

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
April 18, 2019**

President Tracey Parker called the meeting to order at 6:04 pm. Present were Commissioners Tom Fullbright, Carolyn White, Steve Lusch, and Phil Bigler. 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 request:

**Anita Hinson 2233 Roberts Creek Road 002292-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb 19 - Mar 19	99,600	\$ 331.00	$\$331.00 - 91.60 = \$239.40 / 2 =$
Feb 18 - Mar 18	15,900	\$ 91.60	<b>\$119.70 calculated credit</b>
			<b>\$100 max per ordinance</b>

Commissioner Lusch seconded the motion and approval was unanimous.

Board reviewed the Budget Committee application submitted by Michele Carlson, who resides within the District. After review, Commissioner Bigler made a motion to appoint Michele Carlson to the Budget Committee. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the March minutes, quarter-ended March 31 budget-to-actual 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 he recently completed and reviewed the gap document with CUSI, which identifies potential areas that need to be addressed in moving from the current Springbrook software to the UMS software. One of the main issues is that the file format we currently receive from Meterreaders will not be compatible with UMS, so the format will need to be changed in order to import meter readings into UMS. The new software will require new account numbers to be assigned, but we should be able to use the old account numbers as a reference. With the change to a new online payment portal, we will need to notify customers that they will need to re-register their payment accounts online. The office staff may need to provide some assistance to customers in getting them set up with the new portal. Commissioner Bigler asked whether Sharon Cason, Office Assistant, plans to retire before or after the new software is implemented. David stated that Sharon does not plan to retire until sometime in 2020, and she will give David plenty of notice on when she plans to retire so that he can have a new staff person trained. Commissioner Fullbright asked whether the new software will be an issue if our District merges with Green Sanitary District. David informed Commissioner Fullbright that CUSI UMS supports water and sewer billing so we should be able to merge the billings into one.

In regards to the merger discussion, Commissioner Bigler asked whether there may be any obstacles, personnel-wise. The general consensus from the discussion is that there should not be any major obstacles. Several employees from Green Sanitary District plan to retire in the next couple years, so their positions could be consolidated with a merger.

David informed the Board that he plans to allocate more funding to legal fees for the next budget year, in order to have discussions with Eileen Eakins, Attorney, about a merger. The legal costs would be split with Green Sanitary District. Commissioner Lusch stated that he liked the idea of having a joint meeting with Green Sanitary District to discuss a merger, and, if the current budget allows, he would like to begin discussions sooner. David stated that he will look into scheduling a joint District meeting with Eileen Eakins.

David informed the Board that he has budgeted for a part-time employee, who could also work part-time for Green Sanitary District. The employee's benefit costs could then be shared by the two Districts.

David recently attended a two-day BOLI seminar on current employment law and best practices.

David informed the Board that the SDIS health insurance premiums will be increasing by approximately 6% for the next year, with only minor changes to the plans. There was no increase in premiums last year.

Superintendent Alan Paulson gave his report. He informed the Board that Douglas County Fire District No. 2 is currently flushing hydrants so we have been getting a few complaints about dirty water.

Alan informed the Board that Charlie Borden has returned to work, and is getting around well.

Alan stated that SHN Engineers is currently working on our Hydraulic Model.

Alan stated that he will include funding in the budget for a transfer switch at the treatment plant. The estimated cost of the transfer switch is \$46,000. There are also options that include a generator, but that comes with a much higher cost. For now, just the ability to connect a generator will be sufficient.

In regards to the new onsite chlorine generation system, MIOX quoted approximately \$75,000 plus installation for the new system. The quote we received from Chloro-tech was \$160,000. The MIOX system will give us twice the capacity and include a redundant backup system.

Alan informed the Board that we will budget for 39 filter membranes for next budget year.

Alan, along with employees Dan Radford, Will Hope, and Shawn Hastings, attended an asbestos course a couple weeks ago.

We currently use 3 ultrasonic meters to measure flow of our treated water. However, we do not believe that they are accurately measuring water flows due to the meter constraints with larger-sized pipe. We would like to replace the ultrasonic meters with Mag meters. The estimated cost is approximately \$7,000. This may solve our issue with accounting for large variances between treated gallons pumped and gallons billed.

In regards to the town tank funding, President Parker asked whether we plan to fully fund the project, or seek funding from any agencies in the form a grant or loan, or some combination of each. We anticipate contributing District funds for a significant portion of the project costs, but we plan to also seek grant/loan funding options for a portion of the project. With any grant/loan agreement, the District would be required to contribute some level of matching funds.

Alan stated that he plans to advertise for an open Utility I position in the next couple weeks.

President Parker called the meeting into executive session at 6:49 pm in accordance with ORS 192.660(2)(b) to consider the evaluation of an employee.

President Parker called the meeting back into regular session at 6:53 pm. Commissioner Fullbright made a motion to advance Will Hope to Utility II Step 9 on the salary scale. Commissioner Bigler seconded the motion. Approval was unanimous.

For the good of the order, David stated that he and his wife are expecting their second child.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:57 pm.

  
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Commissioner  
Roberts Creek Water District

  
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