



**ROBERTS CREEK
WATER DISTRICT**

RECEIVED

APR 03 REC'D

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: <i>Nyda Morton</i>		Service Address: <i>188 Brentridge Dr Roseburg OR 97471</i>	
Daytime Phone: <i>541-900-7018</i>	Service Number:		
REPAIR DATE	LEAK REPAIR RECEIPTS - PLEASE ATTACH		
Date Leak Repaired: <i>un sure</i>	<input checked="" type="checkbox"/> Attached <i>two, separate invoices were purchased they didn't keep receipt</i>		
Brief Description of Leak Failure & Repair: <i>we didn't notice the toilet was leaking until right before the guys came out</i>			
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 <i>Nyda Morton</i>		Date <i>4-4-20</i>	

SECTION 2 - TO BE COMPLETED BY DISTRICT BILLING DEPT

Date Form Received: <i>4/3/2020</i>	Meter Read Date to use for Water Leak Credit Evaluation: <i>2/10/2020</i>	If Credit Granted, Utility Bill Anticipated to Show the Credit Amount:
Estimated leak period based on consumption history (attach service history): <i>1/11 - 2/10/2020</i>		
Estimated normal ^{bill} usage during leak period: <i>42.95</i>	Leak month ^{billings} consumption: <i>94.25</i>	
Past average normal ^{bill} usage in same billing cycle (or est ave ^{billings} consumption if less than 1 year) (<i>42.95</i>) <small>(NOTE: if estimating average consumption, attach calculation documentation)</small>		
Estimated leak consumption of the leak billing period divided by 2 = <i>51.30/2 = 25.65</i>		
Multiplied by the rate used to calculate billed charges during the leak billing period: ----- X		
Calculated water leak credit amount: <i>Avg usage 7,000 gal leak 25,000 gal = 25.65</i>		
Reviewer's Initials:	Approver's Initials:	<input type="checkbox"/> Credit Granted
		<input type="checkbox"/> Credit Denied
		If Leak Credit Granted: Date Applied: _____ Initials: _____

see attached

RECEIVED

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Roberts Creek Water District

We were having
trouble with the toilet
flushing and didn't realize
there was a problem.

I am 69 and most times
I am alone and some times
think I can fix the problem.
Well this time I couldn't

My son and a friend
worked on it a few days
had to buy honey cones and
I separated in side parts
for the tank before we got
it fixed.

Had just gotten the job
taken care of when the two
gentlemen from your office
showed up to inform us
it was showing as a major
leak. Thanks to them
we now check the meter
for any future problems.

I could real use some
reduction on my bill
Thank you

Lucy Morton

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 12, 2020**

President Tracey Parker called the meeting to order at 6:00 p.m. Present were Commissioners Tom Fullbright, Carolyn White, Phil Bigler and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Foreman Dan Radford

Commissioner Lusch made a motion to approve the February meeting minutes, financial statements, and February accounts payable. Commissioner Fullbright seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David presented an Intergovernmental Agreement for shared personnel services with Green Sanitary District, which was reviewed and edited by Eileen Eakins at Northwest Local Government Legal Advisors, LLC. Commissioner Lusch made a motion to approve the Intergovernmental Agreement. Commissioner White seconded the motion, and approval was unanimous.

David informed the Board that he recently posted a job opening for a new office staff person who will eventually replace Sharon Cason. Sharon plans to retire at the end of calendar year 2020. David and Kay have reviewed applications and will begin candidate interviews next week

David stated that other utility agencies in the state are waiving penalties and suspending shutoffs in response to the coronavirus stay-at-home orders issued by Governor Kate Brown. After brief discussion, it was determined that we would address those delinquent accounts on a case-by-case basis and continue with our normal procedures.

Superintendent Alan Paulson gave his report. Alan stated that he received cost estimates from the engineer on the town tank construction. Alan recommends we go with a 670,000-gallon glass-fused tank and a 12-inch water line, as opposed to a concrete tank with a 16-inch water line. A brief discussion followed.

Alan presented an agreement with i.e. Engineering for design changes for the Districts' service replacements and water main conflicts on the Carnes Road project, in the amount of \$2,600. After a brief discussion, Commissioner Lusch made a motion to approve the contract with i.e. Engineering. Commissioner White seconded the motion. Approval was unanimous.

Alan also presented an Intergovernmental Agreement with Douglas County for the work on the Carnes Road project with proposed changes. Commissioner Lusch made a motion to approve the Intergovernmental Agreement. Commissioner Fullbright seconded the motion. Approval was unanimous.

President Parker called the meeting into executive session at 6:19 in accordance with ORS 192.660(2)(i) for purposes of employee evaluations. Dan Radford exited the meeting.

President Parker called the meeting back into regular session at 6:21pm.

Commissioner Bigler made a motion to give employee Dan Radford a \$100 gift card thanking him for his continued service, as Dan is at the top of his pay scale. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to advance employee Josh Manson to step 8 on the Utility II pay scale. Commissioner Lusch seconded the motion. Approval was unanimous.

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

BUDGET YEAR 2019-2020		JAN	FEB	MAR	QUARTERLY 3/31/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>Beginning Balance</i>	700,000						700,000.00	
WATER SALES	1,550,000	112,604.16	89,777.59	108,565.42	310,947.17	1,212,356.28	337,643.72	78%
WATER SALES to upgrade	400,000	40,000.00	40,000.00	40,000.00	120,000.00	320,000.00	80,000.00	80%
METER SALES	6,000	1,000.00	1,500.00	500.00	3,000.00	6,800.00	(800.00)	113%
SPECIAL SDC / LINES	50,000	-	-	-	-	-	50,000.00	0%
SPECIAL SDC / TANK	50,000	-	-	-	-	-	50,000.00	0%
STANDBY CHARGES	19,000	-	-	-	-	-	19,000.00	0%
BACKFLOW TESTS	2,500	225.00	-	75.00	300.00	1,570.00	930.00	63%
PENALTIES & WATER SVC CHARGES	21,000	2,145.00	750.00	1,165.00	4,060.00	15,445.00	5,555.00	74%
MISCELLANEOUS	23,000	866.41	148.25	4,175.55	5,190.21	28,568.97	(5,568.97)	124%
INTEREST	10,000	821.35	769.76	760.42	2,351.53	7,738.30	2,261.70	77%
TRANS. FROM OTHER FUND					-	-	-	
BUDGET RESOURCES	2,831,500	157,661.92	132,945.60	155,241.39	445,848.91	1,592,478.55	1,239,021.45	56%
ADMINISTRATIVE DEPT.								
OFFICE MANAGER	75,000	6,146.27	6,146.25	6,146.25	18,438.77	55,495.13	19,504.87	74%
OFFICE ASSISTANTS (2)	98,000	6,048.41	5,157.46	5,775.39	16,981.26	51,052.36	46,947.64	52%
SOCIAL SECURITY / FICA	13,500	925.52	868.82	919.81	2,714.15	8,178.36	5,321.64	61%
WORKMEN'S COMP	300	5.08	3.95	4.61	13.64	41.83	258.17	14%
INSURANCE	79,000	10,959.98	4,959.98	4,959.98	20,879.94	52,639.82	26,360.18	67%
UNEMPLOYMENT	300	12.45	11.45	12.17	36.07	108.47	191.53	36%
RETIREMENT (OFFICE)	20,700			4,250.40	4,250.40	12,672.60	8,027.40	61%
VACATION & COMP. TIME	3,000	0.00	0.00	0.00	-	-	3,000.00	0%
TOTAL THIS CATEGORY	289,800	24,097.71	17,147.91	22,068.61	63,314.23	180,188.57	109,611.43	62%

