this contract. Adequate copies of such report shall be delivered to ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, and its form and content shall be in accordance with and not less than that required by the Minimum Standards for Audits of Oregon Municipal Corporations.

5. It is understood and agreed that ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, is responsible for such financial statements as may be necessary to fully disclose and fairly present the results of operations for the period under audit and the financial condition at the end of that period. Should such financial statements not be prepared and presented within a reasonable period of time, it is understood that NEUNER DAVIDSON & CO shall draft them for ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon. The cost of preparing such financial statements shall be included in the fee for conducting the audit as set forth in Paragraph 7 below.

6. It is understood and agreed that either Party may cancel this contract by giving notice in writing to the other Party at least ninety days prior to July 1 of any year.

7. In consideration of the faithful performance of the conditions, covenants, and undertakings herein set forth, ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, hereby agrees to pay NEUNER DAVIDSON & CO a reasonable fee not to exceed \$9,500, and ROBERTS CREEK WATER DISTRICT, Roseburg, Oregon, hereby affirms that proper provision for the payment of such fee has been or will be duly made and that funds for the payment thereof are or will be made legally available.

NEUNER DAVIDSON & CO

ROBERTS CREEK WATER DISTRICT

By  _____

By _____

April 15, 2020

Mr. David Campos, CPA
Roberts Creek Water District
4336 Old Hwy 99 S
Roseburg, OR 97471

Ms. Kay Huff
Green Sanitary District
3879 Old Hwy 99 S
Roseburg, OR 97471

Subject: Proposal for Organizational Planning Services

Dear Mr. Campos and Ms. Huff,

The Special Districts Association of Oregon (SDAO) is pleased to submit the attached proposal for Organizational Planning Services, including:


- Background and Project Understanding
- Proposal for Consulting Services, including the proposed Scope of Work, Schedule and Fee
- Consulting Services Agreement

Based on our phone conversation on March 27, 2020 and subsequent emails, we have included Roberts Creek Water District (RCWD) and Green Sanitary District (GSD) as joint contracting agencies on the consulting services agreement. We also understand that you wish SDAO to invoice RCWD for services provided under this agreement and RCWD will bill GSD for its share of project costs.

Please contact me at mknudson@sdao.com or give me a call at 503-319-5256 if you have any questions regarding this proposal.

The SDAO Consulting Services team looks forward to working with your organizations on this exciting project.

Sincerely,



Mark Knudson, P.E.
Senior Consultant

Background and Project Understanding

The Roberts Creek Water District (RCWD) and Green Sanitary District (GSD) provide water and sanitary sewer services to the unincorporated community of Green, Oregon. GSD's service area is fully contained within the boundary of RCWD, with RCWD also providing water services to outlying areas including the unincorporated communities of Roberts Creek and Glengary. RCWD's service area is generally bounded on the north by the City of Roseburg, on the west by the City of Winston, on the south by the South Umpqua River, and on the east by Roberts Mountain.

The Districts have a long history of strong, collaborative management and working together in the office and field to meet the needs of their customers. In 2019, the Districts' Boards expressed interest in evaluating the feasibility of combining the two Districts' resources to form a single, joint water-sanitary authority, as provided for in Oregon Revised Statutes. It is anticipated that such a joint water-sanitary authority would result in various efficiencies, reduced costs, enhanced customer service, greater financial certainty and improved long-term planning to meet the current and future needs of the Districts' customers.

In June 2019, the Districts held a joint meeting of the Districts' Boards and the Districts' shared legal counsel. The Districts' legal counsel presented possible options and typical steps for formation of a new, joint authority and dissolution of the existing Districts. The Boards expressed interest in better understanding the process, schedule and resources required for possible consolidation and formation of a joint water and sanitary authority.

The Special District Association of Oregon (SDAO), through SDAO's Consulting Services Program, proposes to support the Districts' management staff by providing Organizational Planning Services to help further define the process and requirements for formation of a joint water and sanitary authority.

The Districts anticipate that RCWD and GSD will share in the costs for these planning services, with RCWD billing GSD for GSD's share of costs. Both organizations – including Boards, managers, staff and customers – will be engaged throughout the organizational planning process.

Proposal for Consulting Services

Project Title: Roberts Creek Water District and Green Sanitary District
Organizational Planning Services

Date: April 15, 2020

Agency: Roberts Creek Water District
4336 Old Hwy 99 S
Rosenburg, OR 97471
541-679-6451
Board President - Tracey Parker

Green Sanitary District
3879 Old Hwy 99 S
Roseburg, OR 97471
541-679-7191
Board President - Ron Curry

SDAO Representative: Mark Knudson, Senior Consultant
541-319-5256
mknudson@sdao.com

Project Scope, Description, Deliverables, Process and Schedule:

SDAO proposes to provide the following tasks in support of RCWD's and GSD's (the Districts') ongoing organizational planning efforts:

1. Project Management

- a. **Description:** SDAO Senior Consultant will provide ongoing project management throughout the duration of the assignment, including routine coordination with Districts' managers.
- b. **Deliverables:** Provided under this task include:
 - i. Monthly progress reports summarizing progress during the previous month and planned activities for the following month.
 - ii. Monthly conference calls and a written summary of each monthly call.
- c. **Meetings:** This task will include a monthly conference call between the RCWD manager, GSD manager and the SDAO Senior Consultant to review the monthly progress report.

