

**RIVERBEND/RIVERBANK WATER DISTRICT
ANNUAL MEETING MINUTES
JANUARY 21, 2019**

PRESENT:

Don Smethers, President
 Bob Smethers/System Operator
 Jack Chernus/Vice President
 Mary Latimer/Secretary/Tres.
 Diane Harris/Assist. Treasurer
 Jeff Dickson/Alternate
 Gloria Lewton/Alternate
 Derek Christiansen/Alternate
 Jessica Hart/Alternate

ALSO PRESENT

Mike Latimer
 John Carnathan
 Al Calcagno
 Taylor Hill, Bookkeeper

	TOPIC	DISCUSSION	ACTION
I	CALL TO ORDER	The meeting was called order on January 21, 2019 by President, Don Smethers at 7:05 pm. The meeting was held at the Riverbank neighborhood Club House.	For Information
II	INTRODUCTIONS: Board Members and Residents	Board members were introduced, followed by introduction of residents that were present at the meeting.	For Information
III	A. FINANCIAL REPORT	<p>A financial report was given by Taylor Hill, Bookkeeper for the Water District. He circulated copies of the following reports (see attached)</p> <ol style="list-style-type: none"> 1. Profit & Loss Budget vs. Actual 10/2017 to 9/2018 2. Profit & Loss 10/2018 thru 9/2017 <p>He pointed out that the District is not experiencing fees for credit card deposits any longer. Mr. Hill also reported that the proposed budget for 2019 will be in line with the 2018 budget. Variance in the budget will be minimal unless the District faces major repairs of the system in 2019. He added that the yearend for the District is September 30th; therefore the report being submitted is a quarter ahead.</p> <p>Further interpretation was unremarkable.</p>	For information.
IV	SYSTEMS OPERATOR REPORT A. Water System	The Systems Operator Report was given by Bob Smethers. He stated that 2018 was another good year for low repair expenses and building cash reserves. He added that there were no repairs necessary to any black-flow devices this year and all results of water testing reports are posted	For Information

		<p>on the District’s website. Bob mentioned that he no longer lives in the neighborhood and inquired if the Latimer’s would assist with turning on the generator in the Pump House during power outages.</p> <p>In the discussion that followed, the Latimers stated that are more than willing to turn on the generator. Jeff Dickson stated that he is also close to the pump house and will assist with turning on the generator as well.</p> <p>Copies of an outline of information regarding the activities of the System Operator functions were also circulated for review (see attached).</p>	
V	GENERAL REPORT & INSURANCE REVIEW	<p>Don Smethers reported that the District has increased reserves from \$30K to now over \$58K. He added that the District will see increased costs for big projects due to the semi-retirement of Ed Curtis. Further, there have been minimal power outages. Projects for 2019 included checking the reservoir for sediment and the next major testing is due in 2020. The SDIS insurance premium is slightly less for 2019 due to the District’s Best Practices credit. The District has earthquake insurance and crime insurance was added in 2017. The District does not foresee a rate increase for 2019; the last increase was January 2015. Most communication is now is electronic. Bob Smethers circulated copies of water use reporting by year from 2015 to 2018, Special Districts Insurance Services “Schedule of Property Values”, and Water Rate Comparison chart listing with comparison of Districts similar in size (see attached).</p> <p>Discussion ensued. Don advised that efforts are underway to have some emergency lighting installed at the Pump House. More information will be presented at a later meeting.</p>	For Information
VI	TAX FILING STATUS	<p>Copies of the 990-EZ Short Form for the District’s tax filing were circulated (see attached).</p>	For information.

VII	ELECTION/CONFIRMATION OF 2019 BOARD MEMBERS	<p>Don advised that according to the Bylaws, the District needs 5 to serve on the Board. However, if additional residents wish to join in the capacity as an alternate, the Board welcomes their participation. Members present were advised that the following individuals have volunteered to serve as the 2019 Board of Directors:</p> <p>Don Smethers Gloria Lewton Jeff Dickson Jessica Hart Mary Latimer Derek Christensen Diane Harris Jack Chernus</p> <p>A MOTION PASSED “the individuals who have volunteered to serve on the 2019 Water District Board be approved”.</p>	<p>ACTION: The MOTION PASSED, “the individuals who have volunteered to serve on the 2018 Water District Board be Approved”.</p> <p>The Board members will meet following the Annual Meeting to determine which individuals will serve as a specific officer.</p>
VIII	FUTURE ADMINISTRATIVE RESPONSIBILITIES	<p>Jeff Dickson opened discussion regarding the method for managing the administrative functions of the Water District. He stated that the District does not have a younger generation taking interest in the administrative duties, nor will they likely remain in the neighborhood for a long period of time. He called the question, “is there a backup plan or could the Special Districts offer assistance”?</p> <p>In the discussion that followed, Don reported that he and Bob put together a plan to serve other small water districts with ours and they did not get any interest. They tried forming a company and Bob would have been the owner/operator. Don stated that he has drawing of all of the systems water lines, pump house functions, etc. All the information is up to date, but there is not a plan for another person with an engineering background to go forward upon Don’s retirement.</p> <p>The suggestion was given to invite a representative from the Special Districts office to the April 2019 meeting and discuss this matter in depth. Derek Christensen volunteered to contact the SDOA to arrange for the representative to meet with the Board.</p>	<p>ACTION: Derek Christensen volunteered to contact the SDO to arrange for the representative to meet with the Board.</p>
IX	WATER SERVICE FOR HOUSE UNDER CONSTRUCTION	<p>Mary inquired as to water services fees for the home under construction on Riverwood. Don advised that the owner, who is building the home, is not paying any fees for water service. It was felt he would not use much</p>	<p>ACTION: Follow-up at next Board meeting.</p>

