

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
FEBRUARY 16, 2017**

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

The Board reviewed the following leak adjustment requests for approval:

| | Lorna Hayden | 134 Adams Loop | 6507-000 |
|-----------------|---------------------|-----------------------|--------------------------------------|
| | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u> |
| Nov - Dec 2016 | 123,100 | \$ 114.05 | $\$114.05 - \$43.00 = \$71.05 / 2 =$ |
| Sept - Oct 2016 | 200 | \$43.00 | \$ 35.53 Credit |

| | David Malone | 5109 Melody Ln | 1216-000 |
|----------|---------------------|-----------------------|---------------------------------------|
| | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u> |
| Jan 2017 | 121,400 | \$ 317.95 | $\$317.95 - \$33.75 = \$284.20 / 2 =$ |
| Jan 2016 | 5,100 | \$ 33.75 | \$ 142.10 credit |
| | | | \$100 Cap |

Commissioner Fullbright made a motion to approve all of the leak adjustment requests and a water availability application for Taco Bell at 200 Grant Smith Rd. Commissioner Lusch seconded the White, and approval was unanimous.

Office Manager David Campos noted that the financial statements do not reflect a rates transfer made in January because a transfer was not made. The District has budgeted total rates transfers for the fiscal year of \$440,000, which equals eleven transfers of \$40,000. Since the water consumption is lowest in the winter months, resulting in lower monthly billings, David decided that January would be the one month where a rates transfer is not made.

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

Office Manager David Campos gave his monthly report. He again brought to the Board's attention that the merchant service fees the District is incurring will continue to rise and that the District will eventually need to have the customers cover the merchant service fees.

Commissioner Fullbright noted that most utility companies charge a fee for making payments via debit or credit cards. David stated that he is still looking for vendors that offer online payment solutions. He also added that the office has been having issues with customer payments arriving late through online banking bill pay. President Parker asked whether the office automatically reverses late fees for any bill-pay checks that arrive late. David said that the late fees are only reversed if the customer argues over the fee. The office does explain to customers that if they use banking bill-pay, they need to schedule the payment at least ten days in advance to avoid a late payment.

David informed the Board that he and Commissioner Lusch had just attended the annual SDAO Conference in Portland and that the conference had some informative training sessions. David attended a short seminar on the new Streamline Website that is being offered to Special Districts. David felt that the streamline website would be very beneficial to the District. Commissioner Lusch pointed out that the support from the streamline website always ensures that the District would be compliance with applicable laws. He also added that the new website would be beneficial when it comes to notifying customers of a rate increase. President Parker asked if there would be room in the budget for the new website. David stated the website would be included in the budget for the next fiscal year.

David informed the Board that it needs to appoint a budget officer for the next budget year. Commissioner Lusch made a motion of appoint Officer David Campos as the budget officer for the 17-18 budget year. Commissioner White seconded the motion, and approval was unanimous. David will start the budget training soon. He and Kay Huff from Green Sanitary District will be attending a local budget law class tomorrow.

David stated that as of Tuesday the 15th, the District closed on the refinance of the Treatment Plant Upgrade loan. The District will see savings over the remaining life of the loan of approximately \$580,000, which results in annual savings of about \$40,000. After discussing this with Superintendent Alan Paulson, David suggested that the District take the annual savings and transfer it to the Capital Projects fund for future capital improvements.

Superintendent Alan Paulson gave his report. He informed the Board that the crew just finished pinning the membranes at the plant, which is very tedious. The plant is currently replacing four membranes. When the membranes were originally purchased, the District most likely received old models of the membranes at a discounted price. The new membranes that were recently purchased are newer models that are holding up better. Over time, the plant will replace the old membranes as needed.

The plant had a priming issue that has since been resolved. This was due to a valve on the backwash system that was not seating completely. This caused a drop in the rate of gallons pumped.

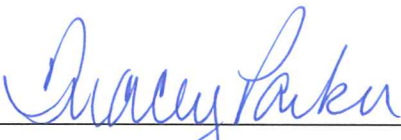
Alan informed the Board that they did some low maintenance landscaping at the plant, eliminating grass from the landscape.

Alan set a deadline of March 1, 2017 for Statements of Qualifications from engineers for a new Engineer-of-Record for the District. This will provide ample time for engineers to respond and leave enough time for Alan and David to review submissions before the next Board meeting.

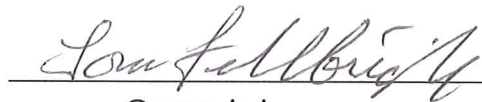
Alan presented the evaluation for Dan Radford to the Board. Alan's overall evaluation of Dan was that he is a dependable, reliable employee that always takes initiative. Dan has a great working relationship with his supervisor, coworkers and customers. Dan Radford has been with the District for thirty years and is a great asset to the District. Since Dan is at the top of his pay scale, Commissioner Fullbright made a motion to give Dan Radford a \$100 gift card as a thank you for his service to the District. Commissioner White seconded the motion, and approval was unanimous.

David reminded the Board that the District will be closed for Presidents' Day.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner White seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:43 p.m.



Commissioner
Roberts Creek Water District



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