

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
September 14, 2017**

President Tracey Parker called the meeting to order at 6:00 pm. Present were Commissioners Phil Bigler, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioner Carolyn White was absent.

Commissioner Bigler made a motion to approve the following leak adjustment request for Green Meadow Trailer Park:

LEAK ADJUSTMENT REQUEST

Green Meadows Trailer Park 5461 Grange Rd 9942-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Aug 2017	1,114,800	\$ 2,946.75	$\$2,946.75 - 1535.55 = \$1411.20 / 2 =$
July-Aug 2016	538,400	\$ 1535.55	\$ 705.60 credit \$100 Cap

Commissioner Fullbright Seconded the motion and approval was unanimous.

Office Manager David Campos and Superintendent Alan Paulson informed the Board that the leak associated with the following adjustment request should have been caught sooner by the District.

LEAK ADJUSTMENT REQUEST

Helen Schmidt 10 Carmel Ct 2768-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Sep 2017	183,200	\$ 512.85	$\$512.85 - 250.70 = \$262.15 / 2 =$
July-Sep 2016	76,200	\$ 250.70	\$ 131.08 credit

Commissioner Bigler made a motion to approve the leak adjustment request for Helen Schmidt in the amount of \$131.08. Commissioner Fullbright seconded the motion and approval was unanimous.

Commissioner Lusch made a motion to combine and approve the August Minutes, Financial Statements and Accounts Payable. Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Bigler gave a short presentation to the Board on Disaster Recovery Planning. He suggested that the District devise a business continuity plan for the District Office and Plant should disaster strike. First, the District should be backing up its systems regularly and

storing the back-ups offsite. Then, the District should be able to access its phones, server and software programs should an event, such as a fire, occur. Commissioner Bigler stated that he will compile a checklist for items that should be covered in the District's Disaster Recovery Plan. Alan stated that although the Plant does not have a backup generator, in the event of a disaster, the water plant would be a high priority for emergency service agencies since water is a necessity. It would be feasible to install a transfer switch should the District have to bring in a generator in an emergency.

Office Manager David Campos gave his monthly report. David noted that customers' use of Online Billpay is steadily increasing. David stated that the office ran into an issue with a couple customers making very large payments online. Those payments came from mobile home parks, whose bills amount to thousands of dollars. To process those payments online, it costs the District a great deal in merchant processing fees. David proposed to implement a \$300 payment limit for credit and debit card transactions, reflected in Resolution R-2017-09-01. Superintendent Alan Paulson added that the Online Billpay was meant to be a benefit for the residents of the District and not be a crutch for businesses. Commissioner Fullbright questioned whether the District would start charging customers a card transaction fee in the near future. David reminded the Board that, when different options for online payments were presented to the Board, the option chosen meant that the District would continue to absorb transaction fee costs. President Parker added that we should wait six months or so to see how much online payment traffic increases. If it gets to the point where a majority of payments are made online, then the District may need to consider charging transaction fees. David also stated that charging transaction fees to the customers internally could lead to significant administrative costs, which would mean that a portion of the fees would only be covering the costs of charging the fees.

Commissioner Lusch made a motion to adopt Resolution R-2017-09-01, which implements a \$300 bank card payment limit for water bill payments. Commissioner Fullbright seconded the motion. Approval was unanimous.

David addressed concerns Commissioner Fullbright had from the previous meeting regarding District reserves and whether the District would be too "profitable" given the upcoming rate increase. David stated that the District currently has \$409,000 in operating reserves. Best practices for water utility districts state that the District should maintain a 90-day operating reserve. The District's monthly operating expenditures average \$135,000. For a 90-day period, District operations average \$405,000, so the current reserves are spot on. As far as Capital Projects funds go, \$400,000 of the reserves goes towards the annual debt service payment. The majority of the funds in Capital Projects are accumulated for capital improvements detailed in our master plan. Some of these projects may not be completed in the next year or two, but they will cost hundreds of thousands of dollars. If the District does not plan for these improvements financially, the funds will have to come in the form of a

large loan. A brief discussion followed. Commissioner Fullbright thanked David for the clarification.

David stated that the Board needs to set a date for the Public Hearing for the rate increase. After discussion, the date for the Public Hearing meeting was set for Tuesday, October 17, at 6:00pm at the District office.

David informed the Board that the auditors came to do their field work on August 21-22, and everything went smoothly.

The Allstate agents came out to the District on September 6 to present their supplemental insurance options to the District employees. It seems that there was significant employee participation.

Superintendent Alan Paulson gave his report. He estimates that the tanks will be cleaned in October. Also, Landmark Surveying will be resetting some way points at the main tank.

Alan then informed the Board that the crew will be starting the Happy Valley extension project on Monday. The extension will be bringing us closer to an intertie with Umpqua Basin Water. This is a busy time of the year for leaks and the crew has been a little shorthanded so some of the other service work will have to be scheduled in between work with the Happy Valley project. Alan estimates that it will take a couple weeks to finish the extension.

Commissioner Bgler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:58 pm.



Commissioner
Roberts Creek Water District



Commissioner
Roberts Creek Water District