		<p>during construction and no one was living in the building. However, this project has now been underway for nearly 9 years.</p> <p>Following discussion, members were in agreement that the owner should be paying monthly water fees. Specifically, the District does not charge per gallon but instead, the fees are collected for ongoing water services.</p> <p>The question was raised if the owner has permit for his building due to the length of time he has been working on it. A motion was passed to further pursue this issue. Jeff Dickson stated that he will look into this with the County and report back.</p>	
X	OUTSTANDING PERFORMERS	Information regarding the District's System Operators receiving an "Outstanding Performers" recognition by the Oregon Health Public Health Division. Appreciation was expressed to Don for his ongoing contributions to the Water District's services.	For Information
XI	Adjourn	There being no further business, the meeting adjourned at 7:55 pm.	
	Topics Requiring Follow-up	<ol style="list-style-type: none"> 1. SDOA Representative at April Meeting 2. Ben Riley's Construction Permits (31190 Riverwood Drive) 	Derek Christensen Jeff Dickson

Don Smethers, President _____

Date _____

Recorded by: Mary Latimer/Secretary Treasurer

**RIVERBEND/RIVERBANK WATER DISTRICT
 ORGANIZATIONAL MEETING MINUTES
 JANUARY 21, 2019**

PRESENT:

Don Smethers, President
 Mary Latimer /Secretary
 Diane Harris/Asst Treasurer
 Jack Chernus/Vice President
 Jeff Dickson/Alternate
 Gloria Lewton/Alternate
 Derek Christensen/Alternate

Jessica Hart/Alternate

	TOPIC	DISCUSSION	ACTION										
I	CALL TO ORDER	The meeting was called order on January 21, 2019 by President, Don Smethers at 7:42 pm. The meeting was held at the neighborhood Club House.	For Information										
II	ELECTION OF 2018 OFFICERS	<p>At the Annual Meeting, 8 members were elected to the Board of Directors. At this Organization Meeting, the Officer positions are to be determined. The Board Members present were advised that the following individuals have been elected to serve as the 2019 Board of Directors:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Don Smethers</td> <td style="width: 50%;">Gloria Lewton</td> </tr> <tr> <td>Jeff Dickson</td> <td>Jessica Hart</td> </tr> <tr> <td>Mary Latimer</td> <td>Derek Christensen</td> </tr> <tr> <td>Diane Harris</td> <td>Jack Chernus</td> </tr> </table> <p>In the discussion that followed, Mary Latimer advised that she will serve one more year term as the Secretary/Treasurer, at which time she will the resign from the Board. The following were elected as indicated:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">President, Don Smethers</td> <td style="width: 50%;">Alternate, Derek Christensen</td> </tr> </table>	Don Smethers	Gloria Lewton	Jeff Dickson	Jessica Hart	Mary Latimer	Derek Christensen	Diane Harris	Jack Chernus	President, Don Smethers	Alternate, Derek Christensen	The MOTION PASSED, “the officers as listed in the body of these minutes are approved to serve as the 2019 Officers”.
Don Smethers	Gloria Lewton												
Jeff Dickson	Jessica Hart												
Mary Latimer	Derek Christensen												
Diane Harris	Jack Chernus												
President, Don Smethers	Alternate, Derek Christensen												

		Vice President, Jack Chernus Secretary/Treasurer, Mary Latimer Assistant Treasurer, Diane Harris	Alternate, Gloria Lewton Alternate, Jeff Dickson Alternate, Jessica Hart	
III	ADJOURNMENT	There being no further business, the meeting adjourned at 7:56 pm		For information.

Don Smethers, President _____

Date _____

Recorded by: Mary Latimer/Secretary Treasurer