- d. **Team:** Mark Knudson will serve as the SDAO Senior Consultant. Shanta Carter, SDAO CSP Administrator, will provide additional support as needed.
- e. **Schedule:** Work on this task will continue for the duration of the assignment.

2. Authority Formation Work Plan, Technical Memo 1

- a. **Description:** SDAO Senior Consultant will prepare a comprehensive work plan in the form of a Technical Memo (TM1) outlining the anticipated process, schedule and resource requirements for formation of a joint water-sanitary authority and dissolution of the existing districts. This task will include extensive coordination with the Districts’ managers and shared legal counsel.
- b. **Meetings:** SDAO Senior Consultant will attend one on-site meeting with the Districts’ Boards, managers and legal counsel to review Draft TM1. If travel constraints and restrictions prohibit an in-person meeting, the SDAO Senior Consultant will arrange for a webinar or teleconference, as needed.
- c. **Team:** Mark Knudson, Senior Consultant will coordinate with the Districts and prepare TM1, Authority Work Plan. George Dunkel, Senior Consultant Specialist and Shanta Carter, Program Administrator will provide a quality assurance review of all deliverables and proposed meeting materials.
- d. **Schedule:** SDAO Senior Consultant will provide Draft TM1 no more than four weeks after receipt of notice to proceed from the Districts. The Districts will provide comments on Draft TM1 – including input from the Districts’ Boards, managers and legal counsel within three weeks after receipt of the draft. SDAO Senior Consultant will deliver the Final TM1 within three weeks after receipt of the Districts’ comments.

3. Staffing Plan, Technical Memo 2

- a. Description:
 - i. Background: SDAO Senior Consultant will review each District’s staffing levels, which may include:
 - 1. Review and evaluate staffing levels, including existing organizational structures and position descriptions and compensation plans
 - 2. Review and evaluate operational staffing levels
 - 3. Review staff scheduling methodologies
 - 4. Review responsibilities and activity levels of personnel
 - ii. Proposed Plan: Based on the background findings, SDAO Senior Consultant will prepare a recommended staffing plan in the form of a Technical Memo (TM2) identifying the proposed organizational structure, staffing and anticipated compensation for a new, combined authority. This proposed plan will include an anticipated personnel budget for the first year of the combined authority’s operations, reflecting anticipated efficiencies and economies of the combined

organization. The findings of this task will become input into the Economic Feasibility Statement.

- b. Deliverables: Deliverables provided under this task include:
 - i. Draft Technical Memo 2 (TM2), Staffing Plan.
 - ii. Final TM2, Staffing Plan.
- c. Meetings: SDAO Senior Consultant will conduct one on-site meeting with the Districts’ managers to review existing org charts, staffing and compensation plans for the existing districts. A second on-site meeting will be held to review Draft TM2, including review of preliminary recommendations. If travel constraints and restrictions prohibit an in-person meetings, SDAO Senior Consultant will arrange webinars or teleconferences, as needed.
- d. Team: Mark Knudson, Senior Consultant will review existing staffing levels and prepare TM2, Staffing Plan. George Dunkel and Shanta Carter will provide quality assurance review and related support for all deliverables and proposed meeting materials.
- e. Schedule: SDAO Senior Consultant will provide Draft TM2 no more than four weeks after completion of TM1. Districts will provide comments on Draft TM2 – including input from the Districts’ Boards, managers and legal counsel – within three weeks after receipt of draft TM2. SDAO Senior Consultant will deliver Final TM2 within three weeks after receipt of the Districts’ review comments.

4. Economic Feasibility Statement Review & Comment

- a. Description: SDAO Senior Consultant will review and comment on the draft Economic Feasibility Statement (EFS), which will be prepared by District staff. District staff will also prepare the final EFS.
- b. Deliverables: Deliverables provided under this task include:
 - i. Written comments on Draft EFS.
- c. Meetings: SDAO Senior Consultant will hold one conference call with the Districts’ managers to review comments on the Draft EFS.
- d. Team: Mark Knudson will review and comment on the Draft EFS prepared by District staff.
- e. Schedule: SDAO Senior Consultant will provide comments on the Draft EFS within two weeks after receipt of the draft.

5. Implementation Planning Support and On-Call Services, As Needed

- a. Description: Depending on the outcome of Tasks 2, 3 and 4, SDAO may be asked to provide additional services in support of the Districts’ efforts to form a joint authority. This task is intended to accommodate ongoing support and on-call assignments as may be requested by the District’s managers. Examples of such on-call assignments may include review of a draft communications plan, review of communications messages, attendance at public meetings, meeting facilitation, or other duties as requested by the Districts.

