

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
August 9, 2018**

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

Commissioner Bigler made a motion to approve the July regular Board Meeting Minutes, July Special Board Meeting Minutes, July/August Accounts Payable, and July Financials. Commissioner Fullbright seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. He informed the Board that the auditors will be at the office next week, the week of August 13.

SDAO is accepting applications for its Safety and Security Grant. David stated that it would be beneficial to have security cameras installed outside the District office and plant. The grant is a matching grant. Funding for the grant has increased significantly over the previous year. Commissioner Bigler stated that he would like to see pricing on a surveillance system whether the District gets the grant or not. President Parker agreed.

Of the different utility billing software programs David has seen so far, the program offered by Caselle looks like the best option. David still has to look into whether the District would continue to have statements printed through BMS and use their Online-Billpay service, or whether we should consider using Caselle's preferred Xpress Billpay. With Xpress Billpay, the statements customers see online may differ from the paper statements. What is nice about the Caselle/Xpress Billpay partnership is that Xpress Billpay fully integrates with the Caselle software, so payments will easily import into the system and will not have to be input manually. Also, Caselle offers an auto-withdrawal system within the billing software at no cost, which will save the District in merchant fees.

Commissioner Bigler raised a question about whether how we accept bill payments over the phone. David stated that we take the customer's payment information and enter it into the Online-Billpay site just as the customer would do if they logged in to make a payment. Commissioner Bigler informed David that the current process is not PCI compliant. If we enter card information into a terminal as opposed to inputting the info online, then we would maintain compliance. Discussion followed. David stated that he will look into a different process, such as an automated phone payment system, to go with a new billing software program.

David received an offer from SDAO to have an actuarial valuation prepared for the District at no charge. Originally the District would have had to pay for the valuation because of the size of our District, but SDAO has since changed their offer to include all Districts. Roberts Creek Water may not necessarily need the valuation, as any OPEB (Other Post Employment Benefit) liability the District might have may be immaterial. However, because the District is required to offer health insurance to retirees until they are eligible for Medicare, and because the costs of potential claims would be greater than the premiums they pay, an implicit subsidy may exist, thus creating a liability. The Board agreed that we should err on the side of caution and have the valuation done.

Superintendent Alan Paulson gave his report. He stated that the District has been regularly testing for blue-green algae toxins, and test results are negative for both treated and raw water. The District has been receiving several complaints regarding the water taste and odor recently, the most reported since the treatment plant was upgraded. Alan stated that the temperature of the water taken in from the river is currently about 80 degrees. When the water is warm, it will have more unfavorable taste and smell to it. Discussion followed. Staff has been explaining the cause of the change in water taste and smell to customers as they call in. Most customers are satisfied with our explanations.

We purchased a GPS receiver for GIS mapping of the District. Shannon at Green Sanitary District currently has the receiver and is getting it ready. We will be getting factory training on how to use it.

We will be replacing some probes on the pH meters at the plant. The manufacturer does not offer support for the current probes.

The guys have done a great job balancing schedules, with vacations and sick leave, etc. Next week, Dan, Shawn, and Charlie will be attending the UBOS short school.

Commissioner Lusch questioned whether there was a HIPAA issues regarding discussing Charlie Borden's health status. Commissioner White added that as long the employee has granted permission, it may be discussed publicly. Alan stated that he obtained permission from Charlie to discuss his medical status with the Board.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 6:42 pm. President Parker called the regular Board meeting back into session at 6:54 pm.

Because Superintendent Paulson is currently at the top of the salary scale, Commissioner Bigler made a motion to give Superintendent Alan Paulson a \$100 gift card along with a letter of gratitude from the Board. Commissioner Lusch seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to advance Office Manager David Campos to step 6 on the salary scale. Commissioner White seconded the motion. Approval was unanimous.

Commissioner Bigler made a motion to adjourn. Commissioner Fullbright seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:58 pm.

  
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Commissioner  
Roberts Creek Water District

  
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