

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
June 8, 2017**

President Tracey Parker called the meeting to order at 6:07 p.m. Present were Commissioners Phil Bigler, Carolyn White, and Tom Fullbright. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford. Commissioner Steve Lusch was absent.

The Board began the meeting with the budget hearing to receive comments from the public. No one present had any questions or changes to the Budget document that was approved by the Budget Committee at the May 11, 2017 budget meeting

Commissioner Bigler made a motion to approve the following leak adjustment request for Shane Spontini:

LEAK ADJUSTMENT REQUEST

Shane Spontini 2634 Roberts Creek Rd 7594-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
May 2017	64,200	\$ 178.30	$\$178.30 - 46.00 = \$132.30 / 2 =$
May 2016	9,500	\$ 46.00	\$ 66.15 credit

Commissioner Fullbright seconded the motion, and approval was unanimous.

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

Office Manager David Campos gave his monthly report. He presented Resolution R-2017-06-01 to the Board for approval. R-2017-06-01 adopts the approved budget for fiscal year 2017-2018. Commissioner Bigler made a motion to adopt Resolution R-2017-06-01. Commissioner Fullbright seconded the motion. Approval was unanimous.

David was made aware by Umpqua Bank that former Office Manager Gloria Breedlove was still listed as a signer for the District's bank accounts. The bank needs approval from the Board to remove Gloria as an authorized signer. Commissioner Bigler made a motion to remove Gloria Breedlove as a signer on all District bank accounts. Commissioner White seconded the motion. Approval was unanimous.

David informed the Board that the District's new website is now live. The Board was pleased with the new website. David will continue to add more information to the website. Commissioner Bigler asked whether the website has a way for customers to ask questions. David stated that there is a form on the website where customers can submit questions and comments.

David presented the audit contract from Neuner, Davidson, Cooley & Rapp, LLC for the 17-18 audit. The contract price of \$11,500 is a "not-to-exceed" amount and does not reflect any discount given for internally prepared financial statements and notes. Commissioner Bigler made a motion to accept the audit contract with NDCR, LLC. Commissioner White seconded the motion. Approval was unanimous.

David informed the Board that our 2016 water quality report is available online and a direct link to the report will be provided on the June billing statements.

Superintendent Alan Paulson gave his report. Steve Donovan of SHN Engineers will be quoting a price for the design of the 8" main line extension on Happy Valley Rd, which will be a crew project. Alan and Mr. Donovan also discussed a bid project to bore under Highway 99 for the future Town Tank.

The people who will be benefitting from the Happy Valley extension came in to discuss with Alan their portion of the projects costs.

The District has received two bids for painting the office exterior. Alan has also solicited bids for the cleaning of all 3 water tanks.

Douglas County is trying to wrap up its property sale on Ingram Drive, and will most likely need some documentation signed for the associated special surcharge liens.

Alan has spoken with customer Molly Jacobsen regarding an issue she is having with the finance of her property. Her lender is requiring that the lot be split into several lots, which would require that she purchase separate water services for the separated lots per District Ordinance. Ms. Jacobsen prefers to maintain the existing 2" water service for the entire subdivided property, but District ordinance does not allow for that. Discussion followed. The Board decided that it cannot change its ordinance to accommodate a customer, and if the customer ultimately subdivided her tax lot, the new lots would require separate service hookups.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 6:41 pm and Dan Radford was excused from the meeting. President Parker called the regular Board meeting back into session at 6:48 pm.

Commissioner Bigler made a motion to advance Shawn Hastings to Utility II Step 9. Commissioner Fullbright seconded the motion. Approval was unanimous.

The Board directed Alan to come up with a revised job description for the Utility III position in the near future.

There being no further business before the Board, Commissioner Bigler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:52 pm.


Commissioner
Roberts Creek Water District


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