

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
July 12, 2018**

President Tracey Parker called the meeting to order at 6:11 p.m. Present were Commissioners Phil Bigler, Carolyn White, Steve Lusch, and Tom Fullbright. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford.

Commissioner Lusch made a motion to combine and approve the June Minutes, Financial Statements and June/July Accounts Payable. Commissioner Fullbright seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. The District received two (2) quotes for the office roof replacement. Several contractors were contacted but only two responded with quotes. Both contractors stated that their schedule timeframe is at least 2 months out. Winston Roofing submitted the lower quote at \$9,060. The quote includes GAF Master Elite roofing with Venti-Ridge system, and carries a 40-year non-prorated warranty. Winston Roofing's quote also included replacing the skylights and fixing the flashing around the AC unit to better divert moisture from the unit. Commissioner Fullbright made a motion to accept the quote from Winston Roofing, in the amount of \$9,060. Commissioner Bigler seconded the motion. Approval was unanimous.

The owners of Western Star Mobile Home Estates contacted the office to inquire about installing a small sign on the front corner of our lot. The sign would point park visitors towards the end of the street behind the office. David informed the Board that there was discussion of installing a new District sign that would face diagonally in both directions of traffic. The consensus of the Board was that there no issues with it, as long as Western Star agrees to our requirements for the signage.

The annual financial audit is scheduled for the week of August 13, 2018.

David pointed out in the year-end reports that total billings for the 17-18 year increased by approximately \$100,000 compared to the previous year. This was due to both higher water consumption billing and the water rate increase.

Commissioner Fullbright highlighted the amount of fees the District is collecting in penalty charges such as late fees, late notification fees (door hangers), and re-connect fees. He asked if there was a way to show this data to customers as a way to reduce account

delinquencies. David stated that the data could be compiled in a graphical format and posted on the website for customers. David added that with the new online payment system, the staff had anticipated that there would be fewer delinquent accounts, but that has not been the case. Those customers who are paying these penalty fees are repeated paying late or waiting until they are shut off to pay their bill.

Commissioner Bigler also noted from the year-end reports that the District is very generous in granting leak adjustment credits.

Superintendent Alan Paulson gave his report. He informed the Board that the piping upgrade project looks great. However, when the contractor was tightening the final bolts, the flange on the hot water tank cracked. The contractor is not necessarily at fault, but it will need to be addressed before the project is considered complete. The only other issue was the type of isolation gaskets used between two dissimilar metals. Alan is fine with what was used, so it should not be an issue. At this point, it is more of a concern to an engineer than it is to us.

Alan and David have been attending a grant-writing class, and our project is installing the town tank. A brief discussion followed.

Alan reminded the Board that we have been voluntarily testing for blue-green algae toxins. Since then, the Oregon Health Authority has created a temporarily rule on testing requirements. Plant Operator Jeremy Wolford will be viewing a webinar regarding the new requirements. Alan does not anticipate any potential issue until the end of summer.

The District is in the process of purchasing a GPS device for a GIS mapping system. The mapping system will be managed by Green Sanitary, which Roberts Creek Water will have access to.

Last month, the topic of increasing accrued sick leave was discussed. Alan and David have decided that a maximum accrual of 1,040 hours (6 months) would be appropriate. Discussion followed. The consensus of the Board was that a maximum accrual was not necessary, since sick leave is not a benefit that is payable upon retirement/termination. The Board also suggested that in order for employees to donate sick leave, they must retain at least 80 hours of sick leave. A resolution will be drafted to be approved at the next meeting.

In Charlie Borden's case, disability will pay him 60 percent of his wage. David stated that the other 40 percent can be paid by donated sick leave. This was verified by Umpqua Insurance. A brief discussion followed. A special meeting will be held July 19th to vote on the Resolution to amend the sick leave policy.

Alan informed the Board that Charlie plans to return to work in the next three months. In the meantime, if additional help is needed on the crew, Alan would like to be able to hire Lyle through the temp agency. The Board gave Alan consent to hire temporary staff as needed.

Alan also asked what the Board would like to do regarding Charlie's health insurance premiums. The Board advised to look into what the District's options are in regards to Charlie's health insurance premiums, and present the options at the special Board meeting.

There being no further business before the Board, Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:03 pm.



Commissioner
Roberts Creek Water District



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**MINUTES OF THE
BOARD OF COMMISSIONERS SPECIAL MEETING
ROBERTS CREEK WATER DISTRICT
July 19, 2018**

President Tracey Parker called the special meeting to order at 6:05 p.m. Present were Commissioners Phil Bigler, Carolyn White, Steve Lusch, and Tom Fullbright. Also present were Office Manager David Campos and Superintendent Alan Paulson

Office Manager David Campos presented Resolution R-2018-07-01, which amends the current sick leave policy. Under the amended sick leave policy, there will be no maximum accrual for sick leave hours. Also, employees may donate sick leave hours to other employees, with no maximum donation, as long as the donor employee retains at least 80 hours of sick leave.

Commissioner Lusch made a motion adopt Resolution R-2018-07-01. Commissioner White seconded the motion, and approval was unanimous.

For the good of the order, David informed the Board that the District may continue to pay Charlie Borden's health insurance premiums as long as he is still considered a full-time employee of the District and may choose to do so for as long as it chooses. However, the District should take caution to set a precedent. If the District pays the premiums for an employee who has been on sick leave for 6 months, it would have to honor that same benefit for any other employee.

Alan informed the Board that he will be sending Charlie to the UBOS short school. Dan and Shawn will be attending as well.

There being no further business before the Board, President Parker adjourned the meeting at 6:10 pm.



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