BUDGET YEAR 2019-2020		JAN	FEB	MAR	QUARTERLY 3/31/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
OPERATING EXPENSES								
PLANT SUPERINTENDENT	87,000	7,305.86	7,305.83	7,305.83	21,917.52	65,933.55	21,066.45	76%
SERVICE CREW	354,000	28,394.34	28,699.64	28,909.72	86,003.70	259,133.50	94,866.50	73%
SOCIAL SECURITY / FICA	33,800	2,739.90	2,744.14	2,760.19	8,244.23	24,794.07	9,005.93	73%
WORKMEN'S COMP	9,500	12.62	9.67	12.81	35.10	111.70	9,388.30	1%
INSURANCE	175,100	27,077.13	13,077.13	13,077.13	53,231.39	131,694.17	43,405.83	75%
UNEMPLOYMENT COMP.	2,000	35.70	36.00	36.22	107.92	324.85	1,675.15	16%
RETIREMENT (PLANT)	52,000			12,748.80	12,748.80	38,217.36	13,782.64	73%
VACATION & COMP TIME	3,000	-	-	-			3,000.00	0%
TOTAL THIS CATEGORY	716,400	65,565.55	51,872.41	64,850.70	182,288.66	520,209.20	196,190.80	
MATERIALS & SERVICES								
BACKFLOW TESTING	3,500	180.00	90.00	315.00	585.00	1,470.00	2,030.00	42%
FREIGHT	3,000	1,002.83	88.06	25.27	1,116.16	3,433.86	(433.86)	114%
TOOLS	3,000	135.00	460.14	52.17	647.31	962.62	2,037.38	32%
SUPPLIES & OPERATIONS ITEMS	4,000	28.93	333.20	26.80	388.93	2,460.46	1,539.54	62%
TELEPHONE & INTERNET	5,700	562.80	562.80	607.80	1,733.40	5,065.20	634.80	89%
ELECTRICITY	130,000	8,095.15	8,156.56	7,795.57	24,047.28	81,542.58	48,457.42	63%
FEES & DUES	6,000	150.00	476.00	1,821.80	2,447.80	7,402.44	(1,402.44)	123%
FUEL	10,000	535.52	354.76	579.20	1,469.48	6,060.01	3,939.99	61%
VEHICLE MAINTENANCE	12,000	33.49	-	139.99	173.48	2,826.72	9,173.28	24%
R & M FIELD	35,000	858.69	1,647.92	1,356.67	3,863.28	17,489.88	17,510.12	50%
R & M PLANT	35,000	11,335.85	1,417.88	1,096.49	13,850.22	28,211.75	6,788.25	81%
CHEMICALS	40,000	3,089.91	-	-	3,089.91	37,489.21	2,510.79	94%
WATER SAMPLES	8,500	296.60	1,331.60	1,011.20	2,639.40	7,588.60	911.40	89%
EDUCATION	10,000	-	620.20	857.59	1,477.79	3,551.34	6,448.66	36%
MISCELLANEOUS	2,000	-	-	-	-	146.71	1,853.29	7%
ENGINEERING	1,000	-	-	-	-	-	1,000.00	0%
RESERVOIR MAINTENANCE	3,000	-	111.99	-	111.99	111.99	2,888.01	4%
MIOX SYSTEM	2,000	-	-	-	-	290.36	1,709.64	15%
NEW CONNECT MATERIAL	2,000	133.68	350.87	66.84	551.39	1,918.28	81.72	96%
SUMMER STORED WATER	6,000	-	-	-	-	2,175.00	3,825.00	36%
EMERGENCY INTER-TIE H2O	1,500	-	-	-	-	402.12	1,097.88	27%
INVENTORY ADJUSTMENT	5,000	4,770.44	2,021.30	(98.77)	6,692.97	13,539.10	(8,539.10)	
COMPLIANCE FEES	-	-	-	-	-	-	-	
TOTAL THIS CATEGORY	328,200	31,208.89	18,023.28	15,653.62	64,300.79	224,138.23	104,061.77	68%

BUDGET YEAR 2019-2020		JAN	FEB	MAR	QUARTERLY 3/31/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
CAPITAL OUTLAY								
METER INSTALLATION	3,000	114.78	172.17	57.39	344.34	832.47	2,167.53	28%
EQUIPMENT PURCHASE	18,000	3,207.00	-	-	3,207.00	3,636.99	14,363.01	20%
VEHICLE PURCHASE	-	-	-	-	-	-	-	
REPLACE LINES	50,000	-	-	-	-	-	50,000.00	0%
SAFETY EQUIPMENT	3,000	-	-	-	-	44.88	2,955.12	1%
REPAIR RIVER INTAKE	-	-	-	-	-	-	-	#DIV/0!
REPLACE FILTER MEDIA	35,000	-	-	-	-	-	35,000.00	0%
TOTAL THIS CATEGORY	109,000	3,321.78	172.17	57.39	3,551.34	4,514.34	104,485.66	4%
TOTAL OPERATING								
	1,153,600	100,096.22	70,067.86	80,561.71	250,725.79	748,861.77	404,738.23	65%
TRANSFERS & DEBT SERVICE								
CAPITAL PROJ. QTR. TRANSFER	240,000	70,000.00	-	60,000.00	130,000.00	180,000.00	60,000.00	75%
RATES TO PLANT UPGRADE	400,000	40,000.00	40,000.00	40,000.00	120,000.00	320,000.00	80,000.00	80%
GEN. OPER. CONTINGENCY	75,000	-	-	-	-	-	75,000.00	0%
RESERVE FOR REPAYMENT	50,000	-	-	-	-	-	50,000.00	0%
INTERGOV'T. AGREEMENT	50,000	-	-	-	-	-	50,000.00	0%
TOTAL THIS CATEGORY	815,000	110,000.00	40,000.00	100,000.00	250,000.00	500,000.00	315,000.00	61%
TOTAL ALL DEPTS.								
	2,451,000	249,438.20	190,254.57	211,623.83	651,316.60	1,564,412.48	886,587.52	64%
ENDING FUND BALANCE	380,500						380,500	
TOTAL BUDGET								
	2,831,500				651,316.60	1,564,412.48	1,267,087.52	
						2,831,500.00		

