

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
JANUARY 11, 2018**

Vice-President Steve Lusch called the meeting to order at 6:04 pm. Present were Commissioners Phil Bigler, Tom Fullbright, and Carolyn White. Also present were Office Manager David Campos, Superintendent Alan Paulson, and District employee Dan Radford. President Tracey Parker was absent.

After a brief discussion, Commissioner Fullbright made a motion to approve the following leak adjustment request:

Michelle Talcott 2410 Jackie Ave 11138-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
December 2017	379,000	\$ 1,103.15	
November 2017	1,600	\$ 26.40	\$ 100 Cap credit

Commissioner White seconded the motion, and approval was unanimous.

Office Manager David Campos reminded the Board that President Parker inquired about the presentation of the Accounts Payable report, and whether it was appropriate for the Board to be approving the previous month's bills. David stated that, in order to better present the expenditures to be approved by the Board, he has included a detail report of the checks to be signed at the Board meeting for the current month. David will also work on presenting estimated current month expenditures that will be processed after the Board meeting.

Commissioner Bigler made a motion to combine and approve the December Minutes, Financial Statements and Accounts Payable. Commissioner White seconded the motion. David noted that the budget line item for office repair and maintenance is currently at 117% of budget. This is due to the office exterior painting, which was not budgeted for. The total Administrative budget spent after the first half of the year is at 40% of the total annual budget. David added that the possible office roof replacement has been budgeted under capital outlay so that will not have an effect on the repair and maintenance budget. After the brief discussion, approval was unanimous.

Office Manager David Campos gave his monthly report.

David presented the District's annual financial report for the 2016-17 fiscal year, which was audited by Neuner, Davidson, Cooley & Rapp, LLC. David informed the Board that the District is in a healthy financial position, but added that had the District made all of the

budgeted transfers for capital projects, the District operations would have ended in a deficit for the year. The recent water rate increase will ensure that the capital projects fund will be adequately funded without draining normal District operations funds.

David informed the Board that it needs to appoint a Budget Officer for the 2018-19 Budget Year. The Office Manager has usually been selected to serve as the Budget Officer in the past. Commissioner Bigler made a motion to appoint Office Manager David Campos as the Budget Officer for the 2018-19 Budget Year. Commissioner White seconded the motion, and approval was unanimous.

Superintendent Alan Paulson gave his report. LiquiVision was not able to get their equipment through our gate, so they were unable to clean the Roberts Creek tank. However, they stated that the other two tanks look good enough that the Roberts Creek tank likely did not need to be cleaned and inspected.

The meter at 121 Dodson View Drive has been downsized at the customer's request.

The owner at 211 Carson Lane has requested that their meter be moved to the edge of their property. The meter currently sits very close to the house. The meter will be moved at no charge, as it benefits both the District and the customer. A brief discussion followed.

Vice-President Lusch adjourned the meeting at 6:42 pm.



Commissioner
Roberts Creek Water District



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