

From: [Stephens, Jesse](#)
To: [Perkins, Drew](#)
Cc: [Stephens, Jesse](#)
Subject: Muni-Link Billing Software Update - Item H)(1)(a)
Date: Friday, October 17, 2025 12:12:22 PM
Attachments: [image001.png](#)

Dear Board of Trustees,

Last month you authorized me to sign a contract with Muni-Link. That has been completed, and we are currently in their queue for the onboarding/development process. The projected schedule for implementation of this project is as follows:

Implementation/Kickoff Meeting = Late October 2025
Client Profile Sessions – 11-10-2025
Pre-Conversion Setup – 11-28-2025
Data Received – 11-28-2025
Initial Conversion – 12-26-2025
Initial Conversion Review – 1-9-2026
Formal Training Sessions – 2-14-2026
Invoice Software Fee – 2-25-2026
Confirm Customer Readiness – 3-3-2026
Final Data Pull – 3-19-2026
Go Live – 3-24-2026
Complete One Business Cycle – 4-27-2026



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