

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
December 12, 2019**

President Tracey Parker called the meeting to order at 6:02 p.m. Present were Commissioners Tom Fullbright, Steve Lusch, Phil Bigler and Carolyn White. Also present were Office Manager David Campos, Superintendent Alan Paulson and Foreman Dan Radford.

Office Manager David Campos presented the Consent Agenda to the Board, which included a request from Civil West Engineers, representing Clarks Branch Water Association, for Roberts Creek Water District to consider annexation of Clarks Branch Water Association. Superintendent Alan Paulson informed the Board that the idea was first conceived by Doyle Tankersley, the previous Superintendent. After a brief discussion, the consensus of the Board was that annexation of Clarks Branch Water Association would not be feasible and was not something that the District would like to pursue. David would respond to Civil West with the Board's decision.

Commissioner Lusch made a motion to approve the November meeting minutes, financial statements, and November accounts payable. Commissioner Fullbright seconded the motion, and approval was unanimous.

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. David stated that the office is still working out some issues with the UMS conversion. In order to have UMS correctly pre-print past-due door hangers with the correct data, we had to pay for custom work. There are also some issues with the gallon-usage reporting.

David stated that the new IVR system does not get a lot of payment traffic, and if traffic does not increase, it may not be feasible to continue the IVR system, which costs a minimum of \$100 per month. There was a brief discussion. Commissioner Bigler stated that his main concern was if we dropped the IVR system, would the District remain PCI compliant. David stated that he will research the District's PCI compliance without the IVR system.

David reminded the Board that during the holidays, the Board usually approves a cash gift for the District employees. Commissioner Bigler made a motion to approve a \$150 cash holiday gift per employee. Commissioner White seconded the motion, and approval was unanimous.

The Board members discussed that Roberts Creek Water District and Green Sanitary District have started mirroring each District's employee benefits, which will simplify things with the

potential merger. Commissioner Bigler then stated he would like to see a compensation analysis completed. David stated that he will work on the analysis.

Superintendent Alan Paulson gave his report. Alan informed the Board that the new MIOX units may will arrive late. They are scheduled to arrive Tuesday, December 17. The startup is planned for December 30.

Alan stated that one of the compressors failed, and Atlas Copco Compressor is scheduled to perform the repair.

Alan updated the Board on the GIS mapping process. The crew is currently mapping the District meters.

Alan informed the Board that Jeremy Wolford and Will Hope have pinned the filter membranes at the plant. Some of the membranes need to be replaced, however, the state must approve of the membranes. In the next budget year, we may be forced to replace all the remaining membranes with the state-approved membranes. A brief discussion followed.

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 6:50 pm.



Commissioner
Roberts Creek Water District



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