

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
October 10, 2018**

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

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

LEAK ADJUSTMENT REQUEST

Brandell Burton 364 Corona Loop 6413-001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June-Aug 2018	42,400	\$ 191.55	$\$191.55 - 118.95 = \$70.70 / 2 =$ \$ 35.35 credit
June-Aug 2017	23,200	\$ 120.85	

Amal Petrov 320 Dark Horse St 9198-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July Sept 2018	89,900	\$ 302.50	$\$302.50 - 87.10 = \$215.40 / 2 =$ \$ 107.70 credit \$100 Cap
July-Sept 2017	17,600	\$ 87.10	

Rhonda Day 2067 Green Ave 8771-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Aug 2018	16,500	\$ 91.60	$\$91.60 - 47.90 = \$43.70 / 2 =$ \$ 21.85 credit
July-Aug 2017	2,300	\$ 47.90	

Commissioner Fullbright Seconded the motion and approval was unanimous.

Commissioner Fullbright asked whether there were any changes made to any of the minutes/financials/payables reports. Office Manager David Campos stated that he had made one change to the September minutes, which was the deletion of a paragraph from a previous meeting's minutes that was originally left in error. Commissioner Fullbright made a motion to approve the September minutes, September/October payables, and September financial statements. Commissioner Bigler seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. The District has received three quotes from companies for installation of surveillance systems at the District office/plant/shop/river intake. The initial cost quotes came in at approximately \$10,000. David asked whether the river intake surveillance should be included in the SDAO safety and security grant application. It was discussed that the river intake does carry safety and security risks so it should be included.

This year's theme for the SDIS Best Practices Checklist is safeguarding District Property. The checklist requires photos of District covered buildings and structures, adoption of a preventative maintenance policy, and online training in Facilities Emergencies or Arson Prevention. It was discussed that the policy does not need to be adopted by Resolution.

A representative from Continental Utility Solutions, Inc. will be visiting the District on November 1 to give office staff a more in-depth demo of their UMS utility billing software. A brief discussion followed.

Superintendent Alan Paulson gave his report. He has signed a change order for the installation of a flex coupling on the CIP tank at the plant. The contractor, Harvey & Price, cracked the flange on the tank and will repair the flange at the same time. According to the contractor, there should have been a flex coupling there already. The change order will put the project over the \$50,000 threshold for BOLI prevailing wage requirements. The contractor has been notified and the proper paperwork will be filed.

The control valve for the backwash system at the plant has been repaired.

New day tanks for the MIOX system have been purchased, and while the old tanks are out, the floor will be re-finished with epoxy covering. It is a harsh environment that is susceptible to corrosion.

MIOX has come up with a permanent fix for their outdated power supply, which replaces the whole upper cabinet. The cost is approximately \$16,000. Until the new fix is purchased, a backup system will be set up in case the MIOX goes down and the 12% solution can be delivered.

The UV lights were just changed at 13,000 hours. The manufacturer suggests replacing the bulbs at 5,000 hours. The replacement cost is approximately \$4,000. A brief discussion followed.

The on-call tablet will be used for the new GIS interface. The factory training will take place soon and then we can begin the process of mapping District assets.

The property below the speedway tank may be developed soon. There is talk that the DFPA may move its shop there, and they would develop the land in-between the tank and the freeway.

The sediment basin is back online now, mainly due to leaf stain in the water.

A UCC class will be touring the plant on November 6.

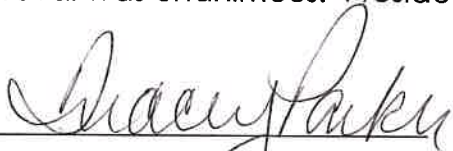
Some of the staff/crew will be doing a first-aid class. President Parker suggested the District invest in AED's for medical emergencies. A brief discussion followed.

Umpqua Basin Water is extending their main on Happy Valley Rd, so next year we will budget for establishing an intertie.

President Parker called the meeting into executive session at 6:32 pm in accordance with ORS 192.660(2)(i) for an employee evaluation.

President Parker called the meeting back into regular session at 6:37 pm. Commissioner Fullbright made a motion to give Jeremy Woford a \$100 gift card and "thank you" letter since Jeremy is at the top of his pay scale. Commissioner Bigler seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:39 pm.



Commissioner
Roberts Creek Water District



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