

## RRWD BOARD MEETING MINUTES

September 18, 2025 7:00pm Riverbank HOA Clubhouse

### Attendees:

John Carnathan

Lynn Van Zandt

Jack Chernus

Phil Roach

Jessica Hart

Liz Hammack

The Notary came early and the Board signed the Oath of Office. She notarized the document and was paid. A motion was made by John Carnathan and 2<sup>nd</sup> by Lynn Van Zandt to accept this document as a record in the RRWD Files.

Meeting called to order at 7:13 pm by John Carnathan.

Prior meeting minutes were approved unanimously.

Meeting agenda updated to start with the budget.

- Established that the Savings account was approximately \$74,000 and the Checking was \$14,000.
- NW Earthmovers has not submitted their bill yet for the pipe repair work done on SW Riverbend RD.
- John reviewed the Midco Report which we elected to have them do this time when they cleaned the reservoir. John worked with the Circuit Rider for the Oregon Water Utility Small Districts to review the report and triage the list of recommendations for “Must Fix Now” repairs, so we could budget for these immediately. The Circuit Rider will look at the rest of the list and give the RRWD their recommendations and contractors of the additional Midco recommendations before the next Board meeting. At that meeting, the Board will agree on a plan forward for any of the recommendations. Discussion and agreement that we didn’t need the report every year probably every 3 years at time of pumping. The 3 items that need to be fixed now are low cost, and our system operator can take care of these items. A 4<sup>th</sup> item will be done by someone the Circuit rider recommends.
  - Down-spout with flapper valve – downspout needs to be height adjusted so it is 12-24 inches off the ground and the flapper valve needs to be replaced with a tight seal.
  - The Vent screen needs to be replaced with a proper, clean screen
  - Plants around the vent and tank need to be removed. John C. will talk to the owner of the property where the reservoir sits and coordinate the removal.
  - A contractor will paint and seal the exposed tank section around the new hatch.

- John reviewed the challenges RRWD system operator and he have had with the Chlorine Analyzer. The measurement portion of the analyzer stopped working, which did not affect the chlorine dispensing, just the ability to get the data easily for the reporting we need to do to the State of Oregon daily. The Pump in the Analyzer was replaced and the analyzer is giving us the data we need now. John Carnathan got quotes to replace the Chlorine Analyzer, including recommendations from the Circuit Rider. He recommended that we use a HACH analyzer and the quote was \$8800. \$8000 was added to the budget for this item, but no commitment was made to do it while the current Analyzer is working. This will be reviewed as part of the overall maintenance plan in the next Board meeting.
- With the spending for a new well, a section of pipe repair and other miscellaneous repair items this year. Along with the need to rebuild the savings, the Board recommended an increase to the monthly water fees. After a discussion, Jack Chernus made a motion to increase the monthly fees to \$97.00 per household and Phil Roach 2<sup>nd</sup> the motion. The vote was unanimous YES.
- Cross Connection Program: John explained the State requirements and our BY-LAWS that require a backflow device for cross connections to the water system like sprinklers, water features, ponds or pools, RRWD needs to insure that all homes are in compliance with the OAR rules and our *By-laws* and has elected to do this with a letter of “self-certification” to those properties who did not have a backflow device inspected in September’s Annual Backflow testing. The Letter is attached to the minutes. John will distribute the letter.
- Lynn Van Zandt, treasurer, reviewed the budget and with the following revisions it was moved by Lynn VanZandt and 2<sup>nd</sup> by Jack Chernus to approve the budget. The vote was a unanimous YES.
  - Exceptions which will be updated:
    - Increase Equipment line item to \$8000 for the year from \$5000
    - Remove \$495 from the Reservoir Cleaning line (no report next year)
    - Correct misspelling of \$5.00 to \$500 in the notes section for Water testing line item
    - Add 5 hours of salary for System Operator to address the minor repairs listed above.
    - Correct the Wage line to extend the \$1,333.31 for each month in the year
- Treasurers report:
  - Lynn talked about the savings account she opened at Fidelity to move the reserve fund to this account and place \$50000 in a CD yielding 4.29%. John made a motion to move \$50000 into this account and it was 2<sup>nd</sup> by Phil Roach. The vote was a unanimous YES.
  - There are no members that are past due and qualify for shut-off under the *RRWD Rules and Regulations*.

- John Carnathan provided a System Operators report in Bob Smethers absence. A full report will be posted on the website later.
  - Tank was cleaned and Midco provided a report.
  - The new well pump was installed (4 attempts) without any loss of water to our members. Some highlights are:
    - The pump can produce 300 g.p.m. with no draw down
    - If we must by-pass the storage tank we get 60 g.p.m of flow
  - Summer conservation measures results
    - Success! Zero days without water shut-off
    - The change in watering patterns was good
  - Pump house painting and roofing
    - Minor hiccup in paint selection process, but now the painting is roofing is on track and will be completed before the next Board meeting.
  - The Back-up generator ran for a few hours because a squirrel grounded itself to our equipment and the system shut off and John started the generator.
  - Property at 473 SW Hebb Park Rd has no shut-off valves at the street, but 2 at the house which will need to be repaired/replaced. RRWD will coordinate with the homeowner because the water will need to be shut-off for the whole sector during the repair.
  - The Chlorine Analyzer pump was repaired
  - The leak on SW Riverbend Rd was fixed
- John Carthan reviewed one of the SDAO class he attended on Record Retention. We will need to update the *By-Laws* to include a Record Retention Section.
- An update on modifying the *By-Laws* and *Rules and Regulations* was tabled until the next meeting.
- Meeting Adjourned by John Carnathan at 8:39pm