CAPITAL FUNDS BUDGET YEAR 2019-2020		JAN.	FEB.	MAR.	QUARTERLY 3/31/2020	FISCAL YEAR TO DATE	AVAILABLE	% OF BUDGET
REVENUE								
<i>BEGINNING BALANCE</i>	1,750,000							
Meter Sales	54,000	9,042.00	13,563.00	4,521.00	27,126	88,165.00	(34,165)	163%
Interest	40,000	3,297.15	3,242.38	3,274.23	9,814	32,982.48	7,018	82%
Transfers from Other Funds	240,000	70,000.00	-	60,000.00	130,000	180,000.00	60,000	75%
Gen. Fund Plant Upgrade (rates)	400,000	40,000.00	40,000.00	40,000.00	120,000	320,000.00	80,000	80%
Grant/Loan Proceeds: Town Tank	750,000	-	-	0.00	-	-	750,000	0%
Miscellaneous Income	-	-	-	0.00	-	-	-	
BUDGET RESOURCES	734,000	122,339.15	56,805.38	107,795.23	286,940	621,147.48	862,853	85%
EXPENDITURES								
Capital Outlay								
Other/Miscellaneous	2,000	0.15	0.15	0.05	0	0.65	1,999	0%
Reservoir Construction	750,000	5,622.50	-	3,525.00	9,148	70,100.18	679,900	
Line Replacement	300,000		-	-	-	-	300,000	0%
Intertie	20,000							
Plant Improvements	145,000	75,123.50	-	11,202.00	86,326	195,760.63	(50,761)	135%
Reserved for future requirement	300,000	-	-	-	-	-	300,000	0%
Water Rights Acquisition	2,000	-	-	-	-	-	2,000	0%
Treatment Plant Upgrade	80,000				-	-	80,000	0%
Carnes Rd. Site	-	-	-	-	-	-	-	
TOTAL EXPENSES	1,599,000	80,746.15	0.15	14,727.05	95,473	265,861.46	1,313,139	17%
DEBT SERVICE							1,579,000.00	
Plant Upgrade Loan Principal	290,000	-	-	-	-	290,000.00	-	100%
Plant Upgrade Loan Interest	107,652	-	-	-	-	55,660.00	51,992	52%
TOTAL DEBT SERVICE	397,652							
TOTAL ALL EXPENSES	1,996,652	80,746.15	0.15	14,727.05	95,473.35	611,521.46	1,365,131	30.63%
ENDING FUND BALANCE	1,237,348						268,000	
TOTAL BUDGET	3,234,000				95,473		1,633,131	

ROBERTS CREEK WATER DISTRICT
ACCOUNTS PAYABLE
MARCH 2020

Avista Utilities	Natural gas at office/plant/Carnes	318.56
Bassett-Hyland Co.	Fuel for company vehicles	579.20
Big Tech Inc.	Set up 4 workstations @ Office, 3 workstations @ Plant/Carnes, install Office 365, migrated data, set up email, technical consulting, PC monitor adapters	1,600.00
BMS Technologies	Statement fees	1,566.75
Canon Solutions America	Plant and Office copier service agreement, 1/20/20 - 2/19/20	37.29
Cardmember Service (Visa)	Down pmt Sunriver lodging OAWU Conference, Phil Bigler lodging SDAO Conference, meals SDAO Conference Phil/David, safety meeting food, QB Cloud/Office 365/Webroot subscriptions, office job posting	1,045.70
Continental Utility Solutions, Inc	February merchant fees	1,168.68
David Campos	Reimburse mileage Jan/Feb 2020	360.76
Digital Deployment Inc.	Monthly website fee	200.00
Douglas Fast Net	Internet	179.77
Exodus Pest Control	Monthly office pest control service (2 months)	52.00
Iconix Water Products	Saddles, ball valves, return turbin meter	1,304.23
Long's Building Supply	Box knife blades	2.59
Metereaders LLC	March meter readings	2,260.08
Nexcom, LLC	Office and Plant VOIP phones and fax	166.00
NW Local Gov't Legal Advisors	IGA shared staff and job posting consulting, review and revise IGA, phone conference re: Merger	550.20
OAWU	Will Hope and Jeremy Wolford OAWU Conference - Sunriver	710.00
OAWU	2020-2021 membership renewal	1,100.00
One Call Concepts, Inc.	February locate tickets	88.80
Oregon DEQ	Water Quality Permit	633.00
Oregon Linen	Monthly rug service	80.87
Pacific Power	Plant/Carnes/Office/Pumpstations electricity	7,669.95
Payroll: Office	Payroll	9,233.30
Plant	Payroll + draws	27,048.79
Commissioners	Board Compensation	230.62
Oregon Dept. Revenue EFTPS	Payroll Withholding	3,076.00
Federal Withholding EFTPS	Payroll Withholding, Social Security & Medicare	11,845.92
Edward Jones Co.	Retirement Contribution Qtr ended March 31, 2020	16,999.20
Allstate Benefits	Supplemental Insurance - Employee-paid	513.92
Popeye's Pump & Backflow	7 non-comp backflow tests	315.00
Refunds	Overpayment & Service Deposit refunds	396.20
SDIS	April health/supplemental insurance premiums	18,037.11
Umpqua Research	Water sample testing	1,011.20
USA Blue Book	Sonoscope leak detector, CL10 CL2 membrane kits, salt bridge pH sensors, CLF10 Electrolyte, pH Std	773.93
RCWD Crew Staff	Cell phone stipend for March	400.00
Verizon Wireless	Tablet service line	45.08
Winston Auto Parts	Battery, shop towels	156.98
Winston Sanitary	Dumpster at Carnes shop	77.90

TOTAL GEN. FUND PAYABLES for March 2020	111,835.58
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SHN Consulting Engineers	Town tank engineering January	3,525.00
WM H. Reilly & Co.	Miox final inspection, startup, commissioning, training, chemical room repair	11,202.00

TOTAL CAP PROJECTS PAYABLES for March 2020	14,727.00
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Office Manager's Report

April 2020 Meeting

SALES	March	February	March Last Year
Gallons	18,546,300	21,845,000	20,659,300
Revenue	\$136,342	\$145,681	\$141,748
Meters Sold	1	3	2

COMPARISONS	This FYTD	Last FYTD	Net Over/Under Last Yr.
Gallons	250,566,700	271,995,500	(21,428,800)
Revenue	\$1,463,198	\$1,379,227	\$(57,778)

March Merchant Svcs	Credit/Debit	ACH	Total
\$ Transacted	\$49,184	\$4,521	\$53,705
# of Transactions	944	93	1,037
Fees Charged*	\$1,414	\$79	\$1,493

*does not include \$40 maintenance fee

CHECKING ACCTS. AS OF March 31, 2020	
General Checking	\$324,226
General Fund Reserve	\$428,969
Surcharge Savings	\$65,491
Capital Checking	\$64,760
Capital Projects Reserve	\$1,409,838
Plant Upgrade Debt Reserve	\$551,483
	\$2,844,767

We have hired a new office staff person, Stacey Werner, who started April 1st. Stacey will be splitting her time between RCWD and Green Sanitary for the near future. Stacey has a bachelor's degree in business management, has professional office experience, recently moved into our District and is an Army Veteran. We believe Stacey will get up to speed very quickly and will be a great asset to the Districts.

