

**MINUTES OF THE  
BUDGET COMMITTEE MEETING AND  
REGULAR BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
May 11, 2017**

President Tracey Parker called the budget committee meeting to order at 5:41 pm. Present were Commissioners Phil Bigler, Carolyn White, Tom Fullbright, and Steve Lusch. Also present were Budget Committee members Shirley McSperitt, Ron Curry, Gary Schroeder, Patricia Cross, and Kat Stone. Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford were also present.

After introductions, President Parker called upon the budget committee to nominate a chairperson and secretary for the budget meeting. Committee member Shirley McSperitt nominated Commissioner Fullbright as Chairperson. Commissioner Fullbright declined, and subsequently nominated member Ron Curry. Commissioner Lusch seconded the motion. Approval was unanimous. Commissioner Fullbright nominated Office Manager David Campos as the meeting secretary. Commissioner Bigler seconded the motion, and approval was unanimous.

Office Manager and Budget Officer David Campos delivered the Budget Message. Chairperson Curry then commenced the review of the budget detail. Shirley McSperitt had several questions regarding the budgeted expenditures, which were answered by David Campos and Superintendent Alan Paulson. Following committee discussion and comments, Commissioner Fullbright made a motion to approve the 2017-18 budget, as proposed. Commissioner White seconded the motion. Approval was unanimous.

The Board thanked the members of the Budget Committee for their input and the committee members, with the exception of Shirley McSperitt, exited the meeting.

President Parker called the regular Board meeting to order at 6:43 pm. Visitors Guy Kennerly and Misty Pickle presented the proposed health insurance renewal for the 2017-18 year. The current SDIS plan had very little changes in coverage, with only a 1.5% increase in premium. The Board was pleased with the rates and the current plan. Misty also presented an option through SDIS for supplemental Life/Short-Term Disability/Long-term Disability/Accidental Death and Dismemberment insurance. The District currently has a supplemental insurance plan through UNUM. The SDIS plan varied slightly, with some aspects of the coverage better and some slightly less beneficial, when compared to the UNUM plan. The quoted premium for the SDIS plan was lower than the UNUM plan. After a brief discussion, Commissioner Bigler made a motion to renew the existing medical and dental insurance plans and switch the

supplemental insurance plan from UNUM to SDIS with the \$20,000 life insurance option. Commissioner White seconded the motion, and approval was unanimous.

Commissioner Fullbright made a motion to approve the water availability applications for Thomas Holcomb at 161 Green Siding Rd and Ron and Janet Milton (Rising River RV Park at 5579 Grange Rd. Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Fullbright made a motion to approve the combined April minutes, financials and accounts payable. Commissioner Lusch seconded the motion, and approval was unanimous.

Office Manager David Campos gave his monthly report. He presented Resolution R-2017-05-01 to the Board for approval. R-2017-05-01 authorizes an interfund transfer of \$38,000 in the Capital Projects Fund. The \$38,000 will reduce budgeted capital outlay expenditures and increase debt service expenditures by \$38,000. This transfer will accommodate for the new semi-annual interest payment in June, resulting from the treatment plant upgrade loan refinance. Commissioner Fullbright made a motion to adopt Resolution R-2017-05-01. Commissioner Lusch seconded the motion, and approval was unanimous.

David presented a suggestion to the Board to increase the fee the District pays to certified backflow testers for non-compliant customer tests. David noted that the fee of \$40 has not changed since at least 2009. David also added that most backflow testers now charge at least \$45. Commissioner Bigler made a motion to increase the fee paid to \$45. Commissioner Lusch seconded the motion, and approval was unanimous.

David is looking is looking into having the parking lot sealed and striped. He will also look into having the outside of the office re-painted.

The office is working with BMS Technologies to get the new bills set up. The office is having issues with the export capabilities of the billing software. David also hopes to have the new District website live by next month. Commissioner Fullbright noted that the Budget Committee was surprised by how much David has accomplished in his first year and commended David on his performance thus far.

David informed the Board that he will be attending the Governmental Auditing and Accounting Conference this month in Eugene. This conference counts towards David's continuing education requirements and helps him keep updated on accounting standards. David reminded the Board that he budgeted extra for education in case any Board members wanted to attend annual conferences such as the SDAO conference.

Superintendent Alan Paulson gave his report. He informed the Board that Fire District No. 2 did some on-site rescue training at the treatment plant.

Alan informed the Board that Douglas County will be potentially selling 5 acres of property near Ingram Drive. There is a lien against the property for Special SDC's related to the Ingram Drive improvements. A Special SDC also applies for the Speedway Tank. The District has a loan payable to Douglas County from the construction of the tank. When the District collects proceeds from the Tank SDC, the funds are to be remitted to the County to repay the loan. In order to facilitate the sale, we are proposing that the County forward the SDC proceeds from the sale to the District. In return, the District will remit a check back to the County for the loan payment. This is the most logical approach and makes for transparent bookkeeping.

Alan also brought to the Board's attention that there is an issue with a meter at 200 Grant Smith Rd. When Taco Bell purchased the property, there was a stipulation in the sale that allowed the seller, Hideaway Holdings, to retain the rights to the meter along with an easement. Although this goes against District ordinance, we are suggesting that we move the meter across the street, allowing Hideaway Holdings to keep the meter, and thus eliminate the old deep line adjacent to Love's. Commissioner Bigler made a motion to make an exception and move the meter for Hideaway Holdings to the tax lot specified by the owner. Commissioner Fullbright seconded the motion, and approval was unanimous.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:27pm and Dan Radford was excused from the meeting. President Parker called the regular Board meeting back into session at 7:37pm.

There being no further business before the Board, Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:27 p.m.

  
Commissioner  
Roberts Creek Water District

  
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