

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 12, 2020**

President Tracey Parker called the meeting to order at 6:00 p.m. Present were Commissioners Tom Fullbright, Carolyn White, Phil Bigler and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Foreman Dan Radford

Commissioner Lusch made a motion to approve the February meeting minutes, financial statements, and February accounts payable. Commissioner Fullbright seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David presented an Intergovernmental Agreement for shared personnel services with Green Sanitary District, which was reviewed and edited by Eileen Eakins at Northwest Local Government Legal Advisors, LLC. Commissioner Lusch made a motion to approve the Intergovernmental Agreement. Commissioner White seconded the motion, and approval was unanimous.

David informed the Board that he recently posted a job opening for a new office staff person who will eventually replace Sharon Cason. Sharon plans to retire at the end of calendar year 2020. David and Kay have reviewed applications and will begin candidate interviews next week

David stated that other utility agencies in the state are waiving penalties and suspending shutoffs in response to the coronavirus stay-at-home orders issued by Governor Kate Brown. After brief discussion, it was determined that we would address those delinquent accounts on a case-by-case basis and continue with our normal procedures.

Superintendent Alan Paulson gave his report. Alan stated that he received cost estimates from the engineer on the town tank construction. Alan recommends we go with a 670,000-gallon glass-fused tank and a 12-inch water line, as opposed to a concrete tank with a 16-inch water line. A brief discussion followed.

Alan presented an agreement with i.e. Engineering for design changes for the Districts' service replacements and water main conflicts on the Carnes Road project, in the amount of \$2,600. After a brief discussion, Commissioner Lusch made a motion to approve the contract with i.e. Engineering. Commissioner White seconded the motion. Approval was unanimous.

Alan also presented an Intergovernmental Agreement with Douglas County for the work on the Carnes Road project with proposed changes. Commissioner Lusch made a motion to approve the Intergovernmental Agreement. Commissioner Fullbright seconded the motion. Approval was unanimous.

President Parker called the meeting into executive session at 6:19 in accordance with ORS 192.660(2)(i) for purposes of employee evaluations. Dan Radford exited the meeting.

President Parker called the meeting back into regular session at 6:21pm.

Commissioner Bigler made a motion to give employee Dan Radford a \$100 gift card thanking him for his continued service, as Dan is at the top of his pay scale. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to advance employee Josh Manson to step 8 on the Utility II pay scale. Commissioner Lusch seconded the motion. Approval was unanimous.

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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