

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
December 14, 2017**

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

Guy Kennerly presented the General Liability/Property/Auto insurance renewal for 2018 to the Board. Mr. Kennerly noted that the policy premium will be down \$320 compared to 2017. The savings is the result of some changes in appraisals and SDAO Best Practices credit. The one major policy change for 2018 is that earthquake coverage re-insurance has a \$10 million limit for the District. This limit applies to all SDAO covered Districts. The District's longevity credit will be \$3,318. The Board thanked Mr. Kennerly, and he exited the meeting at 6:09 pm.

After a brief discussion, Commissioner Bigler made a motion to approve the following leak adjustment requests:

Heidi Morrison 3904 Joe Ave 906-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Aug-Nov 2017	112,600	\$ 365.30	$\$365.30 - 149.70 = \$215.60 / 2 =$
Aug-Nov 2016	25,200	\$ 149.70	\$ 107.80 credit \$100 Cap

Donald Cummins 529 Glengary Loop Rd 2230-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Nov-Dec 2017	214,600	\$ 587.20	$\$587.20 - 52.80 = \$534.40 / 2 =$
Nov-Dec 2016	4,500	\$ 52.80	\$ 267.20 credit \$100 Cap

Philip Witt 2354 Castle Ave 10503-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sep-Oct 2017	50,300	\$ 165.50	$\$231.65 - 133.65 = \$ 98.00 / 2 =$
Sep-Oct 2016	1,900	\$ 47.90	\$ 58.80 credit

Commissioner Lusch seconded the motion, and approval was unanimous.

President Parker asked whether the Accounts Payable report should be for December accounts payable, and not November accounts payable, adding that it seems that the Board is approving the same bills twice. Office Manager David Campos noted that the

format presented is what was presented in meetings prior, but if there is a better way of presenting accounts payable to include current month expenditures he will work on that.

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

Office Manager David Campos gave his monthly report.

David advised the Board that it usually approves a Holiday cash gift for the District employees of \$150 each, and that the Board may choose vote on approving the Holiday cash gift for this year. Commissioner Fullbright made a motion to approve the \$150 cash gift for District employees. Commissioner Lusch seconded the motion, and approval was unanimous.

In years past, the Board has voted on funding the HRA Veba plan for District employees, which is \$1,200 per employee annually. David noted that the Board has stated previously that it would like to continue offering this benefit to the District employees as long as it is financially feasible. David also added that the HRA Veba benefit contributions were included in the health insurance budget for the year. Thus, David's opinion was that the Board did not need to vote on funding this benefit, and the Board agreed.

David informed the Board that the SDAO Conference schedule is available, so if Board members wish to attend, they can complete the registration forms and submit them to David.

A locking mailbox has been set up outside the office for the postal courier's mail drop. Due to staffing changes at the Post Office, the courier often does not make it by the District office before it closes to pick up outgoing mail and drop off incoming mail. The locking box will ensure that outgoing mail will still get picked up.

David noted that the District will be closed for Christmas on December 25th and 26th, and also will be closed for New Year's Day.

Superintendent Alan Paulson gave his report. Alan informed the Board that the relief valves have been checked and taken care of. The tank divers were scheduled for the tanks cleaning on December 19th, but have rescheduled to the 20th due to emergencies.

The crew is currently cleaning up the Miox room, preparing the floor for re-sealing and fixing some leaks in some piping.

There has been an issue with one of the air compressors at the plant, which had a cracked housing on an element that was leaking oil. Alan added that the compressors have been problematic from the beginning. They are currently trying to source parts to repair the compressor.

Alan informed the Board that there was a substantial water leak at the plant in the potable water line. Due to drainage, it was difficult to locate the leak. Alan added that we do not yet know how much water was lost.

Shawn Hastings returned to work on November 20, a month earlier than anticipated.

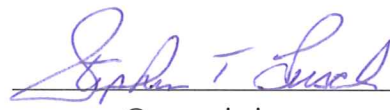
Dan Radford, Jeremy Wolford, and Alan all attended short school recently.

For the good of the order, David stated that Credit Services of Oregon, whom the District uses as its collections service provider, reached out to the District asking about customers who may need some extra help during the holidays. The office was able to provide the information for a customer who has been going through some difficult times, and Credit Services will be doing some things to help that customer out for the holidays.

President Parker adjourned the meeting at 6:33 pm.



Commissioner
Roberts Creek Water District



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