

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
March 14, 2019**

President Tracey Parker called the meeting to order at 6:04 pm. Present were Commissioners Tom Fullbright, Carolyn White, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson and Employee Dan Radford

President Parker made a motion to approve the following leak adjustment requests:

Green Community Church 3777 Carnes Rd 000112-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Dec 18 - Jan 19	62,300	\$ 222.70	$\$222.70 - 125.80 = \$96.90 / 2 =$ \$ 48.45 credit
Dec 17 - Jan 18	27,900	\$ 125.80	

Dan Brewer 2568 Austin Rd 000056-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb 2019	35,500	\$ 125.60	$\$125.60 - 28.70 = \$96.90 / 2 =$ \$ 48.45 credit
Feb 2018	1,900	\$ 28.70	

Commissioner White seconded the motion and approval was unanimous.

Commissioner Fullbright then made a motion to approve the following leak adjustment request:

George Insley 865 Little Valley Rd 000759-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb 2019	104,900	\$ 322.25	$\$322.25 - 68.60 = \$253.65 =$ \$ 253.65 credit
Feb 2018	16,300	\$ 68.60	

Commissioner White seconded the motion and approval was unanimous.

Commissioner Lusch made a motion to approve a water availability request for Bob Kookan, regarding his property on Austin Rd. Commissioner White seconded the motion. Approval was unanimous.

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

Office Manager David Campos gave his monthly report. David stated that things are progressing slowly but surely with the implementation of the UMS software, which is fine because we are still waiting on a quote from Dell for a new server. The office staff has been watching training videos to familiarize themselves with UMS.

The computer workstations in the office will need to be replaced soon, so David has also requested quotes from Dell for those. David added that the desks the staff uses are not ergonomic as Sharon and Beth sit on barstool-height chairs without proper elevated foot support. David would like to lower the desks back to their original height by removing the extension brackets, and then add adjustable-height desk converters similar to the Varidesk. A brief discussion followed and the consensus of the Board was to plan on budgeting for the equipment.

There is a vacancy on the Budget Committee, as Pat Cross is unable to continue serving on the committee. David advised the Board that we should seek out a replacement soon.

As a new sign in front of the District Office was previously discussed, David and Alan have discussed the possibility of removing the rock fountain by the road and replacing it with a two-sided sign. The water fountain, although aesthetically nice, does not serve well as a District sign.

Superintendent Alan Paulson gave his report. The CIP line at the plant was repaired, and Harvey & Price did a great job and completed the repair on short notice.

The only damage from the snow storm was from a tree that fell on the fence at the plant.

In light of the recent storm, Alan would like to revisit the option of adding a transfer switch at the treatment plant. Alan estimated that the cost would be approximately \$40,000. We may also look into having auxiliary fuel on site. In the future, we could invest in a generator. The transfer switch cost will be included in the 2019-2020 budget.

Burger King has a proposed location at Kelly's Corner. When the District did the lines for the Kelly's Corner intersection, part of the lot contains new ductile service lines. We would like to have Burger King re-route the service lines off of the lot, and the District would provide the new pipe. Alan is still in discussions with their engineer. A brief discussion followed.

The crews are currently turning valves.

Alan will not be able to attend the regularly scheduled Board meeting in April. After discussion, the April meeting has been moved to 4/18/19.

With the current stretch of good weather, the crew has also been spraying for weeds.

Alan informed the Board he would like to budget for an additional crew employee. The operations crew has been running leaner than it has in the past. Commissioner Fullbright asked if adding a part-time crew member that could transition to a full-time position would be beneficial. Alan stated that it would not really be worth investing in a part-time employee who could end up leaving.

Alan spoke with SHN Consulting Engineers regarding the town tank and he received a proposal for engineering services totaling \$184,138. This includes preliminary and final design of approximately \$80,000. The total estimated cost of the project is over \$1,000,000. Commissioner Fullbright questioned whether the District could "shop around" for engineering costs. Alan stated that SHN is our engineer-of-record and shopping around is not recommended. Discussion followed, and Alan requested a motion to proceed upon review and acceptance of the contract. Commissioner White made a motion to proceed upon Alan's approval of the contract. Commissioner Fullbright seconded the motion. Approval was unanimous.

President Parker called the meeting into executive session at 6:42 pm in accordance with ORS 192.660(2)(b) to consider the evaluation of an employee.

President Parker called the meeting back into regular session at 6:45 pm. Commissioner White made a motion give Sharon Cason a \$100 gift card since she is at the top of her salary scale. Commissioner Lusch seconded the motion. Approval was unanimous.

For the good of the order, Alan suggested we perform a salary analysis as it has been awhile since the last analysis was done.

David stated that the idea of merging Roberts Creek Water District and Green Sanitary District was brought up in the past. At the recent SDAO conference, David and Kay Huff (Green Sanitary) discussed her retirement, along with other employees' retirement at Green Sanitary, and the potential of merging of the Districts. President Parker and Commissioner Lusch stated that it would be a good thing. Commissioner Fullbright asked how complicated it would be to merge the Districts. It was stated that first the Green District members would have to vote to approve the merger. The logistics of administration of a merged district were discussed. It was discussed that the City of Winston has discussed annexing the Green District before. Several Board members stated that under a new Water-Sewer Authority, Winston would not be able to take over the Water-Sewer services. Discussion followed, and the Board suggested reaching out to other Districts and Authorities who have gone through a merger.

Commissioner Fullbright made a motion to adjourn. Commissioner Lusch seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:06 pm.



Commissioner
Roberts Creek Water District



Commissioner
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