I signed an agreement with DFN to manage our office phones and IT services. The agreement includes remote managed backups of our workstations and server, complete internet security, Office 365 licenses, and managed firewall. The quoted monthly cost for the office is \$538, which is very comparable to what we are paying a la carte for these services currently, but this will give us enhanced security and streamline all our tech services. A similar agreement is in the works for the Plant and Carnes Shop. In talking with Kay at Green Sanitary, she will likely go with the same set up with DFN so that when we merge it will make things easier.

I completed a District compensation study for the Board to review. I was able to piggyback on a recent study that Heceta Water PUD had done by Lane Council of Governments. In addition to the schedules I have created for the Board to review, I will make available in a separate file the Heceta Water study from which I got some of my data.

Kay and I recently had a discussion with Mark Knudson, SDAO Consultant, on the background of our Districts' coming into the consolidation, stakeholders involved, and what services we are requesting from SDAO in the consolidation process. I have received a draft proposal from Mark, and he will make some adjustments to the proposal, which I will briefly go over.

For the Budget Committee meeting next month, if the governor does not make an exception and lift restrictions for municipalities, we will hold the meeting via Zoom Webinar.

I have an employee evaluation to present.

**David Campos, CPA
Office Manager**

RCWD COMPENSATION ANALYSIS APRIL 2020

Districts Summary

Agency	HWPUD*	Seal Rock WD	K-GB-LB WD**	Winston-Dillard	Roberts Creek
Population	4,500	5,175	5,598	8,300	8,000
# of Meters	2,200	2,560	2,396 W / 1,832 S	2,500	3,099
# of Employees	6	9	7	8	10
Distribution Licensing	2	2	2	2	2
Treatment Licensing	2: also filter endorsement	Expected end of 2020	1	2: also filter endorsement	2: also filter endorsement
Direct Responsible Charge	General Manager	General Manager	Superintendent	District Manager	Superintendent, Office Manager

*Heceta Water Public Utility District

**Kernville-Gleneden Beach-Lincoln Beach Water District

Other Districts' information requested but no response received:

Rainbow Water District - Springfield

Crystal Springs Water District - Odell

For purposes of RCWD Analysis - some District positions which are not currently being utilized are not included in this analysis. (e.g. RCWD salary scale includes Utility I and Utility III but we currently only employ Utility II position)

The compensation information for HWPUD, Seal Rock WD, and K-GB-LB was obtained from HWPUD through the December 2018 Study they had prepared by Lane Council of Governments.

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Direct Responsible Charge - Salary

	2019-2020 scale	2018-2019 scales		2019-2020 scales		
Agency	HWPUD	Seal Rock WD	K-GB-LB WD	Winston-Dillard	Roberts Creek	Roberts Creek
Job Title	General Manager	General Manager	Superintendent	District Manager	Superintendent	Office Manager
Licensing	Treatment 2 + Filter endorse, Dist 2, Cross Connection	Distribution Within 180 days	Treatment 1, Dist 2, Coll 2, Cross Connection	Treatment 2, Distribution 2, Cross Conn	Treatment 2, Distribution 2	
# of Steps	10	15	15	6	10	10
Low	\$67,999	\$96,678	\$63,348	\$76,508	\$67,079	\$61,671
High	\$105,488	\$136,573	\$89,508	\$91,508	\$87,670	\$80,557

Roberts Creek does not have single direct responsible charge as other Districts



PLANT SUPERINTENDENT

This position shares the primary responsibility for planning, organizing and directing the operation of the water treatment and distribution system and maintenance of pipelines and appurtenant structures. This position is responsible for administering the policies set forth by the Board of Commissioners in running the everyday operation of the Roberts Creek Water District and must be able to analyze and evaluate operation and maintenance functions, monitor the plant's position within the operating and capital expenditure budgets, supervise employees and ensure compliance with all federal/state/local health regulations.

ESSENTIAL JOB FUNCTIONS:

- Supervise personnel involved in the operation and maintenance of the water treatment plant's systems including training, assigning and reviewing work, hiring of employees, conducting performance evaluations, scheduling vacations, taking or recommending disciplinary action, and other personnel actions as they arise.
- Ensure compliance with city, county, state and federal policies and ordinances, especially the Safe Drinking Water Act and the Federal Clean Water Act.
- Assist with the District's development and implementation of goals, objectives, policies, priorities and standard operating procedures.
- Read and analyze blueprints, specifications and bid documents
- Conduct inspections, review operations, develop procedures and plans to maintain the quality and quantity of daily production by the water treatment plant.
- Review emergency plans and response criteria with employees
- Ensure workers follow all safety rules and procedures established for field tasks and work areas.
- Establish effective controls regarding the approval and purchase of materials and services; oversee the maintenance of inventory processes.
- Act as a public relations liaison between the District/Board and its employees and customers.
- Oversee capital improvements within the District; work with other agencies to coincide projects when feasible.
- Assist Office Manager in preparing the annual budget for Board review and adoption.
- Monitor changes in federal and state standards and regulations.
- Ensure timely submission of all samplings and reports required by regulatory agencies.
- Inform employees and monitor their adherence to all safety methods and procedures for proper utilization of materials, tools and equipment.
- Attend all Board of Commissioners meetings and represent the Board of Commissioners in all matters specifically delegated.
- Computer knowledge of Word, Excel, Auto Cad, e-mail, PLC's and Wireless Telemetry.
- Develop and maintain cooperative and respectful relationship between staff, co-workers and supervisor.

AUXILIARY JOB FUNCTIONS:

- Perform or arrange for on-call response in case of emergency or as needed.
- Ensure that all work areas and equipment is maintained in a clean, safe and orderly manner.
- Attend seminars, conferences and schools to maintain current credentials and/or increase level of knowledge as required by law or for personal improvement
- Follow up on annual credentials and CEU's for all operations employees
- Read and analyze blueprints, specifications and bid documents

QUALIFICATIONS:

MANDATORY REQUIREMENTS

- A minimum of (5) five years of progressively responsible related experience in the operation and maintenance of facilities and processes common to large public water treatment and distribution systems.
- Possess high school diploma or GED.
- Knowledge of chemical and physical processes involved in water treatment.
- Experience should include operation and maintenance of water lines, water storage and treatment facilities, pumps, and pump stations and knowledge of piping and construction.
- Knowledge of regular computer use and programs, as well as the use of telemetry and computer operations relating to water treatment and distribution.
- Possess valid Oregon driver's license
- Obtain a State of Oregon WTII and WDII Certification
- Knowledge of local, county, State and Federal laws, rules, policies, regulations and procedures relating to the water industry.
- Communicate and supervise personnel to ensure smooth and efficient operations.
- Ability to work with, and at the direction of, the District's Board of Commissioners
- Maintain a high level of communication with other entities such as Douglas County, ODOT and other pertinent agencies.
- Ability to represent the District in a professional, knowledgeable manner at all times

DESIRABLE REQUIREMENTS

- In addition to high school diploma or GED, additional training in water treatment, water distribution and related fields.
- Minimum of three (3) years supervisory experience.
- Degrees in civil engineering and public administration are preferable.

