



**ROATS**  
WATER SYSTEM

February 28, 2024

Public Utility Commission of Oregon  
Attn: Filing Center  
201 High Street S.E.  
P.O. Box 1088  
Salem, OR 97308-1088

**RE: UI 466 Amended Affiliated Interest Application Filing**

Roats Water System, Inc., submits this filing to include additional language related to annual salary increase. The new language is noted on page 2 of the amended application.

Sincerely,

William K. Roats  
Owner/President



## AMENDED AFFILIATED INTEREST CONTRACT APPLICATION

DATE: February 28, 2024

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

**RE:** UI466 - **Roats Water System, Inc.** (*Name of Company*) Amended 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 (MRB) 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.

CPI Annual Adjustment - The Company may escalate both the salary and compensation amounts on an annual basis at a percentage not to exceed the annual Consumers Price Index – All Urban Consumers (CPI-U) published by the U.S. Bureau of Labor Statistics (BLS).

MRB’s salary was incrementally increased in October 2022 to reflect allowed annual CPI increase, comparable employment positions, AWWA Small System compensation comparisons, cost of living in Bend, Oregon while also considering potential burden to customers and company financials.

Below for increased salary, health insurance benefits, and 401K company contribution match.

**Oct 1, 2022 - Sept 30, 2023**

	<b>Salary</b>	<b>Health Insurance Benefits</b>	<b>Company 401K Contribution</b>
Michelle Roats Berg	\$ [REDACTED]	\$ [REDACTED]	\$ [REDACTED]

RWS amended the payroll schedule in December of 2022 to change the monthly payroll run date from the first of the month to the last day of the month. There were 2 payroll runs in December 2022. In the timeframe of Oct 2022 to Sep 2023, this resulted 13 payroll runs instead of 12. The actual annual salary for Michelle Roats Berg is [REDACTED] with 3% company match being [REDACTED] each in a 12 month period.

MRB was promoted in October 2022 to be the Roats Water System, Inc., general manager. She is also certified as an OHA Cross Connection Specialist. Her primary responsibilities have increased since the initial filing of her approved affiliated interest agreement to include but are not limited to:

- Responsible for office and field administration, planning, reporting, and policy administration. Hires and terminates employees and determines compensation. Responsible for public relations and compliance policies. Reports directly to CEO/President, board of directors and supervises contracts, office, distribution, and operations employees.
- 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 contract vendor.
- Identify opportunities for process and office management improvements and design and implement new systems.
- Analysis and manages daily 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.
- Supports budget development and monitoring, and other fiscal and purchasing/procurement-related tracking and recording.
- Assumes accountabilities for all expenses within company management.
- 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.

Additionally, MRB has the following skills and experience for the General Manager position:

- Skilled in all functions of the main office management process, employee team management, compliance, programs, and operation management.
- Nearly 20 years in the fields of event management, marketing, and public relations.
- Skilled in managing company operations and procedures, fiscal management, project management, employee management and is an experienced public relations manager.

- Manages special projects including the Company's master plan, water management and conservation plan, mitigation credit management, cross connection testing and maintenance program, City of Bend permit processing, serves as the Oregon Health Authority contact to manage routine sample testing, health surveys, etc., and other various projects.
- Able to fulfill the role of any main office employee who is out-of-office due to sickness or vacation.
- Certified Cross Connection Specialist (2019 – present).
- Bachelors of Science degree majoring in Communications earned from Oregon State University.

(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., respectfully requests that the Commission issue an order approving the affiliated interest contract between, Roats Water System, Inc. and **Michelle Roats Berg** pursuant to the provisions of ORS 757.495 and OAR 860-036-2210.

DATE: 02/28/2024

NAME OF COMPANY: Roats Water System, Inc.

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

William K Roats  
*(PLEASE PRINT NAME)*

Owner/President  
*(TITLE)*