

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
August 8, 2019**

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

After a brief discussion, Commissioner Bigler made a motion to approve the following leak adjustment requests, the July Minutes, July Financial Statements, and July Accounts Payable.

LEAK ADJUSTMENT REQUEST

Gerald Dillon 133 Capitola Ct 006440-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Apr - June 2019	24,400	\$ 140.25	$\$140.25 - 94.65 = \$45.60 / 2 =$
Apr - June 2018	8,800	\$ 94.65	\$ 22.80 credit

Jose Pacheco 191 Char St 011726-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
June - July 2019	87,400	\$ 296.80	$\$296.80 - 91.60 = \$205.20 / 2 =$
April - May 2019	15,700	\$ 91.60	\$ 102.60 credit \$100 Cap

Ivy Kelley 4288 Coronado Dr 000192-001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July 2019	67,000	\$ 213.95	$\$213.95 - 37.25 = \$176.70 / 2 =$
July 2018	4,500	\$ 37.25	\$ 88.35 credit

Commissioner White seconded the motion, and approval was unanimous.

Office Manager David Campos gave his monthly report. David informed the Board that the office staff just went through a 2-day training on the UMS billing software. David will next assist UMS with a review of the current billing data as it has been loaded into UMS.

David informed the Board that the annual audit is scheduled for the beginning of October.

David stated that SDAO will be holding a Board Member and Management Staff training seminar on August 22 in Cottage Grove. Superintendent Alan Paulson stated that we would like to attend the seminar.

Superintendent Alan Paulson gave his report. Alan updated the Board on the progress of the new MIOX system project. The crew has been doing some work on the MIOX room in the meantime.

Alan informed the Board that the new treated water mag meters have been installed, and will be ready for programming once the wiring is complete.

For the planned intertie with Umpqua Basin Water, Douglas County is not allowing us to cut Happy Valley Rd for the water line. They are requiring that we bore under the road, which will add a substantial amount to the cost of the project.

Alan informed the Board that Camp Creek Electric is near completion of the transfer switch installation.

Alan stated that the developer should be starting soon on the water lines in the 2nd phase of the Tabor subdivision.

Alan stated that the Oregon Health Authority recently completed the system survey for Roberts Creek Water District. Alan feels that the survey went well, and we should be receiving the official results soon.

Alan stated that he was contacted by Douglas County Public Works regarding the availability of water for the proposed wastewater pre-treatment plant at the landfill.

There are two proposed subdivisions at the end of Harmony Lane. For one of the subdivisions, the main will have to be extended. If the water main is extended, Green Sanitary District may be interested in connecting water at their ranch property.

Alan stated that i.e. Engineering is working on the Carnes Rd sidewalk project for Blue Zones. We may have i.e. also do the engineering for our service lines and then the District will pay for its portion of the costs. A brief discussion followed.

The proposed Burger King is still in the works but there are traffic issues to address first.

Alan stated that a Carl's Jr. is planned for the lot next to Taco Bell. The main line will have to be extended to accommodate.

President Parker called the meeting into executive session at 6:23 pm in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation.

President Parker called the meeting back into regular session at 6:26 pm.

Commissioner Bigler made a motion to give Alan a \$100 gift card and letter thanking him for his service to the District. Alan is currently at the top of his salary scale. Commissioner White seconded the motion. Approval was unanimous.

There being no further business before the Board, Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:29 pm.



Commissioner
Roberts Creek Water District



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