

**RIVERBEND/RIVERBANK WATER DISTRICT BOARD
QUARTERLY MEETING**

April 19, 2021

PRESENT:

Jack Chernus, President
Justin Martin, Vice-President
Jeff Dickson, outgoing Vice-Pres/Sys Opr
Lynn Van Zandt, Sec/Treas.
Mary Latimer, outgoing Sec/Treas.
Bob Smethers, Systems Operator
Patrick Hale, Alternate

ABSENT:

Diane Harris, Asst. Sec/Treas.
Jessica Hart, Alternate

ALSO PRESENT:

Bob Rouse
Liz Hammack

	TOPIC	DISCUSSION	ACTION
1.	Call to Order	Meeting called to order on April 19, 2021, by the President, Jack Chernus, at 6:33 pm.	Informational
2.	Minutes & Introductions	Minutes were approved and signed off by Jack Chernus, President. Self-introductions by attendees. Jack Chernus invited Jeff Dickson and Liz Hammack as members-at-large.	Informational
3A.	Stipends for Board Members	<p><u>Handout</u></p> <ul style="list-style-type: none"> ▪ Stipend Proposal <p><u>Issue</u></p> <p>Follow-up from previous meeting wherein Jack Chernus suggested stipends for the board members. He's hoping for more participation from water district households, as a result. Bylaws state compensation can be given to board members. Jack suggested stipends to all board members, excepting the president, of \$55.00/month towards water usage fees; and \$55.00/every other month for members-at-large towards water usage fees. This is \$3,630 in reduced income to RRWD beginning in the new fiscal year [October 2021].</p> <p><u>Discussion</u></p> <p>Members felt that the President should also receive the stipend; anyone can opt out of receiving stipend if inclined.</p>	<p>Informational</p> <p>Action Item Jack Chernus will research tax implications of stipends.</p>

		<p><u>Action Item</u> What are the tax implications? Jack will research.</p>	
3B.	Internet Options	<p><u>Issue</u> Bob Smethers is talking to GoDaddy® about our website [RRWD.org]. We are currently able to only do minor updates to our website as Don Smethers was the webmaster.</p> <p><u>Discussion</u> Who's using it, how often, is anyone willing to be the webmaster?</p> <p><u>Action Item</u> Jack will send out a letter to the water district households to see if someone is willing to help out: redesign the site, update two to three times a year, act as webmaster.</p>	<p>Informational</p> <p><u>Action Item</u> Jack will send out letter to water district households asking for help with the website.</p>
3C.	Newsletter	<p><u>Issue</u> Is the newsletter useful?</p> <p><u>Action Item</u> Jack will send out an inquiry to the water district households.</p>	<p><u>Action Item</u> Jack will send out letter to water district households asking if newsletter is needed.</p>
3D.	Excessive Water Usage	<p><u>Issue</u> Follow-up from previous meeting regarding excessive water usage. Our district averages 807 gallons of water/day per household compared to the average of 113 gallons/day for Oregon residents. At 2:00 am, a time when we should expect very low usage, the average is 220 gallons. Sectors can be isolated and measured but water to the homes would need to be turned off.</p> <p><u>Discussion</u> Bob Smethers is looking at recalibrating the flow meter in the pump house to see if that might address the issue.</p> <p>With notice to the water district households, we can shut off all sectors and then turn them on one at a time to see what sector pulls the excess water [there are 13 sectors].</p>	<p><u>Action Item</u> Bob Smethers will work on recalibrating the flow meter.</p>

		<p><u>Action Items</u> Bob Smethers will work on flow meter.</p>	
3E.	Liability Insurance	<p><u>Issue</u> Follow-up from previous meeting regarding RRWD's liability insurance. Jack Chernus stated it's through SDIS and he will look into what coverage is provided.</p> <p><u>Discussion</u> Jack has not yet heard back from SDIS.</p> <p><u>Action Item</u> Jack will follow-up on liability insurance.</p>	<p><u>Action Item</u> Jack will follow-up on liability insurance.</p>
3F.	FY2021 Budget	<p><u>Handouts</u></p> <ul style="list-style-type: none"> ▪ Water district households in arrears and paid-ahead ▪ Profit & Loss as of March 2021 ▪ P&L Budget vs. Actual January through March 2021 ▪ Balance Sheet as of March 31, 2021 <p><u>Discussion</u> Households in arrears = \$2,000 Households that are paid-ahead = \$2,590.10 Elite Bookkeeping is following up with households in arrears.</p> <p>Jack reported that we were back to a normal operating state after Don Smethers's passing and the ice storm.</p> <p>Jack reported that financials are back to normal after the transition to Elite Bookkeeping; costs were initially a little more than anticipated due to onboarding.</p> <p>Regular checking account = \$7,873.23 Advantage checking account = \$68,698.98</p> <p>Discussion on whether 31190 Riverwood Drive should be paying for water? Had a water break during the ice storm which was repaired by RRWD board members, has been under construction for many years. Board members pointed out that other vacant households have still had to pay water bills. Don Smethers sent out a letter when construction first started that until it was done no water bills would need to be paid, not anticipating the many years that would take. Consensus reached that homeowner should be billed.</p>	<p>Informational</p> <p><u>Action Item</u> Jeff Dickson will talk to homeowner doing construction at 31190 Riverwood Dr.</p>

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3G.	Board Officer Responsibilities	Tabled until next meeting.	
4.	New Business	<p>Question by Lynn Van Zandt as to why two checking accounts? Advantage account is being used as a savings account. Lynn pointed out regular checking is costing \$156/year and neither account is earning interest, even with a high average balance of \$60K+.</p> <p><u>Action Item</u> Lynn will research alternative banks.</p> <p>Question to Bob Smethers asking if he can add minutes to website? Answer is yes.</p> <p>Mary Latimer is in the process of turning over all paperwork to Lynn Van Zandt. Lynn stated that everything would be scanned and made available to all board members.</p>	<p><u>Action Item</u> Lynn will research alternative banks.</p>
5.	Financial Report	Please see item 3F, 2021 Budget.	
6.	System Operators Report	<p>Feedline for Riverbend pool has some leaks; this is on their HOA to handle.</p> <p>Tree on Hebb Park Road took out customer's line and plumber broke our valve during repair. Their fix to our valve was not up to standard. We will repair and bill the plumber.</p> <p>Questions on past repairs costs [\$10K was highest anyone could remember], regular maintenance costs [see the budget], reserves [would like to be at \$70K, currently at \$68K].</p>	
7.	Other Business from Board Members & Residents	<p>Question as to whether or not we have earthquake insurance.</p> <p><u>Action Item</u> Jack will check on earthquake insurance.</p> <p>Liz Hammack asked if we have a business continuation plan?</p>	<p><u>Action Item</u> Jack will check on earthquake insurance.</p> <p><u>Action Item</u> Jack will check on whether or not we</p>

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8.	Adjournment	There being no further business, meeting was adjourned at 7:38 pm.	
		<p>TOPICS REQUIRING FOLLOW-UP</p> <ol style="list-style-type: none"> 1. Tax implications of stipends 2. Webmaster/website help needed 3. Liability insurance for Board Members 4. Neighbors interested in Newsletter? 5. Calculation of water flow calibration 6. Alternate bank for water board 7. Payment for water system by house under construction 8. Earthquake insurance 9. Formulation of Business Continuation Plan 	<p>Jack Chernus Jack Chernus Jack Chernus Jack Chernus Bob Smethers Lynn Van Zandt Jeff Dickson Jack Chernus Jack Chernus</p>

The next meeting will be in July.