

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
JANUARY 12, 2017**

President Tracey Parker called the meeting to order at 5:56 p.m. Present were Commissioners Steve Lusch, Phil Bigler and Tom Fullbright. Commissioner Carolyn White was absent. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford.

The Board reviewed the following leak adjustment requests for approval:

David Roberts 4143 Carnes Rd 10665-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sep - Dec 2016	158,000	\$ 473.10	$\$473.10 - \$152.15 = \$ 320.95 / 2=$
May - Aug 2016	24,100	\$ 152.15	\$ 160.48 credit
			\$100 Cap

Kevin Cichy 925 Glengary Loop Rd 10285-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 2016	123,100	\$ 286.10	$\$286.10 - \$23.95 = \$262.15 / 2=$
Dec 2015	500	\$ 23.95	\$ 131.08 credit
			\$100 Cap

Freda Sigfridson 3840 Roberts Creek Rd 9927-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 2016	78,900	\$ 265.30	$\$265.30 - \$32.25 = \$233.05 / 2=$
Nov 2016	200	\$ 32.25	\$ 116.53 credit
			\$100 Cap

Lorna Hayden 134 Adams Loop 6507-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Nov - Dec 2016	123,100	\$ 114.05	$\$114.05 - \$43.00 = \$71.05 / 2=$
Sept - Oct 2016	200	\$43.00	\$ 35.53 Credit

Superintendent Alan Paulson noted that the leak adjustment request submitted by Lorna Hayden stated that she had not fixed the leak yet. President Parker stated that the District needs to let Ms. Hayden know that she needs to have her leak fixed first, and then she can resubmit her request for an adjustment.

Commissioner Bigler made a motion to accept all of the leak adjustment requests, with the exception of Lorna Hayden's request. Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Bigler made a motion to combine and approve the December Minutes, Financial Statements and Accounts Payable, as well as the monthly/quarterly/FYTD Budget Figures. Commissioner Fullbright seconded the motion. Office Manager David Campos informed the Board that the District budgeted \$5,500 for debit/credit card fees and we are on track to reach \$7,000 to \$8,000 for the fiscal year, and those costs will only increase in subsequent years. When the District implements a new website, David would like to provide an option for customers to pay their bill online. This would provide convenience to our customers and at the same time could potentially cut down on fees and time associated with taking payments via phone. After brief discussion, the general consensus of the Board was to eventually migrate to payment options that will charge the customers a convenience fee. David then informed the Board that the vehicle maintenance line item is already over budget, but that the District should still end the year within budget for operations. Commissioner Lusch questioned the Office Manager Salary budget, as year-to-date expenditures are at sixty-seven percent (67%) of budget already. David stated that he believes the total administrative expenditures will still fall within the budgeted amounts. After discussion, the combined approval was unanimous.

Office Manager David Campos gave his monthly report. He informed the Board that the potential lenders submitted a list of questions for the District. David provided the Board with a copy of the lenders' questions, along with his responses to the potential lenders. The Board was pleased with David's responses to the questions. A brief discussion followed.

David then presented Resolution R-2017-01-01 to the Board for approval. Resolution R-2017-01-01 is a resolution of the Board of Commissioners of Roberts Creek Water District authorizing the refinance of the District's Oregon Business Development Loan. Commissioner Lusch made a motion to approve Resolution R-2017-01-01, authorizing the refinance of the District's current loan with Oregon Business Development. Commissioner Fullbright seconded the motion. Approval was unanimous.

David then presented the audit report from Neuner, Davidson, Cooley & Rapp, LLC. David proceeded to review the financials with the Board. Commissioner Fullbright asked what David's opinion was of the financial status of the District. David stated that he believes the District is financially sound overall, but that there is a trend in recent years that the Net Position is decreasing slightly. This is primarily due to increases in fixed costs and the District not having raised water rates for several years. Commissioner Fullbright made a motion to accept the audited financial statements from Neuner, Davidson, Cooley & Rapp, LLC. Commissioner Lusch seconded the motion and approval was unanimous.

David informed the Board that the District will be splitting the cost for year-end tax forms with Green Sanitary District. Also, Commissioner Lusch will be attending the annual SDAO Conference in February and the District will split his conference costs with Green Sanitary. David stated that he will also be attending the conference.

Superintendent Alan Paulson gave his report. He informed the Board that the District was not awarded the SDAO Safety & Security Grant that Alan had applied for. The funds would have been used to help purchase new forks for the Backhoe and the installation of the hardware for both Backhoes. SDAO received over 150 requests.

Alan informed the Board that the cost to repair the dump truck was higher than anticipated. The cost to purchase a new dump truck would still have been substantially higher. Alan believes with the repairs done, the dump truck should remain in service for several more years.

Alan discussed his draft Request for Qualifications for a new Engineer of Record with the Board. He asked the Commissioners whether they would like to receive copies of the Statements of Qualifications submitted by the engineers and be involved in the selection of a new Engineer of Record. Commissioner Bigler suggested that Alan narrow down the candidates to a handful if necessary and then the Board will review the finalists and make a selection. Commissioner Bigler also suggested that Alan make some formatting changes to the draft, and that he would assist Alan in adjusting the format of the document. The consensus of the Board was that Alan may send the Request for Qualifications after some minor changes.

Visitor Dan Radford was excused from the meeting, and the Board went into executive session at 6:40 p.m., pursuant to ORS 192.660(2)(i), for the purpose of an employee evaluation. The Board resumed regular session at 6:55 p.m.

President Parker informed David that he has been doing an excellent job, and made a motion to advance David to Office Manager Step 3. Commissioner Bigler seconded the motion, and approval was unanimous.

There being no further business before the Board, Commissioner Bigler made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:59 p.m.



Commissioner
Roberts Creek Water District



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