

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
February 15, 2018**

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

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

Roy Keller 337 Monte Drive 4845-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July 2017 - Jan 2018	169,300	\$ 583.55	\$583.55- 395.50 = 188.05 / 2 94.03 adjustment
July 2016 - Jan 2017	46,900	\$ 265.65	
July 2015 - Jan 2016**	99,300	\$ 395.50	

Ruth Hodges 141 Sisters Ln 1880-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
January 2018	20,300	\$ 80.00	\$80.00 - 34.40 = 45.60 = 45.60 adjustment
December 2017	3,800	\$ 34.40	

Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Lusch made a motion to combine and approve the January Minutes, Financial Statements and January/February Accounts Payable. Commissioner Bigler seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report.

David informed the Board that he, Commissioner Lusch and President Parker all attended the annual SDAO Conference in Seaside. There were some good takeaways from the Conference, including requirements for Executive Sessions and a session on the 1st Amendment in the workplace. David also spoke with a few software vendors at the Conference, and will be following up with them soon. David added that he has not decided whether he would like to integrate the financial software with the utility billing yet, as he likes and is comfortable with QuickBooks. A brief discussion followed.

David noted that he has attached the Budget Calendar for the 2018-2019 budget year. He added that the terms for Budget Committee members Shirley McSperitt and Ron Curry have

expired, and questioned the Board as to whether a motion is needed to renew their terms, as both members have expressed interest in continuing to serve on the Committee. The Board confirmed that a motion was needed.

Commissioner Bigler made a motion to re-appoint Shirley McSperitt and Ron Curry to the Budget Committee. Commissioner Fullbright seconded the motion.

David informed the Board that he may have a resolution for the next Board meeting, to increase the District's system development charges. Per the adopting resolution, R-10-2008-4, the system development charge (SDC) is to be adjusted annually according to the Construction Cost Index reported by the Engineering News-Record. The SDC has not been adjusted since the rates and methodologies were adopted in 2008. David added the methodology from the adopting resolution is still valid.

David informed the Board that Tabor Building has purchased six meters to-date in the new subdivision.

RUSA will be hosting a Public Contracting seminar tomorrow, February 16, at 11:30am. The seminar will be led by Eileen Eakins.

Superintendent Alan Paulson gave his report. Alan informed the Board that 7 of the filter membranes have been replaced and the rest of the membranes have been pinned.

The crew has been attending a few short schools that were held nearby, and that Will and Jeremy will be attending short school in Sunriver during the first week of March.

The crew will set the meter for the new Dutch Bros at Ray's tomorrow.

Alan reviewed the engineering proposal for the CIP replacement project with the Board. The Board was satisfied with the proposal. Commissioner Lusch made a motion to approve the engineering proposal from SHN Engineers for the CIP replacement project. Commissioner Fullbright seconded the motion. Approval was unanimous.

Alan presented his evaluation for Dan Radford to the Board. Alan stated that Dan is a good employee, has been with the District for 31 years, and is at the top of his pay scale. Commissioner Fullbright made a motion to gift Dan a \$100 gift card and a thank you letter. Commissioner Bigler seconded the motion. Approval was unanimous.

Alan informed the Board that Charlie Borden is on light duty, and may need back surgery. A brief discussion followed.

Commissioner Bigler made a motion to adjourn the meeting. Commissioner Lusch seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:33 pm.



Commissioner
Roberts Creek Water District



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