

**MINUTES OF THE
BUDGET COMMITTEE MEETING AND
REGULAR BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
June 11, 2020**

Vice President Steve Lusch called the budget committee meeting to order at 5:41 pm. Present were Commissioners Phil Bigler, Carolyn White, and President Tracey Parker. Also present were Budget Committee members Shirley McSperitt, Ron Curry, Michele Carlson, Gary Schroeder, Kat Stone, Budget Officer David Campos, Superintendent Alan Paulson, employee Dan Radford, and visitor Brenda Kingry. Commissioner Tom Fullbright was absent.

President Parker called upon the budget committee to nominate a chairperson and secretary for the 2020-2021 budget meeting. Commissioner Phil Bigler nominated Vice President Lusch as chairperson. Budget Committee member Shirley McSperitt seconded the motion. Approval was unanimous.

Office Manager and Budget Officer David Campos informed the Budget Committee that for delivery of the Budget Message, he can read the message, go over highlights, answer any questions on the message, or the Committee can just proceed on. The Committee opted to proceed on with the budget review. Chairperson Lusch then commenced the review of the budget detail. Committee member Shirley McSperitt stated that the narratives for the budget were terrific.

The Budget documents as proposed by the Budget Officer were presented as follows:

GENERAL FUND

Page 6 – Resources - \$2,828,500
Page 10 – Administrative Requirements - \$502,400
Page 14 – Operations Requirements - \$1,104,000
Page 16 – Capital Outlay, Debt Service, & Transfers - \$1,064,000
Page 16 – Contingency - \$75,000 – Unappropriated Fund Balance - \$158,100

CAPITAL PROJECTS FUND

Page 19 – Resources - \$3,403,000
Page 22 – Capital Outlay - \$2,065,500 – Debt Service - \$395,400
Unappropriated Fund Balance - \$942,100

Committee member McSperitt noted one change that was required:

Page 19 – Meter sales - \$45,000 should be changed to \$67,818 to reflect the number of anticipated meter sales

Page 19 – Total resources - \$3,403,000 changed to \$3,425,815

Page 22 – Unappropriated Fund Balance - \$942,100 changed to \$964,918

Page 22 – Total Capital Expenditures - \$3,403,000 changed to \$3,425,815

Following other general committee discussion and comments, Commissioner Phil Bigler made a motion to approve the 2020-2021 Budget, as proposed with changes. Committee member Gary Schroeder seconded the motion. Approval was unanimous.

The Board thanked the members of the Budget Committee for their input, and the Budget Committee meeting was adjourned at 6:16pm. The committee members exited the meeting, with the exception of Shirley McSperitt.

President Parker called the regular Board meeting to order at 6:26 pm. Employee Dan Radford and visitor Brenda Kingry was also present for the regular Board meeting.

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

Arlene Plouff 137 Rex St 1819000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Mar - Apr 20	37,000	\$ 128.45	$\$128.45 - 25.85 = \$102.60 / 2 =$
Mar - Apr 19	1,000	\$ 25.85	\$51.30 calculated credit

Commissioner Lusch seconded the motion, and approval was unanimous.

The Board then considered a request from Meadow Outdoor Advertising for a one-time reduction in lease payment for the Billboard rental on the District's Carnes Rd property. The request was made by the lessee to provide for COVID-19 relief. If approved, the next regular lease payment of \$3,102 will be reduced to \$2,792. Commissioner Bigler made a motion to approve the one-time reduction of the lease payment. Commissioner Carolyn White seconded the motion. Approval was unanimous.

Commissioner Lusch made a motion to approve the May minutes, financial statements, and accounts payable. Commissioner Bigler seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David presented to the Board, a draft work plan timeline for the formation of a joint water-sewer authority, as prepared by Mark Knudson of SDAO Consulting Services.

David informed the Board that he, Alan, and Kay Huff of Green Sanitary District met with Joshua Shaklee, Douglas County Planning Director, to discuss our intention to form a joint water-sewer authority. Commissioner Tom Kress, liaison for the Planning Department, was unable to attend the meeting. The meeting was very procedural. We received the petition form and instructions at the meeting.

David then informed the Board that he spoke with representatives at USDA Rural Development and Business Oregon's Infrastructure Finance Authority to look into possible funding options for the Town Tank construction. David plans to request a One-Stop meeting, which would help determine what would be our best option for funding.

David then requested the Board to consider a Cost-of-Living adjustment (COLA) to District salary scales for the 2020-2021 fiscal year. After discussion, Commissioner Lusch made a motion to approve a 2.25% COLA for 2020-2021. Commissioner Bigler seconded the motion. Approval was unanimous.

David stated that the District's health insurance renewal with SDIS is quoted at a 12% premium increase for 2020-2021. David noted that significant premium increases are industry-wide, and we did not have any increase in premium for the current year.

As an addition to renewing the District's current health insurance plan, David recommended that the District's HRA VEBA annual contribution be changed from \$2,000 per employee to \$2,000 per participant. This would mean that employee+spouse plans would receive a \$4,000 annual contribution. This change would match RCWD's health benefits with those offered by Green Sanitary District.

Commissioner Bigler made a motion to renew the SDIS health insurance for 2020-2021 and change the HRA VEBA contribution to \$2,000 per participant. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his monthly report. Alan stated that the crew is done laying main line on Andorra Drive and next they will do service lines. The Andorra project should be done next week. A small subdivision is planned at the end of Harmony Lane, across from the Wastewater Treatment plant. The contractor is extending the 8" main line there.

Alan informed the Board that Fire District No. 2 will be conducting their annual hydrant flushing program after all. Our crew will follow behind and blow off our dead-end lines.

Alan informed the Board that we perform lead and copper testing every three years. The next testing interval will due this September.

Alan stated that he would like to fill a vacant position on the utility crew that resulted from a recent retirement. After a lengthy discussion, the Board requested that Alan hold off on hiring a replacement until after the Staffing Plan for the Joint Authority is complete.

Alan presented an employee evaluation for Josh Manson, Utility II, to the Board. Commissioner Lusch made a motion to advance Josh Manson to Step 9 on the Utility II salary scale. Commissioner Bigler seconded. Approval was unanimous.

Alan stated he would like to discuss having a retirement party/gift for Charles Borden for his recent retirement. After discussion, the consensus was that Charlie will be awarded a gift for his service to the District, and a reception will be held at a later date when the coronavirus is no longer a threat.

For the good of the order, Commissioner Bigler announced his resignation from the Board of Commissioners due to relocating outside of the District. Commissioner Lusch made a motion to accept Phil Bigler's resignation. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Lusch then made a motion to appoint Brenda Kingry to the Board of Commissioners. Commissioner White seconded the motion. Approval was unanimous.

There being no further business, Commissioner Bigler made a motion to adjourn. Commissioner White seconded the motion. Approval was unanimous, and the meeting adjourned at 7:29 pm.



Commissioner
Roberts Creek Water District



Commissioner
Roberts Creek Water District