PHYSICAL DEMANDS OF THE JOB

- While performing duties of this position, employee is frequently required to sit, communicate, reach, manipulate objects/tools/controls, operate vehicles and equipment, and climb in and out of vehicles and field recesses. Duties involve occasionally moving materials by hand that may weigh up to 100 pounds.

WORKING CONDITIONS

- Treatment plant environments make conditions somewhat less desirable than those typically found in an office working environment. There is exposure to equipment noise, chemicals, high voltage, inclement weather, etc. This position is subject to emergency on-call response after normal duty hours.

SUPERVISORY RESPONSIBILITIES

- Responsible for treatment plant employees and any seasonal or part-time employees.
- In the absence of the Office Manager, responsible for supervision of office staff

The above description covers the most significant duties performed but is not intended to reflect all duties necessarily performed within this job description.

OFFICE MANAGER

This position shares the primary responsibility for planning, organizing and directing the operation of the District's office and financial operations. This position is responsible for administering the policies set forth by the Board of Commissioners in running the everyday business operation of the Roberts Creek Water District and must be able to analyze and evaluate all aspects of office functions, monitor the office's position within the administrative expenditure budgets, supervise employees and ensure compliance with all federal/state/local health programs and regulations.

ESSENTIAL JOB FUNCTIONS:

- Supervise personnel involved in the operation of the District's business office including training, assigning and reviewing work, hiring of employees, conducting performance evaluations, scheduling vacations, taking or recommending disciplinary action, and other personnel actions as they arise.
- Ensure compliance with city, county, state and federal policies and ordinances, especially the Safe Drinking Water Act and the Federal Clean Water Act.
- Assist with the District's development and implementation of goals, objectives, policies, priorities and standard operating procedures.
- Perform all accounting functions associated with the business and financial operation of the District; keep comprehensive track of complex accounts; analyze accounting transactions; establish and maintain complex accounting controls and records.
- Oversee the everyday financial situation of the District, its investments and banking.
- Prepare the District's payroll, draws, monthly/quarterly/year-end tax submissions and reports
- Prepare and administer the annual budget.
- Prepare all records and documentation for annual CPA audit.
- Prepare the agenda and attend all meetings of the Board of Commissioners; keep the Board apprised of the financial condition of the District and any situations with its employees and the community it serves; prepare minutes and correspondence from all Board meetings; and represent the Board of Commissioners in all matters specifically delegated; work with the County Clerk's office and Office of Elections to facilitate commissioners' election.
- Review emergency plans and response criteria with employees
- Ensure workers follow all safety rules and procedures established for the office and work areas.
- Establish effective controls regarding the approval and purchase of office materials and services.
- Act as a public relations liaison between the District/Board and its employees and customers.
- Monitor changes in federal and state standards and regulations.
- Computer knowledge of Word, Excel, e-mail; QuickBooks, OTTER and EFTPS
- Possess good grammar/writing skills and professional tact
- Develop and maintain cooperative and respectful relationship between staff, co-workers and supervisor.
- Ensure that all work areas and equipment in maintained in a clean, safe and orderly manner.
- Attend seminars, conferences and conventions appropriate to keeping informed on all matter relating to the operation of the District.
- Obtain knowledge of District ordinances and all laws applicable to operating the District.

AUXILIARY JOB FUNCTIONS:

- Knowledge of Accounting Principles, fund accounting, general banking and funds transfers
- Personnel management concepts, techniques and application
- Knowledge of Local Budget Law

QUALIFICATIONS:

MANDATORY REQUIREMENTS

- A minimum of (2) two years of supervisory experience
- Possess high school diploma or GED.
- Course training in accounting and management
- Knowledge of regular computer use and programs
- Communicate and supervise personnel to ensure smooth and efficient operations.
- Ability to work with, and at the direction of, the District's Board of Commissioners
- Maintain a high level of communication with other entities such as Douglas County, ODOT, State agencies and other pertinent agencies.
- Ability to represent the District in a professional, knowledgeable manner at all times
- Learn the District's billing software and auxiliary programs such as Backflow Prevention

DESIRABLE REQUIREMENTS

- Analyze and coordinate a variety of complex operations.
- Ability to perform and track detailed work involving written and numerical data
- Maintain appropriate records, ledgers and accounts
- Make independent determinations on the basic accounting and business issues of the District

PHYSICAL DEMANDS OF THE JOB

- While performing duties of this position, employee is frequently required to sit, communicate, reach, manipulate and operate office equipment and files. Duties involve occasionally moving materials by hand that may weigh up to 50 pounds.

WORKING CONDITIONS

- The office environment is totally indoors, however there is exposure to some minor equipment noise.

SUPERVISORY RESPONSIBILITIES

- Responsible for all office employees and any seasonal or part-time employees.
- In the absence of the Plant Superintendent, responsible for supervision of plant staff

The above description covers the most significant duties performed but is not intended to reflect all duties necessarily performed within this job description.

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Foreman - Salary

	2019-2020 scales	2018-2019 scales		2019-2020 scales	
Agency	HWPUD	Seal Rock WD	K-GB-LB WD	Winston-Dillard	Roberts Creek
Job Title	Water Operator	Operator 2	Operations Manager	Foreman	Foreman
Licensing	Treatment 2 + Filter endorse, Distribution 2	Distribution 2	Treatment 1, Distribution 2, Collection 2	Distribution 2, Treatment 1, Cross Conn	Treatment 2, Distribution 2
# of Steps	10	15	15	6	10
Low	\$40,560	\$50,315	\$47,988	\$52,822	\$52,997
High	\$69,372	\$71,094	\$67,812	\$69,791	\$69,190

K-GB-LB Operations Manager works in both water and wastewater operations, and works in treatment, distribution, and collection

FOREMAN A

This position, in the absence of the Plant Superintendent, will oversee the daily operations of the plant and field maintenance, distribution and operation. This employee will also oversee the crew on a daily basis. Duties assigned to this position are performed with a great degree of independence and judgment.

