

Riverbend-Riverbank
Water Improvement district

Meeting Minutes
Monday - July 28, 2008

The meeting of the Riverbend-Riverbank Water Improvement district Board was held at the Smethers Residence on Monday, July 28, 2008 and called to order at 7:04 pm

Present

Greg Huntzinger
Holly Iburg
Mary Latimer
Doug Hudelson
Diane Harris
Gloria Lewton
Don Smethers

Also Present

Tom McAlarney, Systems Operator
Bob Fuller

	TOPIC	DISCUSSION	ACTION
I	Review of Previous Minutes 4/21/08	Minutes of the previous meeting held 4.21.08 were reviewed and approved as written.	Minutes were approved as written
II	<p>OLD BUSINESS</p> <p>A. Service Agreement – Bruce Cunningham/Accountant</p> <p>B. Operational Manual & Emergency Response Plan</p>	<p>Copies of a revised <i>Service Agreement</i> for accounting services by Bruce Cunningham Associates, LLC was circulated for review (see attached) Mr. Cunningham has submitted a counter proposal that states "services provided outside the scope of the above services, will be billed at \$50 per hour under the following procedures: (1) RRWD authorizes LLC to do additional work, LLC provides to RRWD before commencing work the maximum charge to be billed, and RRWD approves; (2) any additional work (each work project to be measured separately) that LLC recommends to RRWD to be done for which the estimated charge for that project exceeds \$50, and RRWD approves; or (3) any separate work project that LLC determines needs to be done if project charge will be equal to or less than \$50 (no prior approval by RRWD required)".</p> <p>Mr. Huntzinger reported that the Operational Manual is under and/or a segment of the Emergency Plan. Further, the Emergency Response Plan is complete, with the exception of one photo of the generator. This document has been updated and copies will be email to Board members. The document I in the Page Plus software format.</p>	<p>Action: The Service Agreement was approved by the Board as written.</p> <p>For Information</p>
III	<p>NEW BUSINESS</p> <p>A. Budget Service District of Oregon</p> <p>B. District Files</p>	<p>Members were advised that the Board is required to have a budget. Copies of a draft were circulated. Mr. Huntzinger stated that each year's budget would be based on the previous year's budget and the budget will need approval on an annual basis. The MOTION carried, that for purposes of meeting the Budget Service District of Oregon standards, the Board will develop a budget for review and/or approval.</p> <p>Mr. Huntzinger reported that copies of the Water district files have been placed on a CD for filing. A copy of the CD was given to Mrs. Latimer, Board Secretary.</p>	<p>Action: A final budget will be presented at the next Board meeting for review and/or approval.</p> <p>For information</p>

C. Water Treatment	<p>Mr. Bob Fuller was in attendance at the meeting to give an overview of water treatment options. He expressed the importance of removing the iron content in the water when backwashing; however, the District must have a pond for the water to be directed to during this process. At this time, the District does not have the necessary land for such a pond. He stated that there is a new "material" on the market that is an agent that is placed in the water. This agent works twice as long as other materials on the market, and it breaks down quickly in the water heaters in the dwellings. Using the new material will require a 55 gallon barrel and hook up to the pump and the District can continue to use chlorine in the water as well.</p>	<p>Action: The MOTION CARRIED, Mr. Fuller and Mr. Smethers will investigate and/or explore the cost for installation of the necessary equipment and material and report back at the next Board meeting.</p>
D. Job Description – Systems Operator	<p>The MOTION CARRIED, Mr. Fuller and Mr. Smethers will investigate and/or explore the cost for installation of the necessary equipment and material and report back at the next Board meeting.</p>	For Information
E. Contract for Systems Operator	<p>Members were advised that Holly Iburg has drafted a Job Description for the Systems Operator position. Mr. McAlarney will review the draft for review and/or proposed revisions. To follow, the Job Description will be emailed to the Board Members for final review and/or approval.</p>	For Information
F. Emergency Response Plan	<p>Members were in agreement that once the Job Description is finalized and approved, a contract for the Systems Operator will be drafted.</p>	For Information
G. 2nd Systems Operator Position	<p>This topic was discussed during review and presentation of the Operational Manual; (e.g. the Emergency Response Plan is a segment of the Operational Manual).</p>	<p>Action: The Board approved a 2nd Systems Operator position.</p>
H. Coffey Labs Services	<p>As per previous emails to the Board, the Board members approved the formation of a 2nd Systems Operator position.</p>	<p>Action: Coffey Labs service will be discontinued by the District.</p>
I. Cross Connection Testing	<p>The Board determined to discontinue using Coffey Labs mainly due to poor service as well as the State's action to not recertify this agency. Alexin Labs has been selected to provide this service for the District.</p>	<p>Action: Once a date is selected for the testing, Ms. Latimer will be notified and send out a flyer to all dwellings.</p>
J. Conifer Bacteria Testing	<p>Mr. Huntzinger reported that cross connection testing will soon be underway. The plan is to select a day and give residents at least 2 weeks notice to assure that the company performing the tests will have access to the devices that are in the garages. He added that he has a master list of the dwellings that identifies the locations of the back flow devices. This list is incomplete at this time, but is designed to be revised as more information regarding the sites of the backflow devices is identified.</p>	For Information

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<p>K. Resolution of Leaks</p>	<p>Mr. Smethers advised of the difficulty in finding water leaks. He stated that in order to find leaks, a meter could be installed in the main line and run times would be compared. However, daily read out information by computer can easily identify if they may be a leak. He added that members of the District were offered individual pressure controls and only three opted to have a pressure control.</p>	<p>Action: This topic was TABLED</p>
<p>L. Confirmation Cost for Transducer</p>	<p>Following discussion, this topic was TABLED. The Board confirmed purchase of a Transducer for \$250.00</p>	<p>Action: Transducer cost of \$250 was approved.</p>
<p>M. Update - Low Water Alarm</p>	<p>Mr. Smethers reported that it has been difficult to ascertain the reason for the low water alarm that recently was activated. He stated that a graft of pump times revealed that the pump ran 19 hours to keep the reservoir full on a 24 hour basis. Further, there was an 80% water usage during one weekend, and water is being used faster than the reservoir can fill. Members were in agreement for Mr. Smethers to continue with ongoing monitoring of water usage and low water measures. The information in graft form will be emailed to the Board Members accordingly.</p>	<p>Action: Mr. Smethers will continue to monitor the water levels with use of the computer program and send reports to Board members accordingly.</p>
<p>N. Well Log</p>	<p>Members were advised that a 2006-2007 Well Log is in the Pump House in a black notebook. Additionally, the new Pump House code is 1-3-7-8.</p>	<p>For Information</p>
<p>O. Fire Sprinklers</p>	<p>This topic was TABLED</p>	<p>Topic was TABLED</p>
<p>TOPICS REQUIRING FOLLOW-UP</p>	<ol style="list-style-type: none"> 1. Final Budget - Annual (Greg Huntzinger) 2. New Water Treatment Material & Equipment (Don Smethers and Bob Fuller) 3. Final Version - Job Description for Systems Operator (Holly) 4. Contract - Systems Operator (Group) 5. Water Leaks/Pressure Controls - Topic TABLED 6. Fire Sprinklers - TABLED 	
<p>ADJOURNMENT</p>	<p>The meeting adjourned at 8:25 pm</p>	

Greg Huntzinger
 President

Date

Recorded by: Mary F. Latimer
 Secretary/Treasurer