

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 8, 2018**

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

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

Office Manager David Campos gave his monthly report.

David informed the Board that he has calculated update System Development Charge (SDC) fees according to method set forth in Resolution R-10-2008-04, which states that once the maximum fee is reached, the SDC should be adjusted annually by the Construction Cost Index. The SDC has not been adjusted since it was set in 2008, which results in an adjustment of 30%. David suggested an option of splitting up the increase over two years. The new SDC per EDU would be \$5,021, including hookup. The increase is \$1,021 for a ¾ inch meter. Discussion followed. Commissioner Fullbright suggested that we increase the SDC, but to lower extent, because the District is in a good financial position. Commissioner Bigler added that it is difficult to compare our District's SDC's with other Districts because every District is very different. Commissioner Lusch added that the fee is a cost of doing business, and that for new users to pay a fee that is lower than costs mandate is unfair to established users. President Parker asked whether the formula for calculating the SDC's is valid. Superintendent Alan Paulson stated that the methodology was created from the District's Master Plan. President Parker noted that, by not increasing the SDC annually, The District lost money in SDC fees. Superintendent Paulson stated that loss was not significant because in the last several years, The District has not sold very many meters. Commissioners Lusch and Bigler stated that the Resolution has been set, it is following District policy, and the increase is not significant given the number of years that have passed since the SDC fee was adopted. Commissioner Bigler made a motion to adopt Resolution R-2018-03-01, a resolution to increase District SDC fees effective July 1, 2018. Commissioner White seconded the motion, and approval was unanimous.

The Board suggested sending a letter to the current developer in the District, giving them an opportunity to purchase meters before the fee increases. David agreed that a letter will be sent.

A message was received by office staff that Tabor building is very happy with the service provided by our crew.

David updated the Board on his search for new utility management software, stating that he is meeting with a vendor representative in the next week. David stated that, although he is certain the goal is to move away from Springbrook, he does not want to rush his search. David also added that the conversion from Springbrook to a new program will be difficult because of the current software's limitations. A brief discussion followed.

Superintendent Alan Paulson gave his report. He has received a set of preliminary plans for the treatment plant piping project. The engineer's estimate of the cost is \$85,000. Alan stated that if we don't have the job ready to go by July 1st then we will wait until the fall because the summer demand will be too high to have the plant down for repairs. Commissioner Fullbright made a motion to get the project going and put out for bid. Commissioner Bigler seconded the motion. Approval was unanimous.

It was planned to turn valves this month, however Fire District No. 2 will be flushing hydrants a month early, so we will be turning hydrant valves first.

Charlie Borden will not be undergoing surgery. He will be going through alternate treatments first.

President Parker called the Board into executive session at 6:28 p.m. in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation.

President Parker called the meeting to regular session at 6:29 p.m.

Commissioner Bigler made a motion to give Sharon a \$100 gift card along with a letter of thanks from The District. Commissioner White seconded the motion. Approval was unanimous.

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

President Parker adjourned the meeting at 6:32 p.m.



Commissioner
Roberts Creek Water District



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