ESSENTIAL JOB FUNCTIONS:

- In the absence of the Plant Superintendent, this position will oversee the daily operations of the plant and field maintenance, distribution and operation. This requires a keen knowledge of all aspects of the water treatment and distribution systems.
- Oversee the service crew in the maintenance, construction and repair of the water system.
- Perform routine maintenance, construction and repair such as installation of meter service connections, fix leaks, service vehicles, dig ditches, lay pipe, check plant/ pump stations/ tank sites as necessary.
- Operate heavy-duty equipment such as a backhoe, VacTron and dump truck as well as light-duty gas-powered equipment. Must be able to train crew in operation of the same.
- Perform One-Call locates of District's lines, take and deliver water samples for testing, troubleshoot problems, read meters.
- Establish and maintain the District's safety program.
- Employees in this position may be expected to serve their turn as the on-call employee on weekends and holidays on a rotational basis.
- This position is subject to call-back, overtime and weekend/holiday emergency call-outs and call duty. Work environment may cause exposure to dust, pollen, chemicals, water and other fluids.
- Acquire and maintain knowledge to back up the Plant Superintendent in the following:
 - State-mandated drinking water test requirements
 - Preparation of the operations annual budget
 - Safety laws and requirements for water district

QUALIFICATIONS:

MANDATORY REQUIREMENTS

- Possess high school diploma or GED.
- Possess valid Oregon CDL.
- Possess a State of Oregon DI certification.
- Obtain a State of Oregon WTI certification.
- Obtain a State of Oregon WTII certification within two years of employment
- Obtain a State of Oregon DII certification within two years of employment
- Knowledge of tools, materials, terms and operations used in the construction, maintenance, repair and operation of a water treatment system.
- Operation and service of heavy equipment and vehicles
- Work closely with Plant Superintendent; maintain good relationship with co-workers
- Estimate scope of all work assignments; secure materials necessary to complete each job.
- Ability to represent the District in a professional, knowledgeable manner at all times.
- Perform and oversee the service crew in a wide variety of maintenance and repair issues

DESIRABLE REQUIREMENTS

- In addition to high school diploma or GED, four years additional training in water treatment, water distribution and related fields is desirable.
- Knowledge of tools, terms and procedures used in the construction, maintenance, repair and operation of a water treatment system.
- Knowledge of local, county, State and Federal laws, rules, policies, regulations and procedures relating to the water industry.
- Communicate with supervisor and co-workers to ensure smooth and efficient operations.
- Ability to work with local, county, state and federal entities; co-ordinate information on line projects, maintenance, etc.

PHYSICAL DEMANDS OF THE JOB

- While performing duties of this position, employee is frequently required to sit, communicate, reach, manipulate objects/tools/controls, operate vehicles and equipment, and climb in and out of vehicles and field recesses. Duties involve occasionally moving materials by hand that may weigh up to 100 pounds.

WORKING CONDITIONS

- Indoor/outdoor conditions are somewhat less desirable than those typically found in an office working environment. There is exposure to equipment and equipment noise, chemicals, high voltage, road hazards, inclement weather, etc. This position is subject to emergency on-call response after normal duty hours.

SUPERVISORY RESPONSIBILITIES

- This position does not supervise any other employees except in the absence of the Plant Superintendent.

The above description covers the most significant duties performed but is not intended to reflect all duties necessarily performed within this job description.

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Plant Operator - Salary

	2019-2020 scales	2018-2019 scales		2019-2020 scales	
Agency	HWPUD	Seal Rock WD	K-GB-LB WD	Winston-Dillard	Roberts Creek
Job Title	Water Operator 2	NA	Senior Operator	Plant Operator	Plant Operator
Licensing	Treatment 2, Distribution 2 + filter endorse	NA	Treatment 1, Distribution 2, Collection 2	Treatment 2, Distribution 1	Treatment 2, Distribution 1
# of Steps	10	15	15	6	10
Low	\$48,503	NA	\$47,988	\$47,644	\$46,733
High	\$75,243	NA	\$67,812	\$63,948	\$60,973

HWPUD does not have dedicated Plant Operator, their Water Operators' duties consist of plant and field operations

Seal Rock Does not currently treat its own water, currently purchases water and distributes

K-GB-LB Senior Operator works in both water and wastewater functions, and works in treatment, distribution and collection

PLANT OPERATOR

Employees in this position will oversee the operation and maintenance of the treatment plant and may perform tasks in the operation, maintenance and repair of the water system buildings, equipment and distribution. This position does not supervise any other employees.

ESSENTIAL JOB FUNCTIONS:

- Responsible for water systems operations as related to the treatment plant.
- Check, analyze, determine and maintain the plant's chemical settings
- Perform and oversee the maintenance of the water treatment system.
- Maintain accurate records of the treatment system as required by the EPA and Oregon State Health Department, Drinking Water section.
- Maintain highly-recognized safety policies in accordance with OSHA standards, and troubleshoot problems in all areas as needed.
- May be required to perform routine maintenance, construction and repairs such as the installation of meter service connections, fixing leaks/service vehicles/equipment, dig ditches, lay pipe, check the plant/pump stations/tank sites as needed.
- Prepare and track inventory; prepare purchase orders and work orders.
- Computer knowledge of Word, Excel, Auto Cad, e-mail, PLC's and Wireless Telemetry.
- Develop and maintain cooperative and respectful relationship with staff, co-workers and supervisor.
- Employees in this position are expected to serve their turn as on-call employees on weekends and holidays on a rotational basis.

QUALIFICATIONS:

MANDATORY REQUIREMENTS

- Possess high school diploma or GED.
- Possess valid Oregon driver's license.
- Obtain a State of Oregon WTI certification.
- Obtain a State of Oregon WTII certification within two years of employment.
- Obtain a State of Oregon DI certification within two years of employment.
- Knowledge of chemicals as well as chemical and physical processes involved in water treatment.
- Ability to represent the District in a professional, knowledgeable manner at all times.
- Maintain effective records

DESIRABLE REQUIREMENTS

- In addition to high school diploma or GED, additional training in water treatment, water distribution and related fields is desirable.
- Knowledge of tools, terms and procedures used in the construction, maintenance, repair and operation of a water treatment system.
- Knowledge of local, county, State and Federal laws, rules, policies, regulations and procedures relating to the water industry.
- Communicate with supervisor to ensure smooth and efficient operations.
- Ability to perform manual labor.
- Maintain a high level of communication with other entities such as the State of Oregon, DEQ, Douglas County, and other pertinent agencies.

PHYSICAL DEMANDS OF THE JOB

- While performing duties of this position, employee is frequently required to sit, communicate, reach, manipulate objects/tools/controls, operate vehicles and equipment, and climb in and out of vehicles and field recesses. Duties involve occasionally moving materials by hand that may weigh up to 100 pounds.

WORKING CONDITIONS

- Treatment plant environments make conditions somewhat less desirable than those typically found in an office working environment. There is exposure to equipment noise, chemicals, high voltage, inclement weather, etc. This position is subject to emergency on-call response after normal duty hours.

SUPERVISORY RESPONSIBILITIES

- This position does not supervise any other employees and has no supervisory duties.

The above description covers the most significant duties performed but is not intended to reflect all duties necessarily performed within this job description.

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Water Utility II - Salary

	2019-2020 scales	2018-2019 scales		2019-2020 scales	
Agency	HWPUD	Seal Rock WD	K-GB-LB WD	Winston-Dillard	Roberts Creek
Job Title	Operator 1	Operator 1	System Operator	Utility II	Utility II
Licensing	Treatment 2, Distribution 2 + filter endorse	Distribution 2	Treatment 1, Distribution 2, Collection 2	Treatment 2, Distribution 2	Treatment 1, Distribution 1, Cross Conn
# of Steps	10	15	15	6	10
Low	\$36,873	\$29,078	\$41,735	\$40,885	\$40,450
High	\$57,204	\$41,184	\$58,968	\$53,467	\$52,779

UTILITY II

Employees in this position may serve as servicemen for the District Office. They may perform semi-skilled work in the construction, repair and operation of the water treatment system, buildings, equipment and grounds, plus related work as required.

