

# Riverbend-Riverbank Water Improvement District Board

## ANNUAL MEETING

Minutes  
Monday - February 25, 2013  
7:00 PM

The Annual meeting of the Riverbend-Riverbank Water Improvement District was held on Monday, February 25, 2013 in the neighborhood Club House.

### Officers Present:

Holly Iburg, President  
Paul Williams, Member @ Large  
Mary Latimer, Secretary/Treasurer  
Diane Harris, Assistant Treasurer  
Don Smethers, Systems Operator

### Property Owners Present

Chris Iburg  
Mike Latimer  
Paul Williams  
Gene Apple  
Linda Apple  
Bob Fuller

Bruce Kahre  
Laura Christianson  
Derek Christianson  
Dave Hart  
Jessica Hart  
Larry Huget

### Also Present

Bruce Cunningham  
District  
Accountant

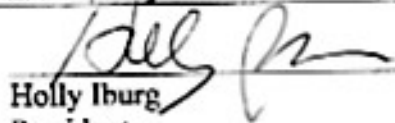
### Absent

Gloria Lewton, Vice  
President

	TOPIC	DISCUSSION	ACTION
I.	Call to Order	The meeting was called to order by President, Holly Iburg at 7:10 pm.	
II.	Introductions	Holly Iburg called upon attendees for introductions. Members of the Board were introduced as follows:  <i>President: Holly Iburg</i> <i>Vice President - Gloria Lewton (not in attendance)</i> <i>Secretary/Treas. - Mary Latimer</i> <i>Systems Operator - Don Smethers</i> <i>Assistant Treasurer - Diane Harris</i> <i>Paul Williams, Member @ Large</i>	Introductions
III.	Financial Report	A financial report was given by the District's accountant Bruce Cunningham. Interpretation of copies of the Fiscal Year October 1, 2011 through September 30, 2012 and October 1, 2012 to January 1, 2013 December 31, 2011 was given by Mr. Cunningham (see attached). Mr. Cunningham pointed out that in September of 2012 the cash reserves fund was \$36,227 and as of January 31, 2013 that total cash reserve was \$38,431. Further interpretation of <i>receipts vs. disbursements</i> was given. He further explained that revenue generated is billing for the water service which equates to billing each dwelling \$95.00 six times a year, and there are 80 homes in the District. In terms of <i>collections</i> , Mr. Cunningham happily reported that collections have averaged up to 99% since 1984. Further interpretation was unremarkable. Mr. Cunningham also circulated copies of a report outlining accounts payable items (see attached). This document displayed the items of expenses the Water District incurs.	For Information.

<p>IV.</p>	<p><b>Systems Operator Report</b></p>	<p>Copies of a detailed <i>Systems Operator Report</i> were circulated by Don Smethers, Systems Operator (see attached). He stated that copies of the <i>Activities</i> section of the report are on the RRWD.org website. Mr. Smethers highlighted sections of the report. He stated that the Systems Operator position entails approximately 23 hours of service a month. However extra hours are sometimes necessary to locate and/or repair damaged lines, etc.</p> <p>In the discussion that followed, Holly Iburg advised that the Water District has easements alongside the roads within the District and 5 feet around resident's properties. If there is a break in the water line that is on the resident's property, the Water District is not liable nor licensed to assist with repairs as the District is not a licensed plumber.</p> <p>The question was raised as to those homes that are in the Water District. Don Smethers advised that residents residing in the Peach Cove area are not in the Water District. He added that a Bylaws revision was approved a few years ago that restricts additional members to the Water District. Specifically, if members sub-divide their property for the purpose of building an additional dwelling, that new dwelling (home) will not be added to the Water District service.</p> <p>Further interpretation of the Systems Operator Report was unremarkable.</p>	<p><b>For Information</b></p>
<p>V.</p>	<p><b>Recap of 2012</b></p>	<p>Holly Iburg, President, presented a recap of activities of the Water District during 2012. A copy is attached. She highlighted the new part-time Systems Operator position that was approved by the Board. This individual Bob Smethers, has become certified as a Water Operator with the State of Oregon.</p>	<p><b>Action: For Information</b></p>
<p>VI.</p>	<p><b>Proposed 2013 Budget</b></p>	<p>The proposed budget process for 2013 was presented by Holly Iburg and Bruce Cunningham. Holly advised that expenses and incomes from the previous year are reviewed to project the new budget. Mr. Cunningham stated that the water service brings in approximately \$46,000 in revenue and the goal is to have \$40,000 in cash reserves. He proposed he and Holly finalize the proposed budget for 2013 and post it on the District's Website. Members were in agreement.</p>	<p><b>Action: The MOTION was made, SECONDED and CARRIED, "the 2013 proposed budget will be posted on the District's website for review and/or further</b></p>

			discussion by residents if necessary.
VII.	<b>Confirmation - 2013 Board Members</b>	<p>Holly Iburg reported that the following individuals have been nominated to serve as the 2013 Board:</p> <p><b>President - Holly Iburg</b>  <b>Vice President - Gloria Lewton</b>  <b>Secretary/Treasurer - Mary Latimer</b>  <b>Assistant Treasurer - Diane Harris</b>  <b>Don Smethers - Systems Operator</b>  <b>Paul Williams - Member @ Large</b></p> <p>Ms. Iburg called for discussion and/or a nomination for the 2013 slate of Board Members. Jessica Hart volunteered to serve as an additional Member @ Large.</p> <p><b>The MOTION was made, SECONDED and CARRIED</b> "the slate of officers as nominated be approved as the 2013 Board to include Ms Jessica Hart to serve as an additional Member @ Large".</p>	<p><b>Action: The MOTION was made, SECONDED and CARRIED</b> "the slate of officers as nominated be approved as the 2013 Board to include Ms. Jessica Hart as an additional Member @ Large".</p>
VIII.	<b>Other Business from Members</b>	No additional topics were presented by members present.	No additional topics were presented
IX.	<b>Adjournment</b>	The meeting adjourned at 8:00 PM	

  
 Holly Iburg  
 President

3/22/2013  
 Date

Recorded by: Mary F. Latimer  
 Secretary Treasurer