

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
April 12, 2018**

President Tracey Parker called the meeting to order at 6:15 pm. Present were Commissioners Tom Fullbright and Steve Lusch. Also present were Office Manager David Campos, Superintendent Alan Paulson, and District employee Dan Radford. Commissioners Phil Bigler and Carolyn White were absent.

Commissioner Lusch made a motion to combine and approve the March Minutes, Financial Statements and March/April Accounts Payable. Commissioner Fullbright seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report.

David informed the Board that he is currently working on the 2018-2019 proposed budget. David and Superintendent Alan Paulson will be getting together to finalize the budget amounts.

David is still searching for new utility billing software options. The office recently had a visit from a Vision Municipal Solutions representative, who happened to be a former executive with Springbrook. Office staff liked what the rep had to say about the platform his company offers. A demonstration of the Vision MS software has been scheduled for May 2.

David also spoke with staff at the City of Oakland regarding the utility billing software they recently implemented, UBMax Pro. David is hoping to visit the City of Oakland to watch the billing process with that particular software.

Superintendent Alan Paulson gave his report. He informed the Board that there will be a pre-bid conference on April 17th, and then bids will be opened on April 26th. There are no issues with the project so far. David added that a link for the project documents has been put on the District website.

President Parker called the Board into executive session at 6:21 p.m. in accordance with ORS 192.660(2)(i) for the purpose of an employee evaluation.

President Parker called the meeting to regular session at 6:22 p.m.

Commissioner Fullbright made a motion to advance Will Hope to Utility II Step 8 on the salary scale. Commissioner Lusch seconded the motion. Approval was unanimous

Commissioner Fullbright inquired as to whether any of the utility billing software vendors were local. David stated that Vision MS is based in Spokane, WA, but has a significant presence in Oregon. UB Max Pro is based in Minnesota and is a much smaller organization that targets small markets to small utility companies. A brief discussion followed.

Commissioner Fullbright made a motion to adjourn the meeting. Commissioner Lusch seconded the motion. Approval was unanimous.

President Parker adjourned the meeting at 6:30 p.m.



Commissioner
Roberts Creek Water District



Commissioner
Roberts Creek Water District