ESSENTIAL JOB FUNCTIONS:

- Perform such duties as reading meters, unlocking meters, locking off non-pay accounts, checking for leaks, and other duties as required.
- Perform routine maintenance, construction and repair such as installation of meter service connections, fix leaks, service vehicles, dig ditches, lay pipe, check plant/ pump stations/ tank sites as necessary.
- Operate light duty service trucks and light-duty gas-powered equipment.
- May perform locates of District's lines, troubleshoot problems, read meters.
- May conduct backflow inspections and make recommendations to supervisors.
- Employees in this position may be expected to serve their turn as the on-call employee on weekends and holidays on a rotational basis.
- This position is subject to call-back, overtime and weekend/holiday emergency call-outs and call duty. Work environment may cause exposure to dust, pollen, chemicals, water and other fluids.
- Knowledge of the layout and mechanics of the District's water distribution system.

QUALIFICATIONS:

MANDATORY REQUIREMENTS

- Possess high school diploma or GED.
- Possess valid Oregon driver's license.
- Possess a State of Oregon WTI certification.
- Obtain a State of Oregon DI certification within two years of employment.
- Obtain and maintain a Backflow Inspector's Certification within one year of employment.
- Knowledge of tools, materials, terms and operations used in the construction, maintenance, repair and operation of a water treatment system.
- Operation of equipment, light-duty trucks and small gas-powered equipment.
- Ability to perform manual labor in varying climactic conditions, repair lines, read meters
- Ability to represent the District in a professional, knowledgeable manner at all times.

DESIRABLE REQUIREMENTS

- In addition to high school diploma or GED, additional training in water treatment, water distribution and related fields is desirable.
- Knowledge of tools, terms and procedures used in the construction, maintenance, repair and operation of a water treatment system.
- Knowledge of local, county, State and Federal laws, rules, policies, regulations and procedures relating to the water industry.
- Communicate with supervisor to ensure smooth and efficient operations.

PHYSICAL DEMANDS OF THE JOB

- While performing duties of this position, employee is frequently required to sit, communicate, reach, manipulate objects/tools/controls, operate vehicles and equipment, and climb in and out of vehicles and field recesses. Duties involve occasionally moving materials by hand that may weigh up to 100 pounds.

WORKING CONDITIONS

- Indoor/outdoor conditions are somewhat less desirable than those typically found in an office working environment. There is exposure to equipment and equipment noise, chemicals, high voltage, road hazards, inclement weather, etc. This position is subject to emergency on-call response after normal duty hours.

SUPERVISORY RESPONSIBILITIES

- This position does not supervise any other employees and has no supervisory duties.

The above description covers the most significant duties performed but is not intended to reflect all duties necessarily performed within this job description.

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Office Assistant/Utility Clerk - Salary

	2019-2020 scales	2018-2019 scales		2019-2020 scales	
Agency	HWPUD	Seal Rock WD	K-GB-LB WD	Winston-Dillard	Roberts Creek
Job Title	Billing Clerk	AR/Billing Clerk	Customer Svc/AR/ Utility Billing	Utility Billing Clerk	Office Assistant/ Utility Clerk
# of Steps	10	15	15	6	10
Low	\$25,829	\$29,078	\$34,980	\$33,461	\$35,035
High	\$44,177	\$41,184	\$49,428	\$43,339	\$45,758



OFFICE ASSISTANT/UTILITY CLERK

\$2,920 - \$3,813 / Month

JOB SUMMARY

This position performs utility management and clerical support services at the District's office and works under the supervision of the District's Office Manager.

GENERAL JOB DUTIES

- Assist the public in person, by telephone, fax, e-mail and written correspondence
- Answer routine questions and provide readily available information
- Receive and deliver messages for department personnel and Board of Commissioners
- File records and pertinent materials
- Manage water utility accounts, which includes:
 - collect/record payments and issue receipts
 - enter relevant data into billing management software and spreadsheets
 - maintain accounts receivable
 - setting up new water accounts
 - process new connections/remove services
 - close accounts and prepare final billing
 - process and review meter readings
 - process water billings
 - process past-due and disconnect processes
 - perform collection processes
 - process service orders and work orders
- Perform office open and close procedures
- Prepare daily bank deposit
- Maintain and track the Cross-Connection files, service orders, payment accommodations
- Track inventory of office supplies
- Receive, date stamp and distribute mail
- Type District safety meeting and Board meeting minutes
- Assist in maintaining District website
- Supply clerical support to the plant when needed
- Perform other duties as determined necessary to accomplish the work of the District
- Attend training and seminars as needed

MINIMUM QUALIFICATIONS

- Possess high school diploma or GED
- 2 years of job-related experience
- Excellent customer service skills
- Good computer skills and proficiency in programs such as MS Office 365 (Word, Excel, Outlook, etc.)
- Good grammar, spelling and math skills
- Ability to maintain a high-level of communication with both office and operations personnel to ensure smooth and efficient operations
- Ability to multi-task
- Ability to handle difficult or upset customers
- Ability to represent the District in a professional, knowledgeable manner
- Ability to learn and become proficient in the District's utility management and cross-connection software

PREFERRED QUALIFICATIONS

- Associate degree in business, accounting, or related field
- Ability to analyze and coordinate a variety of complex operations
- Ability to perform and track detailed work involving written and numerical data
- Experience in accounts receivable, accounts payable, and maintaining appropriate ledgers
- Computer knowledge of utility management software

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational and prioritization skills
- Strong verbal and written English communication skills (reading, writing, listening)
- Possess strong professional tact and phone etiquette
- Strong interpersonal, relationship-building and critical thinking skills
- Ability to operate telephones, copier, fax, scanner and computers
- Ability to learn and implement District ordinances, resolutions, policies and procedures
- Commitment to cultivate a welcoming environment with a positive attitude
- Ability to sit for long periods of time, reach, manipulate and operate office equipment and files. Duties involve occasionally moving materials by hand that may weigh up to 50 pounds

