

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
January 10, 2019**

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

Commissioner Bigler made a motion to approve the following leak adjustment requests:

LEAK ADJUSTMENT REQUEST

Charles Seaton 299 Grant Smith 001415-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 2018	35,300	\$ 122.75	$\$122.75 - 31.55 = \$91.20 / 2 =$
Dec 2017	3,000	\$ 31.55	\$ 45.60 credit

Commissioner Lusch seconded the motion and approval was unanimous.

Commissioner Bigler made a motion to approve the December minutes, December/January payables, and December/YTD financial statements. Commissioner Lusch seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David stated that the new copiers have been installed, including separate print drivers for color and black printing. The new copiers are working out well.

David met with Guy Kennerly at Umpqua Insurance to review the Property and Liability Insurance renewal for 2019. There were very few changes to the policy, and the premium increase of \$1,644 was minimal. The modification rate on the workers comp policy is also decreasing due to the absence of recent claims. The Board was pleased with the news.

David presented the audited financial report for the 2017-2018 fiscal year. The audit was performed by Neuner & Davidson Co. David stated that the recent actuarial figures for Other Post Employment Benefit Obligations were not included in the financial statements. David felt that the calculated liability was not only immaterial to the financial statements, but the liability is more of an arbitrary number and will never be paid out by the District. The Board agreed with David. Overall, the District is in great financial shape. A brief discussion followed.

David stated that he will begin working with CUSI on the beginning stages of the billing software conversion.

David presented Resolution R-2019-01-01 for the Board to consider. Resolution R-2019-01-01 is a resolution to adopt public contracting rules and procedures, specifically with regards to personal service contracts. The resolution would permit the District to award personal service contracts directly, without competitive bidding. Commissioner Fullbright questioned whether management would be able to make the decision to award a contract on any dollar amount, or would there be a threshold. It was noted that the resolution contains a clause for the Board to designate a dollar threshold for management's authority to award contracts. After discussion, the Board agreed that management should have authority to award contracts up to \$25,000. Any contracts over \$25,000 will require Board approval. Commissioner White made a motion to adopt Resolution R-2019-01-01, adopting public contracting rules and procedures. Commissioner Bigler seconded the motion, and approval was unanimous.

David stated that the possibility of selecting a new IT contractor had been discussed. David also made an inquiry to the Oregon Government Ethics Commission as to whether a Board member can also be a contractor to the District, as Commissioner Bigler previously served as the District's IT provider before being appointed to the Board. According to the OGE, a Board Member may provide services as a contractor to the District as long as the conflict of interest is announced at District public meetings and the Board Member involved abstains from voting on contract awards of which Board Member is a potential recipient. Discussion followed. Commissioner Bigler stated that he does not necessarily recommend that he be selected as the District's IT provider, but he does recommend that the District seek other options for IT services. Commissioner Bigler also stated that he will abstain from discussion on selecting a new IT provider. President Parker asked if Commissioner Bigler would be willing to verify credentials for any potential IT provider, and Commissioner Bigler agreed that he would. Commissioner Bigler also reminded those present that he does have a day job and may not be readily available. David stated that he will research IT providers in the local area. After discussion, the consensus of the Board was that Commissioner Phil Bigler may perform IT services for the District while the District searches for a new IT provider. Commissioner Bigler abstained from the discussion and decision.

Superintendent Alan Paulson gave his report. There will be a pre-construction meeting on the 15th with Cradar Enterprises and the engineer for the DFPA hookup on Speedway Road.

Alan will be meeting with the engineer next week to discuss the new town tank.

During the recent power failure, the plant computers were affected because the existing power supplies did not work. With the power down, the computer with the program to run the plant was down. New power supplies will be ordered. Some network repairs were also

done and Terry Nelson is looking into new computers for the plant, and will assist in configuring the new setup. A short discussion followed.

Terry Nelson also programmed a new transducer at the plant. The old transducer in the clear well failed.

President Parker called the meeting into executive session at 6:40 pm in accordance with ORS 192.660(2)(b) to consider discipline of an employee.

President Parker called the meeting back into regular session at 6:45 pm.

For the good of the order, David asked the Board Members to create short bio's to be posted on the District website. David feels that this will help our users become familiar with our Board.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:52 pm.



Commissioner
Roberts Creek Water District



Commissioner
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