

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
July 13, 2017**

President Tracey Parker called the meeting to order at 6:10 p.m. Present were Commissioners Phil Bigler, Carolyn White, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson.

President Parker made a motion to approve the following leak adjustment request for Richard Barrett:

LEAK ADJUSTMENT REQUEST

Richard Barrett 429 Bailey Drive 0837-000

| | <u>Gallons</u> | <u>Billing</u> | <u>ADJUSTMENT</u> |
|-----------|----------------|----------------|-------------------------------|
| June 2017 | 112,000 | \$ 295.90 | $\$295.90 - 33.75 = \262.15 |
| June 2016 | 4,600 | \$ 33.75 | \$ 262.15 credit |

Commissioner Bigler seconded the motion, and approval was unanimous.

Commissioner Bigler made a motion to approve the water availability request for Ron Wilkison. Commissioner Fullbright seconded the motion. Approval was unanimous.

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

Office Manager David Campos gave his monthly report. David stated that at the end of June, the parking lot was re-sealed and striped by The Striping Company. There were some issues with the seal lifting off the original pavement, and The Striping Company discounted the final bill by \$200. Next, Hendrix Painting will be painting the exterior of the office at a quoted price of \$3,200. Hendrix Painting is a customer of Roberts Creek Water District. The only other quote submitted was by Heritage Painting, at \$5,850. Other painters in the area were unavailable.

David informed the Board that the annual audit is scheduled for the third week of August.

David stated that the billing statements in the new format will go out this month. The office will have a web meeting with BMS to go over the final training. David said that they have had a conversation in the office regarding debit/credit card transaction limits and whether a limit should be implemented. The idea of charging customers for debit/credit card

transactions was discussed. The general consensus was that we should wait and see how the merchant fee costs go for the next couple months.

David informed the Board that it is time to consider planning a public hearing for the upcoming water rate increase. Several of the commissioners stated that by law we have to issue two notices with at least 60 days notice before the rates go into effect. Discussion followed. David will confirm the public notification requirements with District resources for the next meeting.

David then presented the year-end reports, including billings, meters sold, past dues, and budget. Overall both the Administrative and Operations Departments finished under budget.

Superintendent Alan Paulson gave his report. Alan stated that we have received some bids for the tank cleaning. LiquiVision, based out of Klamath Falls, was the lowest bidder. Inland Potable Services, based in Colorado, was the next lowest bidder. Both companies have done work for the District previously. Commissioner Bigler made a motion to proceed with LiquiVision to inspect and clean the District water tanks. Commissioner Fullbright seconded the motion. Approval was unanimous.

Alan informed the Board that the valve that shuts the tank off is not functioning properly. The tank will have to be drained to service the valve, but we will have to wait until after summer when consumption is lower so that the valve can be replaced.

The sediment basin has been drained and cleaned out, and this will be the first time since the new plant was built that both ponds will be able to be cleaned out.

We have a customer with property at the end of Little Valley Road. The property has a house with some pasture land. The pasture land has a water trough at one end hooked up to a meter. The property is split into several tax lots. The customer would like to cap off the line for the water trough and move the meter to the end of the property where the house is located. Discussion followed. General consensus was that the customer may move the service to the other end of the property.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:05 pm. President Parker called the regular Board meeting back into session at 7:13 pm.

Commissioner Bigler made a motion to give Charlie Borden a \$100 gift card, along with a letter thanking him for his service with the District. Commissioner Lusch seconded the motion. Approval was unanimous.

For the good of the order, the decision was made to give David his evaluation at next month's Board meeting. Commissioner Blgler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:15 pm.



Commissioner
Roberts Creek Water District



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