

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
MARCH 9, 2017**

President Tracey Parker called the meeting to order at 6:04 p.m. Present were Commissioners Phil Bigler, Carolyn White, and Tom Fullbright. Commissioner Steve Lusch was absent. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford.

Commissioner Fullbright made a motion to combine and approve the February Minutes, Financial Statements and Accounts Payable. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. He presented to the Board a "thank you" card the office had received from David and Ronda Malone. The Board recently approved a leak adjustment for the Malone's. The Board was very appreciative.

The office had received one application for appointment to the budget committee. Kat Stone was the person who applied for the budget committee. Commissioner Bigler made a motion to approve Kat Stone to the budget committee, effective for the 2017-18 budget year. Commissioner Fullbright seconded the motion. Approval was unanimous.

David also requested the Board re-appoint Ron Curry to the budget committee. Mr. Curry's term on the budget committee had expired after the 2016-17 fiscal year and he would like to continue serving on the committee. Commissioner White made a motion to approve Ron Curry to the budget committee, effective for the 2017-18 budget year. Commissioner Fullbright seconded the motion. Approval was unanimous.

During his research for the next budget, David discovered that there were no funds officially appropriated for Debt Service in the Capital Projects Fund at the last budget approval. This meant that no funds may be spent out of the Capital Projects Fund for debt service. The best way to correct this was to enact a correcting resolution to correctly appropriate \$440,000 for debt service out of the existing appropriations for capital outlay. David presented Resolution R-2017-03-01 for approval by the Board. Commissioner Bigler made a motion to enact Resolution R-2017-03-01 to appropriate \$440,000 for debt service in the Capital Projects Fund for 2016-17. Commissioner White seconded the motion. Approval was unanimous.

David is still researching options for online bill-payment service providers. He has been in contact with a company named BMS Technologies that, in addition to online bill-pay, offers bill-mailing services. The District could switch to full-page bills with BMS. The costs associated with BMS Technologies' services are higher than we are currently incurring to produce and mail utility bills. However, there are certain areas where the District can save money in order to offset the increase in costs. A discussion followed. David will follow-up with the Board and present options when he has finished his research.

When David and Commissioner Lusch were at the SDAO Conference, they learned more about the Streamline Website available to special districts. David has initiated a trial website through Streamline for the District. The cost for the new website will be \$200 per month, and there is no contract involved. David will include the cost of the new website in the next budget.

David informed the Board that he will resume working on the rate study soon, as he has been unable to dedicate time to the study due to staffing issues.

David informed the Board that the office has experienced recently that when new customers call the office to sign up for water service, they are frustrated that they have to come in to the office to sign up instead of signing up over the phone. David and Sharon found out that City of Roseburg has recently adopted a Red Flag Policy that complies with the Federal Trade Commission's requirements for preventing identity theft associated with new utility accounts. David will have a resolution at the next Board meeting for the Board to approve a Red Flag Policy for the District.

Superintendent Alan Paulson gave his report. He informed the Board that the District received two Statements of Qualifications in our search for a new Engineer-of-Record. Both engineering firms were very professional in their responses, were very qualified, and had very good references from the ones Alan and David contacted. The two firms who responded were SHN Consulting Engineers, Inc. and Civil West Engineering Services, Inc. Because of SHN's familiarity with other districts in our area and their experience with boring under the Umpqua River, Alan stated that he was slightly favoring SHN. Commissioner Bigler made a motion to accept SHN Consulting Engineers as the District's new Engineer-of-Record. Commissioner White seconded the motion. Approval was unanimous.

As discussed at a prior Board meeting, Alan has purchased a new mower for the skid steer. The cost was approximately \$2,000 less than was anticipated and the mower was made in Oregon. The mower was located in Prineville was shipped directly to the District for \$95.

Alan informed the Board that the valve turning had recently started. After that the Fire District can start its hydrant flushing program next month.

Lastly, Alan informed the Board that four members of the service crew will be attending an Asbestos training update on April 4<sup>th</sup> at RUSA. The training is to maintain asbestos handling certification.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 6:52pm and Dan Radford was excused from the meeting. President Parker called the regular Board meeting back into session at 6:56pm

Because Sharon Cason is at the top of her salary scale, Commissioner Fullbright made a motion to give Sharon a \$100 gift card along with a note of thanks from the Board. Commissioner Bigler seconded the motion. Approval was unanimous.

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

  
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Commissioner  
Roberts Creek Water District

  
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