

**RIVERBEND-RIVERBANK WATER DISTRICT
ANNUAL MEETING
JANUARY 31, 2023**

PRESENT:

Jack Chernus, President	Derek Christiansen
Justin Martin, Vice-President [via phone]	Laura Christiansen
Lynn Van Zandt, Secretary/Treasurer	Joanne Houseworth
Bob Smethers, Systems Operator	Steve Houseworth
Jeff Dickson, Systems Operator	John Carnathan
Patrick Hale	Gordon Rabing
Liz Hammack	Laureen Felton

**QUORUM OF BOARD OF DIRECTORS
NO QUORUM OF MEMBERSHIP**

TOPIC	DISCUSSION	ACTION
1	Call to order	The meeting was called to order by Jack Chernus at 7:54 PM
2	Approval of previous minutes	<ul style="list-style-type: none"> ▪ August 02, 2022, Executive session ▪ October 18, 2022 John Carnathan moved that we accept the minutes; seconded by Liz Hammack. Unanimous approval.
3	State of the District	Thanked everyone for working together. We're only as strong as our BOD and our members acting together as a team. <ul style="list-style-type: none"> ▪ Recap of the response to the loss of water caused by a waterline being cut. ▪ We are considering adding and/or upgrading generators or transfer switches for power outages. <u>John Carnathan:</u> An electrical engineer said we couldn't run a big enough line the distance needed to get to the well field from the pumphouse generator. Also, at the time of installation, it was decided to go with a

		<p>manual transfer switch rather than an automatic one due to power surge issues. John said he's happy to continue helping with the switch and <u>Joanne Houseworth</u> said they would also be willing to help with the switch.</p> <ul style="list-style-type: none"> ▪ Thanks to Bob Smethers and Jeff Dickson, our water exceeds state and federal drinking water standards. ▪ Challenges on the horizon: <ul style="list-style-type: none"> - Aging water lines - Earthquake damage. Our insurance covers the pumphouse and the well fields but does not cover the distribution lines - Oregon is reevaluating water rights and allotments because of all the people moving in 	
4	Old business	<p>A. SDIS Justin Martin – no updates. <u>Jack Chernus</u>: We got a 7% discount just for longevity.</p> <p>B. Reservoir cleaning Supposed to be cleaned about a year ago but due to Covid, and the shuttering of two of the five companies that do this, we were long overdue. The divers saw a few small, vertical cracks at the top of the water line in one area of the tank, we're still waiting for the repair. The Midco divers said everything looked fine, it looked like a river-fed aquifer, heavy in iron and manganese. Nothing to worry about. DVD to follow. They didn't do the whole thing this time. Need to schedule every eighteen months now, not every two years in low water usage months; March and September <u>John Carnathan</u>: Was the water chlorinated? <u>Bob Smethers</u>: No, the chlorination flow meter was turned off because we didn't want to chlorinate water that was not going to be used, plus the state requires non- or de-chlorinated water runoff. There is a metal access hatch on the roof of the tank that has quite a bit of rust so we are looking to get that repaired.</p> <p>C. Email issues</p>	

		<p>Still having issues with electronic bills and emails not being received, we will continue to work with Elite Accounting Services.</p> <p>- Discovered that Elite is not cashing our checks right away [some have taken more than thirty days to get cashed]</p> <p>D. How long do we need to keep records? Reached out to SDAO but have not heard back. <u>Bob Smethers</u>: He's pretty sure that the old information was just for his dad's information.</p> <p>E. Meter installation <u>Jeff Dickson</u>: There's an in-line three-inch meter that keeps track of how much water is flowing through the lines. It stopped working after the pumps were replaced but it has been repaired now. <u>John Carnathan</u>: Next time something like that happens give him a call; his son works for a company that designs water systems and they often get free products.</p>	
5	New business	<p>A. Board of Directors [Article IV]</p> <ul style="list-style-type: none"> ▪ Total of five [Article IV] ▪ Two-year terms [Article IV] ▪ Elected at the annual meeting [Article IV] ▪ BOD meeting to elect officers within ten days of the annual meeting [Article V] <p><u>Jack Chernus</u> said we are looking for an assistant secretary to serve on the board. Laureen Felton volunteered to be the interim assistant secretary and was approved by the members present.</p>	
6	Financial reports	<p><u>Lynn Van Zandt</u>: see handouts.</p> <ul style="list-style-type: none"> ▪ FY22 [October 2021 through September 2022] income of \$57,000 against a budget of \$53,000 ▪ Expenses were more than budgeted due to some line breaks. ▪ Net proceeds for the year were \$6,300 ▪ Aging at \$1,300 and we're still attributing that to people not receiving their bills ▪ PGE bills for August and September were \$390 higher than budgeted. The dollars are increasing as are our kilowatt hours. Discussion about the cause. 	

