



AFFILIATED INTEREST CONTRACT APPLICATION

Instructions: All applications submitted to the Commission must be filed electronically with the Commission's Filing Center. Documents may be electronically filed by sending the filing as an attachment to an electronic mail message addressed to the Commission's Filing Center at puc.filingcenter@state.or.us.

DATE: December 10, 2021

COMPANY NAME: Roats Water System, Inc.
ADDRESS: 61147 Hamilton Lane
CITY, STATE, ZIP: Bend, OR 97702

RE: **Roats Water System, Inc.**, (*Name of Company*) Affiliated Interest Application
with **Michelle Roats Berg** (*Affiliate Name*) pursuant to ORS 757.495 and OAR
860-036-2210

This affiliated interest application is submitted in the manner and form indicated by OAR 860-036-2210.

INFORMATION REQUIREMENTS

- (a) The applicant's exact name and the address of its principal business office;
(*Utility's exact name and address.*)

Roats Water System, Inc.
61147 Hamilton Lane
Bend, OR 97702

- (b) The name and address of the person authorized on the water utility's behalf, to receive notices, inquiries, and communications regarding the information;

William K Roats
61147 Hamilton Lane
Bend, OR 97702

- (c) A statement describing the relationship between the water utility and the contracting entity as defined by ORS 757.015 and 757.490;

Michelle Roats Berg is a Roats Water System, Inc., shareholder and an at-will W2 employee. As an employee of the company, she receives a salary, vacation and sick benefits, 100% health/dental/vision insurance coverage and the 3% 401K company contribution match.

See confidential attachment for shareholder salaries, benefit amounts and 401K company contribution match.

Michelle Roats Berg is the Roats Water System, Inc., office manager. She is also a certified an OHA Cross Connection Specialist. Her primary responsibilities include but are not limited to:

- Manage and supervise administrative duties of company office functions.
- Directly manage all team members, including training, assigning and directing work, evaluating performance, disciplining as necessary, and addressing employee concerns and grievances.
- Responsible for company human relations management.
- Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews, assisting with professional development, and making recommendations for employee separations, promotions or special assignments.
- Manage recruitment of new employees, including interviewing and making hiring recommendations/decisions and compensation recommendations.
- Disseminate, implement, and enforce organization and team standards, policies and procedures, including providing proper guidance to those carrying out related duties.
- Develop office policies and procedures and ensure implementation as appropriate.
- Supervises daily office-and-field staff planning, coordination and operations.
- Customer Service and utility billing supervisor – plan, organize, supervise and direct the work of Customer Services and Utility Billing .
- Manage IT infrastructure and contracted vendor.
- Identify opportunities for process and office management improvements and design and implements new systems.
- Analysis and manages operations including bookkeeping, payroll, billing, and other related company functions.
- Communications and public relations manager.
- Primary liaison for government, public agency program and compliance management.
- Evaluates complex technical and/or financial information and alternatives related to policy development and strategic planning.
- Cross Connection Control program manager and OHA certified Cross Connection Specialist.
- Supervises company's cross connection control program in compliance with Federal and State rules and regulations.
- Provides administrative support as necessary to President/Company Owner
- Supports budget development and monitoring, and other fiscal and purchasing/procurement-related tracking and recording.
- Assumes accountability for all expenses within office management umbrella.
- Addresses complex, sensitive or escalated customer issues.

- Ensures adherence to policies, procedures and accurate work.
- Implements special projects as required.
- Complies with safety requirements of the position and actively promotes safe work practices.
- In an emergency event or an officially declared State of Emergency, responds as directed to ensure the restoration of essential public services, facilities and infrastructure.
- Other related duties as assigned.

Cross connection program management

(d) The amount, kind, and ratio to total voting securities held, if applicable;

11 shares

(e) A list of all officers and directors of the affiliated interest who are also officers or directors of the applicant;

William Keller Roats
Shirley Elaine Roats
William Casey Roats
Michelle Roats Berg

(f) The pecuniary interest, directly or indirectly, of any officer or director who is a party to the contract;

None. No dividends are currently being paid.

(g) A description of the goods or services to be provided, the cost incurred in providing each of the goods or services, the market value of the goods or services if different from the costs, and the method or methods proposed for pricing those goods or services;

None. Currently a W2 employee of Roats Water System, Inc.

(h) An estimate of the amount the water utility will pay annually for the goods or services and the accounts in which it will record the charges;

None.

(i) The reasons, in detail, relied upon by the water utility for procuring the proposed goods or services from the affiliate and benefits, if any, utility customers and the general public will derive from the provision of goods or services,

None.

- (j) A description of the procurement process and the reasons, in pertinent detail appropriate to the complexity of the procurement, relied upon by the water utility for procuring the proposed goods or services without a competitive procurement process, if such a process is not used.

None.

- (k) Transfer prices in contracts or agreements for the procurement of goods or services under competitive procurement shall be presumed to be the market value, subject to evaluation of the procurement process;

None.

ATTACHMENTS

- (l) A copy of the proposed contract or agreement between the water utility and the contracting entity; and

None

- (m) Copies of all resolutions of directors authorizing the proposed transactions and, if stockholders' approval has been obtained, copies of the resolutions approved by the stockholders.

None

For the reasons set forth above, Roats Water System, Inc., (Company Name) respectfully requests that the Commission issue an order approving the affiliated interest contract between , Roats Water System, Inc., (Company Name) and **Michelle Roats Berg** (*Affiliate Name*), pursuant to the provisions of ORS 757.495 and OAR 860-036-2210.

DATE: 12/10/21

NAME OF COMPANY: Roats Water System, Inc.

/s/ William K Roats
(SIGNATURE OF AUTHORIZED PERSON)

William K Roats
(PLEASE PRINT NAME)

Owner/President
(TITLE)