

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
June 7, 2018**

President Tracey Parker called the meeting to order at 6:01 p.m. Present were Commissioners Phil Bigler, Carolyn White, Steve Lusch, and Tom Fullbright. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford.

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

Office Manager David Campos gave his monthly report. He informed the Board that the Budget Hearing that was originally scheduled to coincide with the June regular Board meeting has been rescheduled for June 14, 2018 due to the Budget Hearing notice not being published on time.

David informed the Board that representatives from Chase Bank visited the District recently to discuss services and products that Chase offers. David stated that he is interested in the Chase Ink business credit card, but will check with Umpqua Bank to see if they offer similar benefits with their business credit cards. David also will look into whether our current credit card is limited to business liability or if there is also personal liability. David learned that many districts and cities who are using Chase's Xpress Bill Pay are using the Caselle utility management software. David will have a web demo with Caselle soon to see what their software offers.

David presented the audit contract from Neuner, Davidson, Cooley & Rapp, LLC for the 17-18 audit. The contract price is a "not-to-exceed" amount of \$8,900. Commissioner Bigler made a motion to accept the audit contract with NDCR, LLC. Commissioner White seconded the motion. Approval was unanimous.

David finished the new Water Leak Credit Request form, and it is now available on the District website, along with frequently asked questions.

A brief discussion began regarding the recent issues with Blue-Green Algae. It was noted that the District has already begun testing for the algae-related toxins. Superintendent Alan Paulson added that issues arise when humans or animals ingest water that has become stagnant, such as from puddles.

Superintendent Alan Paulson gave his report. He informed the Board that Harvey and Price will be starting on the piping project in the next week. They are building the segments offsite and will be bringing them into the plant to install.


There is a little room left in the chemical budget, so the plant will be ordering some citric acid.

There were some trees along the plant driveway that were blowing over and falling down over the driveway. The trees were not property of the District but the plant neighbors agreed that they should be removed. Those trees have been removed.

When the main tank was recently cleaned, it was determined that the other tanks did not need cleaning due to the condition of the main tank. Since Liquivision was in the area, we have decided to go ahead and have the other tanks cleaned as well, seeing as the expense was already budgeted for.

Alan informed the Board that Charlie has had some complications with his foot. Alan is unsure at this point when Charlie will be returning to work. Charlie will run out of sick and vacation time next month. The current employee policy states and an employee may donate sick time if they currently have accrued at least 160 hours, and they may donate up to 10% of their own sick time. Alan asked whether the Board would like to make an exception so that employees could donate more of their sick time to Charlie. Discussion followed. For the next Board meeting, discussion will include increasing the maximum amount of sick leave that may be accrued.

There being no further business before the Board, Commissioner Bgler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:32 pm.

  
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Commissioner  
Roberts Creek Water District

  
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**MINUTES OF THE  
2018-2019 BUDGET HEARING  
ROBERTS CREEK WATER DISTRICT  
June 14, 2018**

President Tracey Parker called the meeting to order at 6:11 p.m. Present were Commissioners Phil Bigler and Office Manager David Campos. Commissioner Tom Fullbright attended via phone conference.

President Tracey Parker opened the meeting and invited public comment on the 2018-2019 Budget.

After no comments from the Public, Commissioner Bigler made a motion to adopt Resolution R-2018-06-01, to adopt the 2018-2019 Budget and make appropriations. Commissioner Fullbright seconded the motion, and approval was unanimous.

Commissioner Bigler made a motion to adjourn the Budget Hearing. Commissioner Fullbright seconded the motion. Approval was unanimous. President Parker adjourned the meeting at 6:16 pm.

  
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