

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
July 11, 2019**

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

Commissioner Lusch made a motion to approve the June Minutes. Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Bigler announced that, due to the accounts payable including an invoice payable to his company, BigTech Inc., he will abstain from making a motion and voting on the approval of accounts payable.

Commissioner Lusch made a motion to approve the June/July accounts payable and June Financial Statements. Commissioner Fullbright seconded the motion. Commissioner Bigler abstained from voting. Approval was unanimous.

Office Manager David Campos gave his monthly report. The UMS software conversion is moving along, and David is anticipating the scheduling of training and data review very soon. David hopes to have a "go live" date for implementation soon. CUSI is currently working with BMS Technologies, our billing statement printing company, to lay out the mapping for the billing statements. CUSI is also working with Metereaders LLC, who does our meter readings, to ensure the reading file format is compatible for importing into UMS. David reviewed the fiscal year-end reports with the Board. Items covered were dollars vs gallons billed in comparison to previous years.

David noted that we met the budgeted amount for meter sales, which was primarily due to the new development in the Tabor subdivision. Discussion followed.

David pointed out to the Board that Penalties and Water Service fees revenue account report is new, and these revenues used to be included in Miscellaneous Income. However, to better track fees collected that are directly related to water billings, they have been assigned to their own revenue account. President Parker noted that the volume of NSF check fees has significantly decreased due to the availability of e-check and debit/credit card payments. David added that if customers notify the District and rectify the NSF before the bank alerts us, we will sometimes waive the NSF check fee.

Commissioner Bigler asked what the volume of payments received by mail is like now that online payments are an option. David stated that we still receive a large number of payments by mail, it just comes in spurts. Several customers use their bank's billpay service, which we receive paper checks from.

David also reviewed late fees, late notification fees (door hangers), and re-connect fees assessed in the 2018-19 fiscal year; total collections turned over versus amounts received from collections.

David stated that he and Kay Huff have been discussing the timing of the merger of the water and sewer districts. Because of everything going on with software conversion and year-end, it would be best to begin the merger process early in 2020 as opposed to now. David stated that it is important to not rush through process and make any mistakes.

All of the Board members agreed that we should not begin the process until we can devote the time needed.

Superintendent Alan Paulson gave his report. Alan informed the Board that they are in the process of re-doing the MIOX rooms to prepare for the new MIOX system. The new magnetic flow meters were just delivered. The crew will set the meters, and the electrical wiring will be done after that.

Alan stated that we are waiting on approval from Douglas County to proceed with the road crossing on Happy Valley to bring the water line over for the intertie with Umpqua Basin. An intergovernmental Agreement will be required for the intertie.

The second phase of Tabor Building's subdivision is underway, and that after the sewer lines are finished they will move on to the water lines. After inspection, we will tap for service lines.

Knife River contacted Alan regarding proposed subdivisions off of Harmony Lane near the Wastewater Treatment Plant.

The new crew employee, Josh Manson, is working out great. He has been splitting his time between getting familiar with the treatment plant and working with the crew in the field.

The scheduled system survey from the Oregon Health Authority has been pushed back a day. Because our District has been an outstanding performer in the past, we are required to go through the system survey every five years instead of two.

President Parker called the meeting into executive session at 6:34pm in accordance with ORS 192.660(2)(i) for the purpose of employee evaluations.

President Parker called the meeting back into regular session at 6:39pm.

Commissioner Bigler made a motion to give employee Charlie Borden a \$100 gift card along with a letter of thanks from the Board, as Charlie is at the top of the salary scale. Commissioner Lusch seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to advance Office Manager David Campos to step 7 on the salary scale. Commissioner Bigler seconded the motion. Approval was unanimous.

For the good of the order, David brought up the office's policy of requiring security deposits for new accounts. David stated that landlord accounts are exempt from security deposits. However, certain customers such as Tabor Building, who open new accounts for all of their completed homes, do pay service deposits that are often partially refunded. David is concerned with the amount of paperwork involved with the developer's accounts, and wanted to know if he could waive service deposits at his discretion for known contractors who have a positive history with the District. After short discussion, the consensus of the Board was that the Office Manager may, at his discretion, choose to waive the security deposit for certain customers who have a positive payment history and reputation with the District.

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 6:45 pm.

  
Commissioner  
Roberts Creek Water District

  
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