SUPERVISORY RESPONSIBILITIES

- This position does not supervise other employees

**Roberts Creek Water District is an Equal Opportunity Employer.
Veteran Preference applies.**

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Other Compensation/Benefits

Benefit Type	HWPUD	Seal Rock	K-B-LB WD	Winston Dillard	Roberts Creek
COLA	Reviewed Annually	Annual, matches Social Security	Annual, CPI avg All-Cities	Reviewed Annually	Reviewed Annually
Vacation	80 hrs (0-2 years), 96 hrs (2-5 years), 120 hrs (6-10), 160 hrs (11-15), 180 hrs (16+); payable up to 240 hrs upon leaving	Annual leave accrual: 96 hrs (0-1 yr), 136 hrs (2-4 yrs), 176 hrs (5+); pays out PTO upon leaving	80 hrs (1-5 yrs), 120 hrs (6-10 yrs), 160 hrs (11-19 yrs), 200 (20+); pays out vaction upon leaving	40 hrs (1 yr), 80 hrs (2 yrs), 120 hrs 5 yrs), 160 hrs (10 yrs), 200 hrs (15 yrs), 240 hrs (20 yrs); does not rollover, must use 50% of accrued vacation before paid out	40 hrs (0-1 yr), 80 hrs (2-5 yrs), 120 hrs (6-10 yrs), 160 hrs (10+); max accrual 200 hrs; paid out at termination
Sick leave	8 hrs/month	Combined w/ PTO	8 hrs/month	8 hrs/month; years 1-3 max accrual 96 hrs, no max thereafter	8 hrs/month; no max accrual, may donate to another EE but must maintain min 80 hrs
Holiday	10 per year	12 per year	11 per year	12 per year	11 per year
Bereavement	3 paid days	5 paid days	3 paid days	NA	3 paid days
Health Insurance Premiums	100% paid for EE, 50% paid for family	100% paid, including family	90% paid, including family	100% paid, including family	100% paid, including family
Health insurance Deductibles	\$300	\$1,000 but reimbursed \$500 if go over \$500	\$500 per person	\$2,000 individual	\$2,000 individual
Insurance Opt-out Incentive	No	No	No	50% of premium cost paid to EE	No

**RCWD COMPENSATION ANALYSIS
APRIL 2020**

Other Compensation/Benefits

Benefit Type	HWPUD	Seal Rock	K-B-LB WD	Winston Dillard	Roberts Creek
Health Insurance After Retirement	Yes, paid by EE	Yes, paid by EE	Yes, paid by EE	Yes, paid by EE	Yes, paid by EE
Life Insurance	100% paid, \$10,000	100% paid, \$10,000	90% paid, \$50,000	100% paid, \$20,000	100% paid, \$20,000
STD	100% paid	No	No	No	100% paid
LTD	100% paid	No	90% paid	No	100% paid
Retirement	5% match to Nationwide	PERS	9% contribution to Nationwide	PERS	12% contribution to Edward Jones
On-call Pay	Yes, for non-salary (1 hr for every 10 on-call, not OT)	Yes, for GM and Office Manager (1 hr for every 8 on-call)	Yes, for all EE (1 hr OT pay, or 1.5 hr Comp; 4 hr OT or comp for Sat & Sun)	\$25/day or 1 hr Comp, 1 hr for PC/Tablet response, 2 hr for in-person response; Following Friday off after weekend Plant duty	Field personnel, 1 hr weeknights & 1.5 hr Sat/Sun/Holiday; Call-out 2 hr min; May be paid or comp
Phones	Required for all	Required for GM and field crew Some receive work phones, others \$29.95/mo	Carried by Superintendent when on duty	Not required	\$50/month allowance for all except Office Assistants
Other	Clothing provided and reimbursed	2.5% bonus incentive AFLAC Clothing provided	AFLAC	OSGP- 457 Plan, s125 Plan	HRA Veba \$2,000 per year Allstate: Accident & Critical Illness

April 10, 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, it is our understanding that project costs for this work will be shared by your two organizations, with Roberts Creek Water District serving as the contracting agency. Based on this understanding, we have anticipated the consulting services agreement will be with Roberts Creek Water District and RCWD will bill Green Sanitary District 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' Board of Commissioners 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 will serve as the managing agency for these planning efforts, with resources and costs shared between RCWD and GSD. 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 10, 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.

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

Fee for Services: *The fee for services provided in this proposal is not to exceed \$8,000.00*

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

This agreement is entered into between the Special Districts Association of Oregon (SDAO) and the Roberts Creek Water 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 \$8,000.00 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

GALLONS
PUMPED

22,848,433

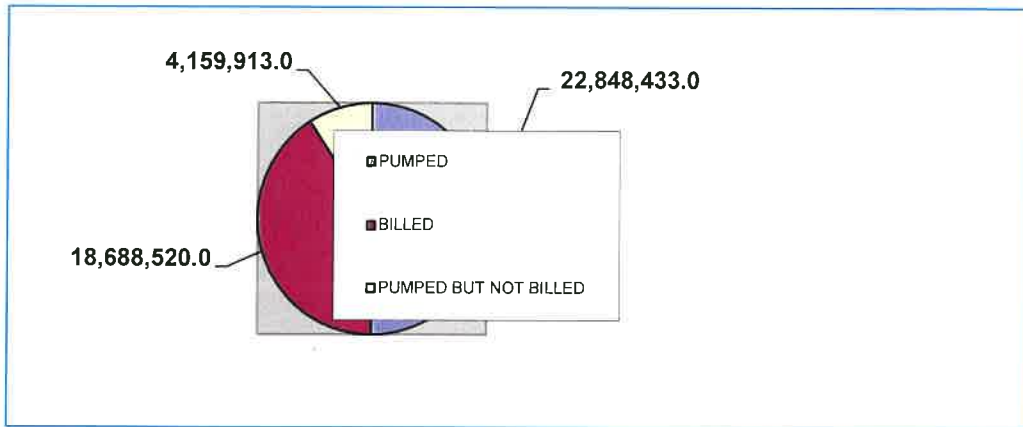
GALLONS
BILLED

18,688,520

PUMPED BUT NOT BILLED

4,159,913

Mar-20



30 DAYS IN BILLING CYCLE: 2/10/20 TO 3/10/20

Repairs, leaks, etc. rendering unverifiable consumption

2/4/20 4364 DE PRIEST ST REPAIR SERVICE

2017-2018	DIFFERENCE	2018-2019	DIFFERENCE	2019-2020	DIFFERENCE
JULY	9,925,299	JULY	15,253,956	JULY	13,180,552
AUGUST	10,291,059	AUGUST	13,710,011	AUGUST	15,221,381
SEPTEMBER	16,319,222	SEPTEMBER	13,099,601	SEPTEMBER	2,593,950
OCTOBER	7,931,991	OCTOBER	12,167,360	OCTOBER	4,067,500
NOVEMBER	12,165,401	NOVEMBER	10,345,186	NOVEMBER	8,405,350
DECEMBER	8,565,533	DECEMBER	11,622,757	DECEMBER	4,945,269
JANUARY	7,934,905	JANUARY	10,352,621	JANUARY	2,692,992
FEBRUARY	9,346,538	FEBRUARY	10,484,214	FEBRUARY	4,283,240
MARCH	5,885,652	MARCH	5,357,511	MARCH	4,159,913
APRIL	10,291,349	APRIL	8,834,702	APRIL	
MAY	10,343,287	MAY	9,034,888	MAY	
JUNE	8,942,550	JUNE	11,415,960	JUNE	

Roberts Creek Water District

Superintendents Report

April 2020

Due to the current issues revolving around 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 uncertain of the timeline on some projects, due to things out of our control, but are trying to keep things business as usual, the best we can.

We are working on our next years budget, and I would like to discuss some options regarding membrane replacement in one of our cells. We still have not heard back from the Oregon Health Authority regarding this, but we hope to have some answers, before our final budget.

The contracts regarding the Carnes Rd. sidewalk improvements have been signed and delivered to the County and I.E. Engineering for the design work for our service replacements and water main conflicts with the proposed storm sewer.

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