

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
November 8, 2018**

President Tracey Parker called the meeting to order at 6:00 pm. Present were Commissioners Tom Fullbright and Carolyn White. Also present were Office Manager David Campos and Superintendent Alan Paulson. Commissioners Steve Lusch and Phil Bigler were absent.

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

Office Manager David Campos gave his monthly report. David informed the Board that with the QuickBooks renewal approaching, he discovered that QuickBooks offers their Enterprise product on a cloud server. The server is hosted by Right Networks. David has converted his QuickBooks to the Enterprise-Cloud set up to increase data security. The cloud server also enables David to work in QuickBooks remotely.

Lane Ricardo with Continental Utility Solutions Inc. (CUSI) visited the District to give a more detailed in-person demo of their UMS billing software. The office staff was very impressed by the demo. Lane demonstrated how some of our current processes would be improved with their software. David was also very impressed with CUSI's customer support. CUSI's customer base is not as large as the more popular options, but the majority of their clients are water/sewer utilities. Because of this, they are able to better customize the software to fit our needs. CUSI does not currently offer a cloud version of their software, but they do offer managed backups on a cloud server.

The office recently swapped copy machines with the plant because they were having issues with their copier. However, the copier that came from the plant is also having problems. The current copy machines are old enough that manufacturers do not make parts for that model anymore. We are looking at purchasing a smaller machine for the plant as they do not have as high of copy/print volume as the office. There was discussion about purchasing a desktop all-in-one from Staples. The only drawback with that is that there are issues with those machines and we would have to resolve those issues ourselves, in addition to purchasing ink/toner.

We have not heard from SDAO yet on the status of our Safety and Security Grant application.

Superintendent Alan Paulson gave his report. Harvey and Price will be installing the flex coupling next week at the plant.

We have had a couple issues with the epoxy we ordered. There was some miscommunication regarding the amount needed and the price quoted. The sales rep gave a verbal quote of \$70 per kit. The first kits delivered to the plant were past expiration so we requested new kits. When the kits were picked up, the price given was \$600 per kit. The sales rep who gave the initial quote has since relocated out of state. We declined the kits and will look into purchasing the product from Mill Supply.

Alan stated that the Oregon Health Authority is proposing to permanently adopt the Administrative Rule recently enacted for blue-green algae toxin testing. Some things will have to change going forward, such as the testing process. This summer we had to send off samples to Hillsboro, which was the only approved testing site in the state. This created a backlog and delayed test results. We should be able to send samples to Umpqua Research in Myrtle Creek, which is where we send our other water samples for testing.

Alan informed the Board that he would like to discuss the crew's cell phones. Currently, the District pays for the service through a Verizon business plan. Alan is requesting that we instead give the crew employees a monthly stipend to help cover the cost of their own phone plan. This would be the same policy that Green Sanitary District currently has. A brief discussion followed. The consensus of the Board was to switch to giving the employees a stipend.

Jeremy recently gave a plant tour to a UCC environmental geology class.

Alan recently attended a CDL supervisor's class at RUSA.

Alan informed the Board that four employees will be taking a CPR/first-aid training course at UCC. After the training, we will look into purchasing AED's for the District. A brief discussion followed.

President Parker called the meeting into executive session at 6:21 pm in accordance with ORS 192.660(2)(i) for an employee evaluation.

President Parker called the meeting back into regular session at 6:25 pm. Commissioner Fullbright made a motion to advance Beth Dewsnup to Office Assistant Step 6 on the salary scale. Commissioner White seconded the motion. Approval was unanimous.

There was a brief discussion regarding Charlie Borden's health status.

President Parker adjourned the meeting at 6:32 pm.



Commissioner
Roberts Creek Water District



Commissioner
Roberts Creek Water District