

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
February 14, 2019**

Secretary Tom Fullbright called the meeting to order at 6:05 pm. Present were Commissioners Phil Bigler and Carolyn White. Also present were Office Manager David Campos, Superintendent Alan Paulson and Employee Dan Radford. President Tracey Parker and Commissioner Steve Lusch were absent.

Commissioner Fullbright made a motion to approve the January minutes, January/February payables, and January financial statements. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report.

David stated that he recently attended the SDAO annual conference in Sunriver. There were some good training sessions he attended; such as cyber security, social media in special districts, equity pay law, and board conflict training. David attended the water district caucus meeting, and from what he heard, there still are no independent labs in the state that are licensed to test for cyanotoxins (blue-green algae toxins). It seems that Oregon DEQ may allocate further funding for its testing facility in hopes of decreasing test results turn-around time. Our hope is that our local testing lab would soon become certified to test for the cyanotoxins.

David informed the Board that the new security camera system has been installed by Oregon Alarm. We are pleased with the installation and the set up service. A few of District staff members had an app installed on our phones so that we can view the camera footage. With the camera project complete, we can now submit reimbursement for 50% of the costs through the SDAO matching grant. Commissioner Bigler mentioned that he was concerned about whether the installer punched a hole through our firewall, which would make us vulnerable to cyber intrusion. Commissioner Bigler suggested that we set up the system on a separate static-IP address.

David presented the proposed budget calendar for the upcoming 2019-2020 budget process. He added that the Board needs to appoint a budget officer for the aforementioned budget year. Commissioner Bigler made a motion to appoint Office Manager David Campos as the 2019-2020 Budget Officer. Commissioner White seconded the motion. Approval was unanimous.

David reminded the Board that he is still waiting on Board Member bio's for the District website.

David stated that he has been working with CUSI to gather data on our current billing system, including performing a data pull from the database and taking screenshots of our user interface tabs. David will also be working on putting our current processes on paper for CUSI to assess and compare to their system. Commissioner Bigler raised a question about much we write-off of per year in dollars. David's rough estimate was approximately \$5,000 per year.

Commissioner White asked if we had several customers who did not receive their water bills in the previous month. David confirmed that, for the billing at the end of December, there were several customers who reported that they did not receive their bill. This was the first month that we have had an issue of customers not receiving their bills. David guessed that the busy holiday season may have been a factor, as the post office is short-handed. The office staff will closely monitor to see if this is a continuing issue.

Superintendent Alan Paulson gave his report. Our current Miox situation has not changed. Our Miox vendor would like to give us a break on a new upgraded Miox system. They would like to keep up happy as we are a fantastic reference for their system and we have sent them a lot of business.

Douglas County has received a grant through the Blue Zones project to put in sidewalks on Carnes Rd in order to increase pedestrian safety near the elementary school. In conjunction, we would like to redo our service lines as they are very dated. Our main lines are in good shape.

Alan stated that we just received a letter from the County listing its planned road projects in the next year. One of the listed roads is Happy Valley. Because our main line ends farther down Happy Valley and we need to eventually move the water line across the road, we will plan to move this project up sooner.

Alan is working on an application for a SPIRE Grant through the State to secure a mobile water purification system from the Oregon Office of Emergency Management. The mobile system is capable of treating 40,000 gallons of water per day. If we were to be selected, we would not necessarily purchase the system, but we would maintain possession of the system. With that, we would be responsible for maintenance and storage of the unit, and training staff on operating it. Douglas County would provide a letter of support for the District to receive the grant. This would be very beneficial to us as we could provide emergency water to our District, neighboring districts, and rural county residents in the event of a catastrophe. Commissioner White questioned

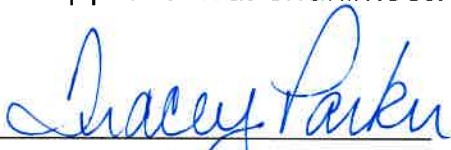
whether we would need to insure the unit. Alan stated that he would look into insurance requirements. Discussion ensued. Alan feels that, should our District be awarded the grant, it would be a win-win for us.

Alan informed the Board that they are currently pinning the membranes at the plant, and so far 21 membranes need to be replaced. We may need to increase our budget for replacing a greater number of the membranes in the next fiscal year.

Alan presented the evaluation for employee Dan Radford to the Board. Alan stated that Dan is a productive, knowledgeable, reliable employee. He communicates well with staff and Alan. Dan is currently at the top of his pay scale.

Commissioner White made a motion to give Dan Radford a \$100 gift card for his continued service to the District. Commissioner Fullbright seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. The meeting was adjourned at 6:53 pm.



Commissioner
Roberts Creek Water District



Commissioner
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