

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
October 12, 2017**

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

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

Office Manager David Campos gave his monthly report. David is currently working on the fiscal year-end financial statements for the audit.

David stated that there have only been a few comments received in the office in regards to the upcoming water rate increase. Most customers seem to be understanding of the increase. David did receive one written comment from a customer and subsequently sent a letter in response to the customer.

A brief discussion followed regarding the new billing statements. Commissioner Fullbright mentioned that some customers were relating the new statements to the rate increase, but the two are not related. Other commissioner noted how the new statements and online billpay adds value for the customers.

David has begun researching different billing software options for the future. The Commissioners advised David that company longevity, support, and security are key elements to look for in a new software provider. David stated that he would not like to rush the process, but hopes to find a new software solution by the time budget preparation starts.

David informed the Board that the SDAO Annual Conference will take place February 9-11 in Seaside, Oregon.

President Parker asked Superintendent Alan Paulson if the complaint by customer Ronald Williams was ever resolved. Alan responded that once Mr. Williams understood the new billing format, he was satisfied and the issue was resolved after speaking with Alan.

Superintendent Alan Paulson gave his report. He has not heard yet from Liquivision regarding the upcoming tank cleaning. Land Mark Surveying has surveyed the main tank and it has not moved.

The Happy Valley job has been completed. It has been pressure tested and chlorinated, and water samples will be tested in the next week. Alan is pleased with the job and it went very smooth.

Shawn Hastings returned to work on October 2<sup>nd</sup> and is on light duty.

Dan Radford will be attending a short school and cross-connection class November 6-9 in Florence.

The Board went into Executive Session at 6:23pm in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation. Dan Radford exited the meeting.

President Parker called the meeting back into regular session at 6:27pm. President Parker made a motion to give Jeremy Wolford a \$100 gift card, along with a "thank you" letter from the Board. Commissioner Bigler seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:27 pm.

  
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Commissioner  
Roberts Creek Water District

  
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Roberts Creek Water District

**MINUTES OF THE  
PUBLIC HEARING FOR WATER RATE CHANGES MEETING  
ROBERTS CREEK WATER DISTRICT  
October 17, 2017**

President Tracey Parker called the meeting to order at 6:05 pm. Present were Commissioners Phil Bigler, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos, employee Dan Radford, and visitor Shirley McSperitt. Commissioner Carolyn White and Superintendent Alan Paulson were absent.

President Parker opened the hearing to receive comment from the public. Visitor Shirley McSperitt approached the Board. Ms. McSperitt wanted to address the water rates charged to out-of-district customers with the Board. Ms. McSperitt began by giving a history of the Water District, as she has been involved with the District for many years, including serving as Office Manager for many years. Ms. McSperitt explained that the reasoning for charging out-of-district customers higher rates originated when the District was expanding and levied taxes on District customers to fund the expansions. Since out-of-district customers were not subject to the tax levies, they were charged higher rates make up the difference. Since the bond levies have since been paid off for several years, and the additional costs of providing water service to out-of-district customers is minimal, Ms. McSperitt would like the Board to consider reducing the water rates charged to those customers. After discussion, the Board agreed that while out-of-district customers should not continue to be charged substantially higher rates than in-district customers, the rates charged to out-of-district customers should still be higher than in-district water rates.

Commissioner Bigler made a motion to change the water base rates for out-of-district services from 150% to 120% of in-district base rates, and change the volume rates to be 100% of in-district water rates. Commissioner Fullbright seconded the motion. Approval was unanimous.

A second Public Hearing will be scheduled to receive comment on the changes noted.

President Parker adjourned the meeting at 6:47pm

  
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