

## Meeting Minutes

April 28, 2014

The meeting of the Riverbend-Riverbank Water Improvement District Board was held at the neighborhood Club House on Monday, April 28, 2014 and was called to order at 7:05 p.m.

**Present:**

Gloria Lewton, President  
 Mary Latimer, Secretary/Treasurer  
 Don Smethers, Systems Operator  
 Diane Harris, Assistant Treasurer  
 Paul Williams, Vice President

**Also Present:**

Jeff Dickson, Member @ Large  
 Jessica Hart, Member @ Large

	TOPIC	DISCUSSION	ACTION
I	<b>REVIEW OF PREVIOUS MINUTES – 2/1/2014</b>	Minutes of the previous meeting held on February 1, 2014 were reviewed and unanimously approved as written.	<b>Action: The MOTION CARRIED</b> “minutes of the previous meeting held on 2/1/2014 are approved as written”.
II.	<b>OLD BUSINESS</b>	There was no Old Business for discussion.	
III.	<b>NEW BUSINESS</b> A. Trust Agreement	<p>Gloria Lewton reported that she is in receipt of a “Trust Agreement” issued by the SDOA. Currently, the Water District has Property Liability insurance through the SDOA. Various levels of discounts on the insurance premium are offered on a point basis. Specifically, the Water District can receive up to a 10% decrease in the insurance premium by completing on-line classes and/or what is considered Board training. Further, a discount can be applied if the Water District is a member of One Water Resource Congress and other water district associations. Don stated that the Water District is on the mailing list for two different associations; however, he is not sure if the Water District is a “member” of these associations.</p> <p>Following discussion, Don volunteered to contact Sandy Gallaway at the SDOA and request additional details as to the discounts available to the Water District. He further volunteered to inquire with the associations he receives newsletters from to inquire if the Water District is a “member” of these organizations. More information will be available at a later date.</p> <p>Gloria Lewton stated that when Don receives more detailed information, each Board Member will fulfill one of the training to enable the Water District to receive the discounts that apply.</p>	<p><b>Action:</b></p> <ol style="list-style-type: none"> <li>1. Don Smethers will contact the SDOA and inquire as to details of training to receive a discount on the Water Districts insurance premiums.</li> <li>2. Don will inquire with associations he is currently receiving newsletters from to see if the Water District is a “member” of these organizations.</li> <li>3. Board Members will each fulfill one of the training sessions to be eligible for the discount on the insurance premium.</li> </ol>
	B. SDOA Best Practices	Gloria reported of having completed the SDOA Best Practices Checklist and submitting it accordingly.	<b>For Information</b>
IV.	<b>SYSTEMS OPERATOR REPORT</b>	Copies of the System Operator Report were circulated for review (see attached). Don pointed out that this year is the three year cycle for several water testings.	<b>For Information</b>

		<p>Additionally, there is a new test that has been initiated by the State entitled "Stage 2 Disinfection Byproducts Rule". He added that every three years there are extensive testing and estimated the cost for such testing to be approximately \$1,600. He added that he has made the appropriate address changes online to the Oregon Drinking Water Program and the Pipeline a Publication.</p> <p>Don also reported that the Consumer Confidence Report will be completed in May and distributed in June. He will check to see if he can email this report in place of mailing to all dwellings on the water system.</p> <p>In the discussion that followed, Jeff Dickson offered to assist Don with some of the larger projects with a vacuum excavator.</p>	<b>For Information.</b>
<b>V.</b>	<b>FINANCIALS</b> <b>A. March 2014</b> <b>B. April 2014</b>	<p>Interpretation of the copies of the financial reports for March and April 2014 was given by Diane Harris (see attached). Further interpretation was unremarkable.</p> <p>In discussion that followed, it was pointed out that one dweller is consistently late in paying her water bill and it is currently outstanding to the amount of \$400. However, there is currently no consequence monetarily to this individual. Don quoted 8.4 of the current District Policies and the process for initiating any consequence can be up to as long as 120 days.</p> <p>A consensus was not reached on this topic.</p>	<b>For Information.</b>
<b>VI.</b>	<b>TOPICS REQUIRING FOLLOW-UP</b>	<p>1. Water District's membership in water resource organizations - Don Smethers</p>	
<b>VII.</b>	<b>ADJOURNMENT</b>	<p>There being no further business, the meeting adjourned at 7:40 P.M.</p>	

Gloria Lewton, President

Recorded by: Mary F. Latimer  
 Secretary/Treasurer