

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
August 10, 2017**

President Tracey Parker called the meeting to order at 6:00 p.m. Present were Commissioners Phil Bigler, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, customer Ronald Williams, and visitor Susan Gregg Snyder. Commissioner White was absent.

Customer Ron Williams was asked by President Parker to address the Board. Mr. Williams explained that he had questions and wanted some answers. He had concerns that bill was too high, and that new billing format was being somehow manipulated to overcharge him for water in order to recover additional costs. Mr. Williams explained that he did not have any water leaks, which was verified by our serviceman, and that there was no way he used that much water. Mr. Williams also stated that our serviceman said that checked his house while he was away. Mr. Williams stated that he will get to the bottom of the issue. Superintendent Alan Paulson informed Mr. Williams that he will visit the customer's residence to investigate and try to determine why his consumption was so high. Mr. Williams exited the meeting, and the Board thanked him for attending. A brief discussion followed.

Visitor Susan Gregg Snyder, with Garden Valley Allstate, presented some supplemental insurance options that her company would like to offer to our District employees. Those options included an Accident Injury policy and a Critical Illness policy. The type of policies offered are similar to Aflac, where employees pay for the plans through a payroll deduction. There would be no cost to the District. Mr. Snyder explained that if at least five employees signed up for a policy, the policies would be a guaranteed-issue, meaning that there would be no medical pre-screening. The general consensus of the Board was that it would be great to offer this benefit to the employees. Superintendent Alan Paulson suggested that the Allstate representatives come to the office to present to the employees on September 6, after the morning safety meeting. Ms. Snyder confirmed the meeting for September 6. She thanked the Board and exited the meeting.

Commissioner Fullbright made a motion to approve the following leak adjustment request for Veronica Koenig:

LEAK ADJUSTMENT REQUEST

Veronica Koenig 126 Adams Loop 2617-001

| | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u> |
|----------------|----------------|----------------|-------------------------------------|
| June-July 2017 | 57,100 | \$ 182.65 | $\$182.65 - 62.60 = \$120.05 / 2 =$ |
| June-July 2016 | 8,100 | \$ 62.60 | \$ 60.03 credit |

Commissioner Bigler seconded the motion, and approval was unanimous.

President Parker had a question regarding the Accounts Payable disbursement of \$3,522.51 for annual software maintenance. David explained that it is the annual fee for Accela, our utility billing software provider. Commissioner Bigler made a motion to combine and approve the July Minutes, Financial Statements and Accounts Payable. Commissioner Lusch seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David informed the Board that the feedback from customers regarding the new bills has been mostly positive. David provided some statistics to the Board regarding the Online Billpay activity. To date, there are 172 accounts registered online, with 103 accounts enrolled in paperless billing, and 77 accounts enrolled in Autopay. David also provided some initial figures to compare merchant service fees with the new processor. Also, David reported that there some things that are still being smoothed out with the new process, such as storing the new type of payment stubs. David would like to make the whole process paperless, but that is a project for the future. Commissioner Bigler also suggested that David make sure that the server is performing backups as it should. He also suggested storing office backups offsite at the water plant. A brief discussion followed.

David informed the Board that Hendrix Painting painted the office exterior at the end of July. Some Board members commented that they did a good job and that the new paint looked good.

As far as replacing the office roof, the District did receive a couple bids back in 2014 for the roof replacement. Those bids are out of date now, and one of the bids was from a contractor with ties to a District employee. David is concerned that, should they submit a new bid and are awarded the contract; it could be a conflict of interest. Discussion followed. Should they be awarded a contract, David will clear it with the Ethics Commission first.

David advised the Board that the auditors will be here on August 21.

David advised the Board that we need to set a date for a public hearing for the upcoming water rate increase. David stated that the District needs to send out one notice within 30 days of the public hearing. Commissioner Fullbright had a question regarding the District's operating reserves and how much we need to maintain in the reserve. His concern is that the District is holding too much in reserves, which could be released into current operations. That could reduce the amount of rate increase needed to fund operations. David stated that he will have an answer regarding the necessary reserves for the next meeting.

David stated that he spoken with the Sid Schuyler, the owner of the Big Red Barn, regarding downsizing their water meter. David said that he informed Mr. Schuyler that in order to downsize the meter, he would be responsible for paying the costs for time and materials. If Mr. Schuyler wished to upsize the meter in the future, he may be subject to paying the meter re-install fee, which is \$1,400 for a 2-inch meter. David asked the Board whether the re-install fee would apply in that situation, as the ordinances only refer to abandoned services in regards to re-installs. After discussion, the Board confirmed that the meter re-install fee would apply should Mr. Schuyler choose to upsize his meter in the future.

David informed the Board that each Board member needs to sign the new signature cards at Umpqua bank when possible.

Superintendent Alan Paulson gave his report. Alan stated that we did have a substantial leak this month. The final water loss totals are not available yet, however it is estimated that the leak was in excess of 1,000,000 gallons. The leak was right off Hwy 42 in between the Hwy 99 and Carnes Rd intersections.

Alan informed the Board that we had a late reporting of our disinfection by-product sample. The state had been notified. Alan said that they will be changing the testing schedule to ensure further compliance.

Alan then informed the Board that there may be a couple properties coming in for water availability. One of the properties is off Cameron Avenue; the other is off McClain Avenue by the landfill. A group is also interested in the old Lindy's Property, which they might split and sell off. The latter could potentially create an opportunity to do a service line upsize. This would be a crew project that could potential be cost-shared with the property owner.

Shawn Hastings will be having back surgery and could possibly be out for 10 weeks. Alan will adjust schedules to work around having one less crew member..

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:37 pm. President Parker called the regular Board meeting back into session at 7:57 pm.

President Parker made a motion to advance Superintendent Alan Paulson to Step 10 on the salary scale. Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to advance Office Manager David Campos to step 5 on the salary scale, retroactive to July 1. Commissioner Lusch seconded the motion. Approval was unanimous.

Commissioner Bgler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 8:01 pm.



Commissioner
Roberts Creek Water District



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