

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
April 13, 2017**

President Tracey Parker called the meeting to order at 6:02 p.m. Present were Commissioners Phil Bigler, Carolyn White, Tom Fullbright, and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, and visitor Dan Radford.

Commissioner Fullbright made a motion to approve a water availability request for Ray Pieren on Tipton Rd Tax Lot 602, along with the following leak adjustment request for Jim Wright:

LEAK ADJUSTMENT REQUEST

Jim Wright 2104 Austin Rd 0018-000

	<u>Gallons</u>	<u>Billing</u>	<u>ADJUSTMENT</u>
Feb - Mar 2017	40,700	\$ 141.00	$\$141.00 - 55.25 = \$85.75 / 2 =$
Oct - Nov 2016	4,900	\$ 55.25	\$ 42.88 credit

Commissioner Lusch seconded the motion, and approval was unanimous.

Commissioner Bigler made a motion to combine and approve the March Minutes (minus executive session minutes), Financial Statements and Accounts Payable. Executive session minutes were also presented but the Board decided that they do not wish to keep executive session minutes. Commissioner Fullbright seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. He presented Resolution R-2017-04-01 to the Board for approval. R-2017-04-01 adopts a Red Flag Rules policy in order to document identity theft prevention procedures as required by the Federal Trade Commission. A brief discussion took place, as Commissioner Fullbright questioned the need for the policy. Current office procedures will not be changed by the policy; the policy only documents current procedures and the requirements for those procedures. Commissioner Bigler made a motion to adopt Resolution R-2017-04-01. Commissioner White seconded the motion. Commissioner Fullbright voted against. Resolution passed by majority vote.

David then presented the Board with the option to grant a COLA increase for the 2017-18 fiscal year. He presented the Board with the most recent Portland CPI and recommended at least a 2.2% COLA increase. Commissioner Bigler made a motion to approve a 2.2% COLA increase to the salary scale for the 2017-18 fiscal year. Commissioner Lusch seconded the motion, and approval was unanimous.

David presented three (3) options to the Board for online bill-pay service providers. The three providers were Payment Services Network, Point and Pay, and BMS Technologies. David highlighted the pros and cons for each provider, which included costs to the District and/or its customers. David recommended that the District use the services of BMS Technologies; as they would also be used as a 3rd party for mailing the monthly billing statements. David felt that the services from BMS would provide added value to the District customers along with payment convenience. The District would initially see an increase in billing costs, but costs would be offset by other savings in the office. Any residual increase in costs would be built into a future water rate increase. Discussion took place following the presentation. After discussion, Commissioner Fullbright made a motion to approve BMS Technologies as the District's 3rd party statement mailing provider and online bill-pay provider. Commissioner White seconded the motion. Approval was unanimous.

David then presented the results of his water rate study. David explained the funding requirement for the Capital Projects and General Funds. David then presented illustrations on the financial trends and projections of the District, and what rate increase would be required to adequately fund the costs requirements over the next several years. David's rate study recommended a \$1.30 increase to the base rate for a ¾" meter, with larger meter sizes increased in proportion to their EDU capacity, and an increase of \$0.40 to the consumption rate. The increase would put the base rate at \$22.80 and the consumption rate at \$2.85 per 1,000 gallons. David's projections show that the rate increase would be sufficient through 2020-21. After lengthy discussion, the Board agreed on a water rate increase of \$1.50 to the base rate and \$0.40 to the consumption rate. Commissioner Bigler made a motion to approve a base rate increase of \$1.50 and consumption rate increase of \$0.40, tentatively effective for the November 2017 billing. Commissioner White seconded the motion. A public hearing will be required before the increase is implemented.

David plans to have educational material on the new website and available in the office so that customers can see the reasoning for the rate increase.

David then requested the Board's approval to move the District's money market funds currently at Umpqua Bank into the Oregon LGIP. Commissioner Bigler made a motion to move the funds to the LGIP. Commissioner White seconded the motion. Approval was unanimous.

Superintendent Alan Paulson gave his report. He reviewed the services agreement from our new engineer-of-record, SHN Consulting Engineers, with the Board and gave his suggestions on items he would like to see changed in the agreement. Discussion followed. President Parker made a motion to accept the services agreement with proposed changes made. Commissioner Bigler seconded the motion, and approval was unanimous.

The Board went into executive session in accordance with ORS 192.660(2)(i) at 7:27pm and Dan Radford was excused from the meeting. President Parker called the regular Board meeting back into session at 7:37pm.

Commissioner Fullbright made a motion to advance Will Hope to Utility II Step 7. Commissioner Bigler seconded the motion. Approval was unanimous.

There being no further business before the Board, Commissioner Fullbright made a motion to adjourn. Commissioner Bigler seconded the motion and approval was unanimous. President Parker adjourned the meeting at 7:39 p.m.



Commissioner
Roberts Creek Water District



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