

**MINUTES OF THE  
BOARD OF COMMISSIONERS MEETING  
ROBERTS CREEK WATER DISTRICT  
January 9, 2020**

President Tracey Parker called the meeting to order at 6:03 p.m. Present were Commissioners Tom Fullbright, Steve Lusch, Phil Bigler and Carolyn White. Also present were Office Manager David Campos, and Superintendent Alan Paulson.

Commissioner Lusch made a motion to approve the December meeting minutes, financial statements, and December accounts payable. Commissioner Bigler seconded the motion, and approval was unanimous

Office Manager David Campos gave his monthly report. David stated that he has been working with Continental Utility Solutions, our billing software provider, to resolve the gallons reporting in UMS. After expressing frustration with CUSI, the issue has been resolved. The automation of the door hanger process in UMS saved quite a bit of time in producing the door hangers.

David presented the 2020 property/liability/auto insurance renewal from Umpqua Insurance. The premiums increased slightly compared to 2019. The total property values increased by approximately \$500,000. David is looking into an additional policy for additional coverage on cybercrime.

David presented the 2018-2019 audited financial statements to the Board. David stated that the District is in good financial position and the financials reflect what David had anticipated from the rate study. A brief discussion followed.

Superintendent Alan Paulson gave his report. Alan stated the new Miox system is installed and works, but there are a few issues that need to be worked out.

Alan contacted the State regarding the replacement of the filter membranes but is awaiting a response.

There being no further business before the Board, Commissioner Lusch made a motion to adjourn. Commissioner Bigler seconded the motion and approval was unanimous. President Parker adjourned the meeting at 6:28 pm.

  
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Commissioner  
Roberts Creek Water District

  
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