

**Riverbend-Riverbank
Water Improvement District
Meeting Minutes
Wednesday – November 11, 2012**

The meeting of the Riverbend-Riverbank Water Improvement District Board was held at Holly Iburg's residence on Wednesday, November 11, 2012 and was called to order at 7:00 PM.

Present:

Holly Iburg, President
Gloria Lewton, Vice-President
Don Smethers, Systems Operator
Diane Harris, Assistant Treasurer
Paul Williams, Member @ Large

Absent:

Mary Latimer, Secretary/Treasurer

	TOPIC	DISCUSSION	ACTION
I	Review of Previous Minutes September 10, 2012	Minutes of the previous meeting held on September 10, 2012 were reviewed and approved as written.	Action: The MOTION carried "previous minutes of 9.10.12 were approved as written".
II.	OLD BUSINESS A. Assistant Systems Operator <ul style="list-style-type: none"> • Ratification • Insurance Coverage B. Non Profit Status and Cash Reserves C. Insurance Coverage For Reservoir	<p>Following a brief discussion, the MOTION carried, "The Board approves ratification of Mr. Bob Smethers to serve as the Assistant Systems Operator". During discussion members were in agreement that Bob Smethers should be covered by the Water District's insurance.</p> <p>Holly advised of having talked with the Pre-Loss department of SDAO regarding the Board's questions about the nonprofit status and having a cash reserve account. She advised that the Water District does not have to worry about how much money is accumulate because the District was formed as a government nonprofit corporation under section 554. Cash funds at the end of any given year is never viewed as a profit to the Water District because the money belongs to the corporation not shareholders.</p> <p>It was reported that Jamie, a representative of the insurance side of SDAO, will assist the Water District in determining the value assets; e.g. wells, reservoir, pumps, lines, etc.). This exercise will assist the Water District in determining good replacement numbers. Holly advised that she just received the packet of information and will forward to the Insurance</p>	<p>Action: The MOTION carried "Bob Smethers will serve as the Assistant Systems Operator and will be added to the Water District's insurance policy".</p> <p>For information.</p> <p>For information.</p>

	<p>D. Earthquake Insurance Coverage</p>	<p>Company to seek insurance for new equipment.</p> <p>Holly reported that she contacted the USI Special Districts office requesting information regarding Earthquake and Flood Insurance. She stated that changes for 2013 revealed there will be a coverage of 2% of the total value of assets with a minimum of \$5,000/occurrence deductible. Further, it is estimated that the total value of the Reservoir is \$197,000. The cost for the insurance for 2013 will be \$201,136.</p> <p>In the discussion that followed, the question was raised as to how to estimate cost of neighborhood pipes; (i.e. by linear feet, and it is necessary to count feet & valves?). The question was also raised if the District needs to add any additional water lines.</p>	<p>For information.</p>
<p>III.</p>	<p>SYSTEMS OPERATOR REPORT</p> <p>A. Risk Assessment Seminar</p> <p>B. Loss Control Visit by SDAO</p> <p>1. Moss cleaning on roof of reservoir.</p> <p>2. Ladder to reach roof of reservoir.</p>	<p>Mr. Smethers reported that he attended the SDAO Risk Assessment Seminar.</p> <p>Don reported that the visit by the SDAO revealed that there is a buildup of about 4" of moss on the pump house that needs to be removed. The SDAO representative, Dan Davenport, proposed the Systems Operator or Assistant do the cleanup. Don stated that it should take about 4 to 6 hours at a cost of about \$350. Don will take a picture (before & after) and send it to Dan Davenport.</p> <p>Don reported that to get to the roof to reservoir the District needs a more secure ladder. In order to do this, it will be necessary to have a concrete pad to secure stable ladder as well as a handrail to reach the top of reservoir. Further, there needs to be a stable step over the big pipes to reach the chlorine panel. This project should take about 3 hours, with a total cost of about \$1000. There may be grant money available via the <i>Safety and Security Matching Grant</i> for a 50/50 split up to \$3000. A quote needs to be submitted by the end of November.</p>	<p>For information.</p> <p>For information.</p> <p>ACTION: Don Smethers will submit a grant for the work necessary to the pump house.</p>
<p>IV.</p>	<p>NEW BUSINESS</p> <p>A. Board Training</p> <p>B. Cascade Columbia</p>	<p>Holly reported that a Board member needs to attend training in order to receive a discount on the District's insurance policy.</p> <p>It was mentioned that Cascade Columbia, who delivers chlorine to the District, has complained</p>	<p>For Information</p> <p>ACTION: Diane will check with Bruce to ascertain the cause of</p>

	Complaint	of 'slow pay' of their bills.	delay.
V.	FINANCIALS A.	Holly reported that the finances for the end of the Fiscal year are good. For the current month we started with \$33,137 in Total Cash and ended the month with \$36,227 in Total Cash. We are slowly getting up to \$40,000. Year to date there was a total of \$37,473 in disbursements.	For Information
VI.	ADJOURNMENT	There being no further business, the meeting adjourned at	
	Topics Requiring Follow-up	1. Estimate for 2013 Insurance 2. Grant Proposal for repairs to Pump House 3. Cascade Columbia Complaint (slow reimbursement for delivery of chlorine)	Holly Iburg Don Smethers Diane Harris

 3/22/2013
 Holly Iburg, President

Recorded by Diane Harris/Assistant Treasurer