

**MINUTES OF THE
BOARD OF COMMISSIONERS MEETING
ROBERTS CREEK WATER DISTRICT
October 10, 2019**

President Tracey Parker called the meeting to order at 6:13 p.m. Present were Commissioners Phil Bigler, Tom Fullbright, Carolyn White and Steve Lusch. Also present were Office Manager David Campos and Superintendent Alan Paulson

Commissioner Bigler made a motion to approve the September meeting minutes, financial statements, and accounts payable. Commissioner White seconded the motion. Approval was unanimous.

Office Manager David Campos gave his monthly report. David updated the Board on the status of the UMS utility management software conversion. The office staff is currently running the new UMS system parallel to Springbrook to make sure all the data matches up and that processes are working correctly.

David informed the Board that the theme for this year's SDAO Best Practices Checklist is Public Records. One of the requirements of the checklist is to have a Public Records Policy. The District currently has a public records policy, but it is outdated. David provided a copy of the currently adopted policy, along with a suggested policy from SDAO. David asked the Board's input on updating the policy. After brief discussion, the Board advised David to revise the policy with changes he feels are reasonable and adequate, and then submit the revision for review before the changes are adopted at a subsequent Board meeting.

Superintendent Alan Paulson gave his report. Alan informed the Board that the reason the Miox units were delayed was because the production facility is being moved due to a merger. We anticipate receiving the units in January.

Alan gave a demonstration to the Board on how the new GIS mapping can be viewed on a mobile device. The District is still working in conjunction with Green Sanitary District to map all the Districts infrastructure assets.

Alan will be meeting with the engineer to discuss the progress of the Town Tank engineering.

Alan noted that, as a result of the installation of the new magnetic meters at the treatment plant, the variance between gallons pumped and billed has decreased significantly.

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 6:36 pm.


Commissioner
Roberts Creek Water District


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