

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
September 12, 2019**

President Tracey Parker called the meeting to order at 6:00 p.m. Present were Commissioners Phil Bigler, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, District employee Dan Radford, and visitors Shirley and Cindy McSperitt. Commissioner Carolyn White was absent.

Visitors Shirley and Cindy McSperitt were attending the meeting to discuss the leak adjustment request submitted by Cindy McSperitt. Office Manager David Campos gave a summary on the additional gallons consumed and increase in billing as a result of the leak. President Parker explained to Ms. McSperitt that District policy is to credit a customer with 50% of the difference in billing resulting from the leak, at a maximum credit of \$100. The Board does make exceptions in certain circumstances, especially after hearing an appeal from customers. After discussion with McSperitt, Commissioner Lusch made a motion to grant a credit equal to 75% of the increase in billing, as calculated below:

Cindy McSperitt 953 Roberts Creek Rd 002197-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July - Aug 2019	246,700	\$ 706.80	$\$706.80 - 119.70 = \$587.10 \times 75\% =$ \$ 440.00 credit
July - Aug 2018	41,700	\$ 119.70	

Commissioner Bigler seconded the motion, and approval was unanimous. Visitors Cindy and Shirley and McSperitt thanked the Board and exited the meeting.

Commissioner Lusch made a motion to approve the following leak adjustment:

Timothy Will 3755 Krohn Ln 011281-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June - Aug 2019	47,100	\$ 133.95	$\$133.95 - 54.15 = \$79.80 / 2 =$ \$ 39.90 credit
June - Aug 2019	19,500	\$ 54.15	

Commissioner Bigler seconded the motion, and approval was unanimous.

Commissioner Bigler announced that he would be abstaining from making a motion or voting on the accounts payable.

Commissioner Lusch made a motion to approve the August meeting minutes, financial statements, and August/September accounts payable. Commissioner Fullbright seconded the motion. Approval was unanimous, with Commissioner Bigler abstaining from voting.

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. The office staff will begin running the UMS system parallel to the Springbrook software beginning with the September billing. David also informed the Board of some recent IT changes made to accommodate UMS.

David reminded the Board that the financial statement auditors will be doing field work the first week of October.

Superintendent Alan Paulson gave his report. Alan informed the Board that we are ready for the new Miox system, but we do not have a confirmed delivery date yet.

Camp Creek Electric recently completed the transfer switch installation, and will test the switch with a generator. No date is set for the test yet.

The developer is currently installing water lines in the 2nd phase of the Tabor Subdivision.

Jeremy Wolford and Josh Manson will be attending a Cross Connection Specialist class October 7-10. Upon completion, they will be certified backflow inspectors.

The valve recently installed a valve cluster on Linnell Ave.

Alan informed the Board that the crew has been working on the GIS mapping for the District.

The crew also recently painted the building housing the Roseburg Intertie.

The District was awarded the SPIRE Grant but we have not received notice regarding when we will be receiving the equipment.

We received a call about water availability for the empty lot adjacent to UPS along Highway 99/42. There is some interest in putting in an RV park.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner Bigler seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:35 pm.



Commissioner
Roberts Creek Water District



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