Other than ongoing project support, no specific assignments or deliverables to be furnished under this task have been identified at this time. Specific assignments to be completed under Task 5 will be established on a task order basis, with the anticipated scope, schedule and budget to be established and approved by the Districts before SDAO provides such services.

- b. Deliverables: As needed.
- c. Meetings: As needed.
- d. Team: As needed.
- e. Schedule: Following completion of Task 4 services, SDAO will be available to provide ongoing support as requested by the Districts.

Contract Term: May 1, 2020 to May 31, 2021

Fee for Services: *The fee for services provided in this proposal is not to exceed \$10,000.00 without prior written approval.*

SDAO will invoice Roberts Creek Water District for services provided under this agreement and Roberts Creek Water District will bill Green Sanitary District for Green Sanitary District's share of costs for these services.

**Special Districts Association of Oregon
Consulting Services Agreement**

This agreement is entered into between the Special Districts Association of Oregon (SDAO), the Roberts Creek Water District and the Green Sanitary District.

SDAO agrees to provide Organizational Planning as part of SDAO's Consulting Services Program. A detailed proposal for these services, including a scope of work and schedule is attached.

SDAO agrees to provide the Consulting Services at a total cost not to exceed \$10,000.00 including expenses without additional approval.

This agreement is made and entered into on this ____ day of _____, 2020

Special Districts Association of Oregon

By: _____
Frank Stratton
SDAO Executive Director

Roberts Creek Water District

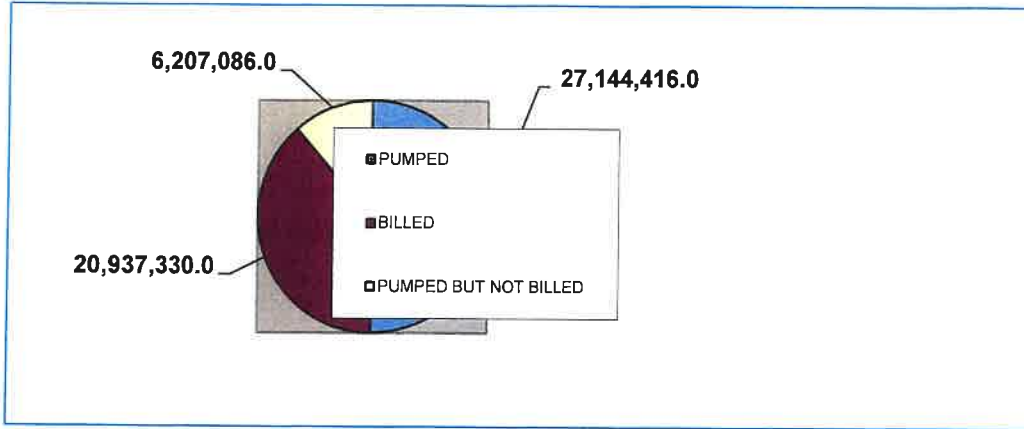
By: _____
Board Chair/President

Green Sanitary District

By: *Ronald Curry*
Board Chair/President

GALLONS PUMPED	GALLONS BILLED	PUMPED BUT NOT BILLED
27,144,416	20,937,330	6,207,086

Apr-20



30 DAYS IN BILLING CYCLE: 3/11/20 TO 4/10/20

Repairs, leaks, etc. rendering unverifiable consumption

3/18/20	4378 DEPRIEST	REPAIR SERVICE
3/17/20	2318 AUSTIN RD	REPAIR SERVICE
3/11/20	2085 DEL MAR DRIVE	REPAIR SERVICE
APRIL	KARUK LANE	WORKING ON
"	HOLGATE STREET	WORKING ON
"	CHAR STREET	WORKING ON
	ALL ON OUR SIDE	

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	
JUNE	8,942,550	JUNE	11,415,960	JUNE	

Roberts Creek Water District

Superintendents Report

May 2020

We are still practicing social distancing due to the COVID-19 issue. We are taking the crew's and our customers health very seriously. The crew is busy taking care of various projects around the district, while trying to keep a low profile with minimal public contact.

We are going forward with our valve turning program and hope to be finished next week. We will then start our flushing program, regardless of Fire District #2's hydrant flushing program (which has been postponed indefinitely).

Parts have been purchased to place a 2" Main up Andorra Drive. This will move Mrs. Farley's meter closer to her property line, as well as eliminate other services from the main transition line, from the Main Tank. This will allow us to do a future replacement project of that main line.

We had a reference sensor fail on one of our U.V. units. We sent it off for repair, but it had to be replaced for a much higher cost than a repair. It's working fine now.

We are still waiting for the engineers estimate for replacing our services and the conflict work, on the Carnes Rd. sidewalk project. We will need that number for our budget.

I have an employee evaluation to report on.

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

Thanks Alan