

Meeting Minutes

March 5, 2013

The meeting of the Riverbend-Riverbank Water Improvement District Board was held at the neighborhood Club House on Tuesday, March 5, 2013 and was called to order at 7:05 pm.

Present:

Holly Iburg, President
 Don Smethers, Systems Operator
 Diane Harris, Assistant Treasurer
 Paul Williams, Member @ Large
 Jessica Hart, Member @ Large

Absent:

Mary Latimer, Secretary/Treasurer
 Gloria Lewton, Vice-President

Also Present:

Jay Doty

	TOPIC	DISCUSSION	ACTION
I	Review of Previous Minutes September 12, 2012	Review of the minutes of the previous meeting held on November 14, 2012 was deferred to the next quarterly Board meeting.	Action: Review and approval deferred to next Board meeting.
II.	OLD BUSINESS		
	A. Workers Compensation	Don Smethers reported of having obtained new Worker's Comp insurance through SAIF.	For information
	B. Grant Funds for Ladder Repair	Mr. Smethers reported that the grant funds for partial reimbursement for the ladder repair to the reservoir have not yet been received.	For information
	C. Cascade Columbia	Don Smethers reported that Cascade Columbia seems to be working with fluctuating pay schedules without the Board needing to act on this issue at this time. He added that payment to vendors depends upon the date of invoicing as to when payments are made.	For information
III.	NEW BUSINESS REPORT		
	A. Delegation of Board Duties	<p>Holly Iburg reviewed with members the current bylaws relative to officer duties. She also circulated a copy of the spread sheet prepared by Mary Latimer.</p> <p>Following discussion, members were in agreement that the President act as the CEO and have supervisory duties over the Board positions. Diane Harris agreed to accepting additional tasks of helping the Accountant, Bruce Cunningham prepare the Annual Budget and assisting with the Water District's tax returns.</p> <p>Discussion regarding the duties of the Vice-President was deferred until Gloria Lewton is present for the discussion at a future meeting. Further, the duties of the Systems Operator were not revised.</p> <p>Discussion followed regarding responsibilities assigned to the Members at Large. The suggestion was given to assign tasks such as assisting the Systems Operator in contacting neighbors and understanding the emergency system and how the overall water systems works. Paul Williams advised of having</p>	Action: The Spread Sheet indicating the responsibilities of Board Members will be updated to include responsibilities for the Members @ Large and remain in draft until the next Board meeting to allow for attendance by the Vice President and identify the Vice President duties.

		accompanied the System Operator and Assistant Systems Operator one day and expressed interest in visiting the pump house and reservoir to tour the system in more detail.	
IV.	FINANCIALS A. 2013 Budget	The Board discussed finances and how much the District should accumulate in operating surplus funds. Mr. Smethers proposed preparing for the worst scenario and budget \$80,000 to \$100,000 for line and reservoir replacements. Members were in agreement that accumulating additional funds over time, instead of assessing the members at some later date, was the best approach. Holly Iburg voiced concern regarding safeguarding the funds to ascertain the District was protected as much as possible from criminal activity. She stated that higher levels of security would be necessary with such a large reserve fund. Additionally, Ms. Iburg stated that it would need to be made clear that the fund was for the District at large and would not belong to individual members who could have the capability to withdraw their share upon sale.	Action: It was the consensus of the Board that monies be accumulated over time to avoid assessing dwellers additional funds at a later time.
V.	ADJOURNMENT	The meeting adjourned at 8:25 pm A future meeting was proposed for late May or early June.	For information
VI.	TOPICS REQUIRING FOLLOWUP	1. Review/Approval 11.14.12 Meeting Minutes 2. Duties of Vice President	Mary Latimer Holly Iburg

 9/24/2013

Holly Iburg, President

Recorded by: Mary F. Latimer
 Secretary/Treasurer