

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
February 13, 2020**

President Tracey Parker called the meeting to order at 6:03 p.m. Present were Commissioners Tom Fullbright and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Foreman Dan Radford.. Commissioners Carolyn White and Phil Bigler were absent.

For the consent agenda, the Board reviewed three leak adjustment requests.

President Parker made a motion to approve a leak adjustment credit to Shawn Hyatt in the amount of \$500. The customer's calculated additional billing due to the leak was \$944.77. Commissioner Fullbright seconded the motion. Approval was unanimous.

Commissioner Lusch then made a motion to approve the following leak adjustment credits:

Customer: Valerie Guhlke - 103 Lancaster Ave

| | <u>Gallons</u> | <u>Billed</u> | <u>ADJUSTMENT</u> |
|----------------------------|----------------|---------------|--|
| December 2019 | 65,000 | \$208.25 | $\$208.25 - 44.85 = \$163.40 / 2$ = \$81.70 credit |
| Oct 19/Nov 19/Jan 20 (Avg) | 8,000 | \$44.85 | |

Customer: Misti Davis – 4422 Depriest St

| | <u>Gallons</u> | <u>Billed</u> | <u>ADJUSTMENT</u> |
|--------------|----------------|---------------|--|
| January 2020 | 58,600 | \$191.15 | $\$191.15 - 34.40 = \$156.75 / 2$ = \$78.38 credit |
| January 2019 | 4,000 | \$34.40 | |

Commissioner Fullbright seconded the motion. Approval was unanimous.

Commissioner Fullbright made a motion to approve the January meeting minutes, financial statements, and January accounts payable. Commissioner Lusch seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David informed the Board that he, along with Commissioner Bigler, attended the SDAO Conference in Seaside. At the conference, David met Mark Knudson, who is with SDAO Consulting services. Mr. Knudson also serves on the Board of Oak Lodge Water Services and has many years of experience with water districts. David stated that Mr. Knudson is very eager to assist us with the merger process. A short discussion followed. David plans to reach out to Mr. Knudson go over ways that he can assist us.

David advised the Board that he is working on updating the Office Assistant job description to post the job opening. The position will be posted on both our website and on Green Sanitary District's website.

David stated that he is working on drafting an intergovernmental agreement for shared personnel with Green Sanitary District.

David received a quote from Umpqua Insurance for an additional cyber crime liability policy. The policy includes coverage up to \$1,000,000 and covers computer crimes such as ransomware.

David stated that they have replaced 3 computer workstations between the plant and shop and will be replacing 4 computer workstations in the office. Phil Bigler will be doing the installations.

David presented the tentative budget calendar for the 2020-2021 budget and informed the Board that they will need to appoint a budget officer. Commissioner Lusch made a motion to appoint Office Manager David Campos as budget officer for the 2020-2021 budget. President Parker seconded the motion. Approval was unanimous.

David informed the Board of a request by a current customer to purchase an additional water meter for the second parcel of his lot. The parcel does not have an address and our ordinance states that we will not allow a connection without an address. Douglas County will not provide him an address without any planned development. The customer is requesting an exception from the District in order for him to purchase a water meter. After discussion, the consensus of the Board was that the additional water meter was not currently necessary and that we will follow our policy.

Superintendent Alan Paulson gave his report. Alan informed the Board that while the electricians were on-site for the MIOX project, they cleaned up some old redundant electrical setups. They also replaced and improved some lighting.

Alan stated that the DFPA has purchased a meter, and will be installing a private hydrant on their property at Speedway Rd.

Alan has been discussing fire flow requirements and potable water demand needs for the town tank with the engineer.

Douglas County is preparing the start their sidewalk project on Carnes Rd. Alan stated that we will likely piggy-back on to the County for engineering and labor to have the water services relocated and lines replaced. This will require an Intergovernmental Agreement with the County. Alan will be in discussions with the project engineer and will have more to report at the next Board meeting.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. President Parker seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:48 pm.


Commissioner
Roberts Creek Water District


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