

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
December 13, 2018**

President Tracey Parker called the meeting to order at 6:00 pm. Present were Commissioners Tom Fullbright, Phil Bigler, 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 following leak adjustment requests:

**LEAK ADJUSTMENT REQUEST**

**Green Meadow Park LLC    5461 Grange Rd    11642-001**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Oct 2018	176,800	\$ 619.45	$\$619.45 - 508.30 = \$111.15 / 2 =$ <b>\$ 55.58 credit</b>
Oct 2017	137,700	\$ 508.30	

**Tracy Johnson    659 Dodson View Rd    2189-000**

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Nov 2018	264,900	\$ 778.25	$\$778.25 - 54.35 = \$723.90 / 2 =$ <b>\$ 361.95 credit</b> <b>\$100 Cap</b>
Nov 2017	11,200	\$ 54.35	

Commissioner White seconded the motion and approval was unanimous.

Commissioner Fullbright made a motion to approve the November minutes, November/December payables, and November financial statements. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David informed the Board that the District was awarded a matching Safety and Security Grant for the installation of a surveillance camera system for the District. After receiving three quotes, the District has chosen Oregon Alarm to install the system. The total cost of the project is approximately \$9,300 and the District will be reimbursed by SDAO for half of the cost.

The District purchased two AED's for the District. One will be kept at the office and one will be out in the field, most likely Dan's service truck. The AED's come with replacement pads for life and a cloud management system. The District saved approximately \$500 off the cost with a government agency discount.

David stated that the District just paid off its Special Public Works Fund loan. The loan was originally taken out to do some plant upgrades and line work. The District has been paying on the loan since 1997. Going forward, David plans to increase the capital project transfers in place of the annual loan payment.

David requested that the Board approve a holiday cash gift of \$150 for each District employee, as has been done in previous years. Commissioner Fullbright made a motion to approve the cash gift, and Commissioner Lusch seconded the motion. Approval was unanimous.

David stated that as part of the Office's Improvement budget, he budgeted for new carpet. However, the copiers in the office and the plant are in need of replacement very soon. The copiers are very old and the parts for repairing them are obsolete. David would like to purchase two new copiers - one for the office and one for the plant. David has received quotes from Kelley Imaging System, Pacific Office Automation and Canon USA. As part of the National IPA, the District qualified for special pricing through Canon that the others could not match at \$2,104 for each copy/print machine. David requested Board approval for purchasing the two copiers for \$4,208, along with a copier maintenance agreement. Commissioner Bigler made a motion to approve the purchase of the new copiers at the stated price. Commissioner Lusch seconded the motion. Approval was unanimous.

David finished his research of options for new utility billing software. David's suggestion for new software is UMS offered by Continental Utility Solutions, Inc. (CUSI). David stated that although CUSI has a smaller customer base compared to some of the more popular options, CUSI focuses more on water and sewer districts, which represent 80% of their customer base. David added that the UMS program appears more user-friendly and will be more adaptable for Roberts Creek Water's needs. CUSI has excellent customer service and offers regular training sessions. David stated that the customer online payment portal CUSI offers with its software is fully integrated. With the new system, the District would be implementing an IVR phone payment/customer notification system. Commissioner Bigler agreed that the District should use an IVR phone system, and may possibly look into eliminating the use of door hangers for customer notifications. After discussion, Commissioner Lusch made a motion to approve the purchase of the UMS software with CUSI. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his report. We received a final billing for the plant piping upgrade project. The requested amount is \$10,142.39 with retainage. Commissioner White made a motion to approve the payment to Harvey and Price Co. in the amount of \$10,142.39. Commissioner Lusch seconded the motion. Approval was unanimous.

Alan stated that he met with the engineer to discuss the future town tank project. The District plans to construct a new water tank along Old Hwy 99 S. One of the reasons for the tank is to be able to isolate the water services for that end of the District. With the isolation, the customers at the north-east end of the District would not have to be without water as long when we have leaks to repair. The engineers would like to do a model of that end of the District, which will cost approximately \$20,000. If the District can provide much of the data needed for the model, the cost will decrease. The engineer provided two possible proposals, one of which does not include constructing a new tank. Our plan is to put a new tank in, as is laid out in the Master Plan. Discussion followed. The proposal for engineering for the new tank is approximately \$183,000. Alan will present a proposal for engineering at a future meeting.

Alan informed the Board that the reason we have not replaced the Miox system yet is because of the cost. In the meantime, the plant is using the 12.5% solution. A new cell for the current system is \$22,000, plus \$16,000 for the needed power supply. Alan is looking into alternative systems with the current vendor and also from other vendors. Discussion followed.

Alan provided an update to the Board on employee Charlie Borden.

For the good of the order, Alan requested to change the meeting date for the April Board meeting.

Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:53 pm.

  
\_\_\_\_\_  
Commissioner  
Roberts Creek Water District

  
\_\_\_\_\_  
Commissioner  
Roberts Creek Water District