		<ul style="list-style-type: none"> ▪ FY23 budget has a built-in increase of at least 10% due to inflation. This forced us to raise our water rates by \$20 per month from \$55 to \$75. The last increase was in 2015. The FY23 budget was approved as \$70,000 in expenses against an income of \$71,000; we're running tight ▪ FYTD23 [October 2022 through December 2022], an income of \$9,900 against a budgeted income of \$12,000. Expenses of \$11,000 against a budget of \$14,000. Net proceeds are a deficit of \$1,583; aging is at 14 households for \$4,300 which would make up the deficit. ▪ Our balance sheet shows \$61,000 in equipment for the last ten or fifteen years – some of it must have depreciated off by now. Does anybody have any documentation? <u>Bob Smethers</u>: What is that tied to? <u>Jack Chernus</u>: The pumps, the generators. <u>Lynn Van Zandt</u>: Anything over \$500 installed within the last few years such as the pumps? ▪ We used 23,000,000 million gallons of water last year which is 23,000 gallons per month per household. Comparable charges for West Linn would put our bills at \$158/month and Wilsonville at \$204/month. ▪ We've been thinking about meters. <u>John Carnathan</u>: It would cost us more to maintain them and to read them. A manually read meter costs a few hundred, and a meter that is automatically read costs thousands. Also, if you tell the state that you put meters in, they will want them to be read. <u>Jeff Dickson</u>: a simple meter just to identify the people who are abusing the system. Not something that we would need to read monthly or every two months, just when water usage is high. <u>Bob Smethers</u>: If we suspect abuse or a leak we can determine the area by shutting off the whole sector and then turning each sector on, one at a time, to see where the fluctuations occur. Bob also shared with us the water usage graph. Much additional discussion about the pros and cons of meters, where they could be installed, etc. For more information go online to the EPA Clean Water Act. 	
7	System Operators' report	<u>Bob Smethers</u> : see handout.	

		<ul style="list-style-type: none"> ▪ The chemical testing is pretty current. There's a once in three years test that goes out to five households that will be coordinated over the next few weeks. ▪ We're on track with the rest of the chemical testing that is required by the state. ▪ The annual water usage ending in September has been reported to the state. ▪ There was a line break in January 2022 caused by NW Natural and was fixed, there was another line break in March that <u>Jeff Dickson</u> found and fixed. 	
8	Calendar items	<p>Calendar items</p> <p>A. January 31st – taxes due. <u>Jack Chernus</u>: they are actually due February 15th. <u>Joanne Houseworth</u>: Is this a non-profit? What taxes do we pay? <u>Jack Chernus</u>: We are a 501(c)(3) [<i>correction: we are a 501(c)(12)</i>] and we don't owe taxes but are required to file.</p> <p>B. January/February - Bob Smethers' <i>Water Systems Operators Certification</i> is due Bob will check when his due</p> <p>C. February 7th – Annual report to Sec of State due</p> <p>D. March - SDAO membership due</p> <p>E. March 1st – SDIS insurance due [done] <u>Jack Chernus</u>: The SAIF is due January 31st and has already been paid. <u>Bob Smethers</u>: The Cross Connection annual report has been done. <u>Jack Chernus</u>: The fee is due January 31st, and has been paid. <u>Jeff Dickson</u>: His <i>Water Systems Operators Certification</i> is due in July 31, 2024.</p>	
9	Other business from Board members or residents	<p><u>Laureen Felton</u> asked if we could get a directory. She also asked if we could get a tour of the pumphouse and well field. <u>Bob Smethers</u> said "anytime" so we will set up a tour time. <u>John Carnathan</u>: Suggests we buy a few of the Romex three-inch pressure couplings to have on hand if needed.</p>	<p>Lynn Van Zandt: Send the by-laws and water sectors map to the Houseworths.</p>

		<p><u>Jack Chernus</u>: The roof of the reservoir needs to be cleaned off.</p> <p><u>Bob Smethers</u>: Dean Wilson [whose property the reservoir is on] wants to keep some of the foliage to camouflage. <u>Jeff Dickson</u> will have a couple of his guys do it.</p> <p><u>Steve Houseworth</u>: Are the mainlines fifty-years old? Do we have a replacement plan? <u>Jack Chernus</u>: Not all of the lines are that old, we have been addressing the lines as needed. <u>Bob Smethers</u>: There was a discussion of laying a two-inch insert line inside of our three-inch lines.</p> <p>BEFORE YOU DIG: Call 811 to have electrical, gas and water lines located.</p>	<p>Set up a tour time with Bob Smethers.</p> <p>Jeff Dickson: to get the reservoir roof cleaned</p>
10	Calendar items	<p>F. January 31st – taxes due</p> <p>G. January/February - Bob Smethers' <i>Water Systems Operators Certification</i> is due</p> <p>H. February 7th – Annual report to Sec of State due</p> <p>I. March - SDAO membership due</p> <p>J. March 1st – SDIS insurance due [done]</p> <p>K. March 31st – Cross Connection Annual Summary report due</p> <p>L. March/April - Jeff Dickson's <i>Water Systems Operators Certification</i> due</p>	
11	Adjournment	Motion to adjourn by Justin Martin, seconded by Lynn Van Zandt at 8:09 PM	