

**MINUTES OF THE
BUDGET COMMITTEE MEETING AND
REGULAR BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
May 10, 2018**

President Tracey Parker called the budget committee meeting to order at 5:30 pm. Present were Commissioners Phil Bigler, Carolyn White, Tom Fullbright, and Steve Lusch. Also present were Budget Committee members Shirley McSperitt, Ron Curry, Gary Schroeder and Kat Stone. Office Manager David Campos, Superintendent Alan Paulson. Budget Committee member Patricia Cross was absent.

President Parker called upon the budget committee to nominate a chairperson and secretary for the budget meeting. Commissioner Fullbright nominated Ron Curry as chairperson. Committee member Curry declined. Commissioner Lusch nominated Kat Stone as Budget Committee chairperson. Commissioner Fullbright seconded the motion. Approval was unanimous. Commissioner Fullbright nominated Office Manager David Campos as the meeting secretary. Commissioner Bigler seconded the motion, and approval was unanimous.

Office Manager and Budget Officer David Campos delivered the Budget Message. Chairperson Stone then commenced the review of the budget detail. Chairperson Stone questioned why the budget for debit/credit card processing fees tripled from the current budget. Office Manager David Campos explained that although the District switched to a new merchant processor with lower rates, the transaction volume has tripled due to the implementation of Online Bill-pay through the new website. President Parker added that the District covers the processing fees as a courtesy to customers. It also helps to reduce shut-offs due to non-payment. Committee member Shirley McSperitt asked for clarification on the administrative capital outlay line item, which includes a budget for new utility management software. David explained that the outsourcing of the bill printing is separate from the utility management. The software the District uses for the utility billing software is out-of-date, lacks support, and is not user-friendly. A short discussion followed. Committee member McSperitt also asked, regarding the admin personnel budget, which staff would be changing to part-time. David stated that Sharon Cason is planning to retire in December 2019 and will reduce her hours to 3-4 full days per week before that. Committee chairperson Kat Stone commented on the health insurance costs of approximately \$1,800 per month per employee, noting that the coverage is great compared to other employers. Discussion followed.

Following general committee discussion and comments, Commissioner Bigler made a motion to approve the 2018-19 Budget, as proposed. Commissioner Fullbright seconded the motion. Approval was unanimous.

The Board thanked the members of the Budget Committee for their input. The committee members exited the meeting, with the exception of Shirley McSperritt.

President Parker called the regular Board meeting to order at 6:24 pm. Visitor employee Dan Radford was present for the regular Board meeting.

For the consent agenda, customer Jake Dorsey submitted a request for a reduced fee for a meter re-install on the property he recently purchased. Office Manager David Campos explained to the Board that the meter was considered reverted back to the District, but the meter was not physically pulled. Mr. Dorsey questioned the re-install fee when the water meter was already connected. Superintendent Alan Paulson noted that, according to the ordinances and resolutions, once the District has gone through all the necessary steps to notify the owner/lienholder that the water service will be disconnected, the meter is designated as reverted back to the District whether it is physically removed or not, and the \$500 re-install fee applies. Discussion followed, and the consensus of the Board was that the full \$500 fee will be charged. It was noted that any remaining reverted meters that were connected to the service line have been pulled.

Commissioner Bigler made a motion to approve the combined April/May minutes, financials and accounts payable. Commissioner Lusch seconded the motion, and approval was unanimous.

Office Manager David Campos gave his monthly report. He informed the Board that he has recently been in communications with Attorney Bruce Coalwell regarding a couple issues. We have run into a couple situations where owners/landlords are attempting to evict or have evicted their tenants and request to have the water shutoff. We have since learned that as long as someone is occupying the premises, whether legally or not, we cannot lock off the water. Until the owner/landlord has physical possession of the premises, the water is to stay on. However, water can still be locked off for non-payment. Discussion followed. The other legal issue pertains to the re-install fee associated with reverted meters, which was discussed with the consent agenda.

Due to the recent purchases of property where water service has been removed, I became aware that several "no-billing" accounts existed where monthly charges for water service were accruing for properties where the meters should have reverted back to the District a long time ago. When the delinquent accounts were turned over to collections, the steps should have taken place to revert the meters and discontinue monthly billings. Resolutions in

previous years eliminated the “no-billing” accounts policy. There are a couple dozen of these accounts that will need to be written off, which total approximately \$13,000. However, these billings should not have existed in the first place. For budgetary purposes, the write-off of these accounts will not affect the District’s financials, and will only have an effect on the government-wide financial statements.

David informed the Board that he came across a water leak credit request form from another Water District. He would like to use that form as a template to create a leak adjustment request for the District, which would be posted on the District website.

From information found at the Oregon Employment Department, David has calculated an inflation rate of 1.8%, and requested that the Board consider a COLA increase of 1.8% for the 2018-19 fiscal year. Commissioner Bigler made a motion to approve the 1.8% COLA increase. Commissioner White seconded the motion, and approval was unanimous.

Superintendent Alan Paulson gave his report. He informed the Board that a pre-bid meeting for the Treatment Plant Piping Upgrade project was held at the District office, and there was a great contractor turnout. On May 3rd, the bid opening was also held at the District office. The Engineer’s estimate for the project was \$85,000. The lower bidder was Harvey & Price Engineering and Contractors at \$45,983. The high bid was \$118,006. Alan presented a Notice of Intent to Award for the Board to approve, to Harvey & Price, for the contract amount of \$45,983. Commissioner Bigler made a motion to award the contract to Harvey & Price. Commissioner Lusch seconded the motion, and approval was unanimous.

Crew employee Charlie Borden is currently out for medical issues related to his back and will likely be out for some time.

Alan informed the Board that will be unable to attend the next regular Board meeting on June 14th, and requested that the meeting be moved to Thursday, June 7th. The Board agreed that moving the next meeting to June 7th would be fine.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:05 pm, and Dan Radford and Shirley McSperritt were excused from the meeting. President Parker called the regular Board meeting back into session at 7:08 pm.

Commissioner Bigler made a motion to advance Shawn Hastings to Utility II Step 10 on the salary scale. Commissioner Fullbright seconded the motion, and approval was unanimous.

For the good of the order, David brought before the Board, at a commissioner’s request, the possibility of designated funds for each employee for each year of service with the District, which would be used to either purchase a gift for an employee when they retire with the

District, or have a party, or some combination thereof. Discussion followed. It was decided that the District will designate \$100 per employee for each year they are with the District. The funds will not be kept in a separate account but will be tracked annually. When it is anticipated that an employee will retire soon, those funds will be included in the budget accordingly.

There being no further business, President Parker adjourned the meeting at 7:15 pm.

Commissioner
Roberts Creek Water District

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