

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
April 9, 2020**

President Tracey Parker called the meeting to order at 6:01 p.m. via Zoom Webinar. Present were Commissioners Tom Fullbright, Steve Lusch and Phil Bigler. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Carolyn White was absent.

For the consent agenda, the Board reviewed one leak adjustment request.

Commissioner Fullbright made a motion to approve the following leak adjustment credit:

**Customer: Lyda Morton – 188 Brentridge Drive**

	<u>Gallons</u>	<u>Billed</u>	<u>ADJUSTMENT</u>
February 2020	25,000	\$94.25	\$94.25 – 42.95 = \$51.30 / 2 = <b>\$25.65 credit</b>
February 2019	7,000	\$42.95	

Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the March meeting minutes, 3<sup>rd</sup> Quarter Budget-Actual financial statements, and March accounts payable. Commissioner Lusch seconded the motion, and approval was unanimous.

Office Manager David Campos gave his monthly report. David stated that Stacey Werner was hired as the new Office Assistant/Utility Clerk. Her employment started April 1 and she will be splitting her time between RCWD and Green Sanitary District (GSD) under the Intergovernmental Agreement for shared personnel.

David informed the Board that he signed an agreement with Douglas Fast Net (DFN) to manage our office phone system, internet, and IT services. The agreement includes remote managed backups of our server as well as all our workstations. The quoted service agreement cost is \$538 per month, which is very comparable to what we are currently paying for all our tech services individually. There will be a similar agreement for the treatment plant and shop.

David presented the compensation study he prepared to the Board. The study was previously requested by the Board to compare our current compensation packages to similar districts. David stated that he reached out to several districts to obtain their compensation info, however, only a few districts responded. Luckily, one of the responding districts, Heceta Water PUD, had recently had a study prepared by the Lane Council of Governments. David used the compensation data from some of the Districts included in the LCOG study to complete his study.

David then presented a proposed contract for consulting services between RCWD, Green Sanitary District, and Special Districts Association of Oregon Consulting Services for the purpose of the

consolidation of the two districts. David stated that he and Kay Huff, District Manager of GSD, reviewed the proposal and have requested that the contract be revised to include an option for general consulting services related to the consolidation process, aside from the specific services listed such as review and assistance with the economic feasibility statement, new organizational chart, and recommendation of salary scales. The revision will also change the original contract termination date from October 31, 2020 to May 31, 2021. David informed the Board that he will present the revised contract at the next Board meeting. A brief discussion followed.

Superintendent Alan Paulson gave his report. Alan informed the Board that due to the coronavirus, we have been implementing safeguards to adhere to social distancing guidelines.

Alan stated that we are currently working on the 2020-2021 budget. However, we have not heard back from the Oregon Health Authority on what we can do with our filter membranes replacement. We would like to plan to replace one entire cell, which could cost from \$186,000 to \$218,000 depending on the membrane manufacturer. Alan will have better cost figures in time for the budget meeting.

Regarding the Carnes Road sidewalk improvement project, Alan stated that things are somewhat in limbo currently.

David presented an employee evaluation for Sharon Cason, Office Assistant/Utility Clerk, to the Board. David informed the Board that Sharon plans on retiring at the end of the calendar year. David stated that Sharon is at the top step of her pay scale. Commissioner Lusch made a motion to give Sharon Cason a \$100 gift card and a thank you note for her continued service with the district. Commissioner Fullbright seconded the motion. Approval was unanimous.

Alan presented an employee evaluation for Will Hope, Utility II, to the Board. Will Hope is currently at a Step 9 on his pay scale, and Alan requested that he be advanced to Step 10. Commissioner Lusch made a motion to advance Will Hope to Step 10 on his pay scale. Commissioner Fullbright seconded the motion. Approval was unanimous.

There being no further business before the Board, President Parker adjourned the meeting at 6:29 pm.

  
Commissioner  
Roberts Creek Water District

  
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