

**MINUTES OF THE 2nd PUBLIC HEARING and
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
November 9, 2017**

President Tracey Parker called the meeting to order at 6:05 pm. Present were Commissioners Phil Bigler and Tom Fullbright. Also present were Office Manager David Campos, Superintendent Alan Paulson and visitor Shirley McSperitt.

President Parker opened the Public Hearing to receive comments from the Public. Visitor Shirley McSperitt had a question regarding when the new rates went into effect. Office Manager David Campos informed Ms. McSperitt that the new rates would go into effect for the billing period beginning November 11, which would be billed in December. There being no further questions or comments, Commissioner Bigler made a motion to adopt Resolution 2017-11-01, to establish new water rates. Commissioner Fullbright seconded the motion, and approval was unanimous.

President Parker closed the Public Hearing and opened the Regular Board Meeting.

Commissioner Bigler made a motion to approve the following leak adjustment requests:

Robert Farley 137 Andorra Drive 1320-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
July-Sep 2017	47,800	\$ 182.10	$\$182.10 - 125.75 = \$56.35 / 2 =$
July-Sep 2016	24,500	\$ 125.75	\$ 28.18 credit

Lydia Gray 191 Char St 6453-001

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Sep-Oct 2017	67,200	\$ 207.15	$\$207.15 - 119.95 = \$88.20 / 2 =$
Sep-Oct 2016	30,200	\$ 119.95	\$ 44.10 credit

Commissioner Fullbright seconded the motion, and approval was unanimous.

Commissioner Bigler the made a motion to approve the following leak adjustment request after discussion:

D Elaine Choate 205 Highland Vista Ln 5125-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Aug-Sep 2017	77,300	\$ 231.65	$\$231.65 - 133.65 = \$ 98.00 / 2 =$
Aug-Sep 2016	37,400	\$ 133.65	\$ 49.00 credit (original)
			\$ 98.00 credit (approved)

Commissioner Fullbright seconded the motion, and approval was unanimous.

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

Office Manager David Campos gave his monthly report.

Guy Kennerly will be attending next month's Board meeting to discuss the Liability/Property/Auto insurance renewal. The SDAO Best practices checklist has been completed, which qualifies the District for a 10 percent discount off the annual premium.

David asked the Board for confirmations from those who will be attending the SDAO conference in February, so that David can book lodging. President Parker and Commissioner Bigler stated that they will be attending the conference, and Commissioner Lusch, who was absent, previously confirmed that he will be attending the conference. The 2018 conference will take place in Seaside, OR.

Recently, a customer filed a complaint against the District to the Better Business Bureau. The customer recently moved out due to a foreclosure, but was still being billed the base rate. We agreed to credit the charges for the billing error, but specified that the customer was still responsible for the balance owed up to the date he moved out. The BBB was satisfied with our response and closed the case.

David informed the Board that the Green Branch of Umpqua Bank will be closing in December, so he will be taking the deposit to the Main Branch downtown most of the time going forward, he just won't be taking the deposit every day in order to save on fuel. David added that, unless the Board would like to move to a different financial institution for our checking accounts, the District will keep the accounts with Umpqua Bank. David stated that he is happy with Umpqua Bank and does not feel the District needs to switch to a different bank. The consensus of the Board was to keep the checking accounts with Umpqua Bank.

David informed the Board that the District will be closed Friday, November 10th, for Veterans' Day.

Superintendent Alan Paulson gave his report. Alan informed the Board that the price for a transfer switch at the plant, which would allow for backup power from a generator, is roughly \$30,000. Alan is considering sending a letter of intent to the State Revolving Loan Fund to possibly pay for the switch. Discussion by the Board followed, and the consensus of

the Board was to discontinue the option of installing a transfer switch, as there would be no guarantee that it would be helpful in the event of a major catastrophe.

Alan informed the Board that customer Molly Jacobsen has inquired about reducing her meter size, but wanted confirmation that, in the event she wanted to upsize her meter again in the future, she would have to pay the SDC fees again. Although Alan was unable to locate the ORS that relates to this situation, the Board agreed that, as long as Ms. Jacobsen retained only the one meter service, she would not have to pay the SDC fees again. If she wished to add any additional meters, she would have to pay the SDC associated with the additional services. If Alan is unable to locate the Oregon Revised Statute, a letter to Ms. Jacobsen will be issued to provide her with this confirmation.

Alan informed the Board that Shawn Hastings is on temporary unpaid leave.

Dan Radford is attending Short School all week, and Alan and Jeremy Wolford will be attending Short School December 5-7.

The crew is a little short-handed, but Alan has been able to adjust scheduling to accommodate.

The Board went into executive session at 6:43 pm, pursuant to ORS 192.660(2)(i) for an employee evaluation.

The Board resumed regular session at 6:46 pm. Commissioner Bigler made a motion to advance Beth Dewsnup to Office Assistant Step 5 on the salary scale. Commissioner Fullbright seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:48 pm.



Commissioner
Roberts Creek Water District



Commissioner
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