

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
November 14, 2019**

President Tracey Parker called the meeting to order at 6:10 p.m. Present were Commissioners Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, and customer Kim Farley. Commissioners Carolyn White and Phil Bigler were absent.

Customer Kim Farley presented her request to the Board to have her water meter moved closer to her residence as is currently sits down the hill from her residence. Ms. Farley has had several leaks in recent years and has considered replacing the water line coming from the meter to her property. However, if the Board approves the relocation of her meter, she will not have to bear the cost of replacing the line. After a brief discussion, the consensus was that, although the project is not budgeted for the current year, it is something we can move up and work something out with Ms. Farley. Ms. Farley thanked the Board.

Commissioner Tom Fullbright made a motion to approve the following leak adjustment as discussed:

Michael Armiger 2400 Old Hwy 99 S 11435000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept 2019	900,000	\$ 2,588.00	$\$2,588. - 25.85 = \$2562.15 / 2 =$
Sept 2018	500	\$ 25.85	\$ 1281.08 credit
			\$500.00 approved

Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Fullbright then made a motion to approve the following leak adjustments:

Les Mecum 476 Tipton Rd 3821000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept 2019	37,000	\$ 128.45	$\$128.45 - 74.30 = \$54.15 / 2 =$
Sept 2018	17,800	\$ 74.30	\$ 27.08 credit

Mike Ampi 504 Corona Loop Rd 3802000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sept - Oct 2019	63,000	\$ 225.55	$\$225.55 - 131.50 = \$124.05 / 2 =$
Sept - Oct 2018	30,000	\$ 131.50	\$ 62.03 credit

Veronica Koenig 126 Adams Loop 2617001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
August 2019	50,400	\$ 165.50	$\$165.50 - 34.40 = \$131.10 / 2 =$
August 2018	6,200	\$ 34.40	\$ 65.55 credit

Otis Construction 3071 Old Hwy 99 S 11515000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2019	259,600	\$ 784.15	$\$784.15 - 103.80 = \$680.35 / 2 =$
July - Aug 2018	7,100	\$ 103.80	\$ 340.18 credit
			\$100 approved

Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Lusch made a motion to approve the October meeting minutes, financial statements, and October/November accounts payable. Commissioner Fullbright seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. David stated that the office has officially switched to operating the billing in UMS and is no longer using Springbrook. The bills were sent out a few days late due to billing issues. There were some issues with the printed statements that have been worked out. The statement printer, BMS Technologies, has been very accommodating with our transition and getting the billing statements to work with UMS.

David stated that he had some frustrations with the conversion process because he expected certain things to be set up in the new system before implementation but were not set up until David addressed them with CUSI. David added that several customers who were previously on Autopay have not registered their accounts in the new portal yet, so their payments did not draw as usual. David is prepared to waive late fees for those customers.

Superintendent Alan Paulson gave his report. Alan informed the Board that the new MIOX units may not arrive until early January.

Alan stated that they rented a generator to test the installed transfer switch. There were a few issues with the UV and the air scrubbers with the power transfer.

Xylem visited the plant and performed annual maintenance on the treated water pumps.

Alan attended an SDAO class on risk management in October. Dan Radford and Josh Manson recently attended a confined space class.

The GIS mapping of the District's infrastructure is still in progress.

The 8" mainline extension at the new Carl's Jr has been installed, but they have not tested it yet. The meters have been purchased.

The disinfection byproducts have been running a little high. We are still within limits of the state's requirements, but we are comfortable with the levels currently. Alan and Jeremy will be on a conference call to look into economical solutions.

Alan presented his evaluation for Plant Operator Jeremy Wolford to the Board. Jeremy Wolford is at the top of his pay scale. Commissioner Fullbright made a motion to give Jeremy a \$100 gift card and letter as a thank you for his continued service to the District. Commissioner Lusch seconded the motion, and approval was unanimous.

David presented his evaluation for Office Assistant Beth Dewsnup to the Board. Commissioner Lusch made a motion to advance Beth to step 7 on the salary scale. Commissioner Fullbright seconded the motion, and approval was unanimous.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:58 pm.



Commissioner
Roberts Creek Water District



Commissioner
Roberts Creek Water District