

**MINUTES OF THE BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
Via Zoom Webinar on May 14, 2020**

President Tracey Parker called the meeting to order at 6:04 pm. Present were Commissioners Phil Bigler, Tom Fullbright, Carolyn White, and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson.

Commissioner Lusch made a motion to approve the following leak adjustment requests:

Jean Crump 414 Yokum Drive 9917000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb – Apr 2020	38,000	\$ 177.30	$\$177.30 - 88.95 = \$88.35 / 2 =$
Feb – Apr 2019	7,200	\$ 88.95	\$ 44.18 credit

James Clymer 1989 Palos Verdes Dr 2564000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Mar – Apr 2020	22,000	\$ 108.70	$\$108.70 - 80.20 = \$28.50 / 2 =$
Mar – Apr 2019	12,500	\$ 80.20	\$ 14.25 credit

Commissioner White seconded the motion and approval was unanimous.

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

Office Manager David Campos gave his monthly report. David informed the Board that for May he transferred \$100,000 from the General Fund checking account to the General Fund Reserve LGIP account, as the checking balance has accumulated a decent balance and transfer will help generate additional interest income.

David presented the proposed financial audit contract for 2019-2020 from Neuner Davidson & Co., with a not-to-exceed amount of \$9,500. Commissioner Bigler made a motion to approve the audit contract with Neuner Davidson & Co. Commissioner Fullbright seconded the motion. Approval was unanimous.

David stated that he received the final revised consulting services contract for the merger from SDAO, with a not-to-exceed amount of \$10,000. The original contract completion date of October 31, 2020 was changed to May 31, 2021. Also changed was the addition of a fifth task that allowed for other ad-hoc consulting services regarding the merger with Green Sanitary District. Commissioner Lusch made a motion to approve the contract with SDAO. Commissioner White seconded the motion.

David informed the Board that he intends to re-open the District office to customers as of May 18th. Social distancing measures will be implemented to protect staff and customers.

David stated that the 2020-2021 Budget Committee hearing will take place in-person at the District office on June 11. The Budget Hearing is scheduled for June 25. The Board meeting in July will be a joint meeting with Green Sanitary District to discuss the potential consolidation.

David gave the Board a brief update on consolidation planning.

Superintendent Alan Paulson gave his report. He informed the Board that the operations crew should be done with valve turning in the next week. Fire District No. 2 will not be carrying out their hydrant flushing program.

Alan informed the Board that the materials have been purchased to move the 2" water line on Andorra Drive. This project will be done in the near future.

There was a small issue with one of the UV lamp units. A new sensor has been purchased.

There was a problem with the sewer pumps at the Rising River pump station. The two original pumps had to be replaced, at a cost of approximately \$4,700.

Alan stated that we have not yet received a cost estimate from Douglas County on the Carnes Rd project. We should have a cost estimate in time for budget.

Alan presented an employee evaluation for Shawn Hastings, Utility 2 employee. Commissioner Fullbright made a motion to give Shawn Hastings a \$100 gift card in appreciation of his service to the District, as Shawn is currently at the top of his salary scale. Commissioner Lusch seconded the motion. Approval was unanimous.

For the good of the order, Commissioner Phil Bigler stated that he may be moving out of the District so the next meeting may be his last as a Board member.

Commissioner Fullbright made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:27 pm.



Commissioner
Roberts Creek Water District



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