

**Water Improvement District
BOARD MEETING
7:00 PM
Monday – November 17, 2014**

AGENDA

TOPIC		
I.	Call to Order	Gloria Lewton
II.	Review of Previous Minutes – September 4, 2014	Gloria Lewton
III.	Old Business	Gloria Lewton
IV.	New Business	Gloria Lewton
V.	Systems Operator's Update	Don Smelbers
VI.	Financials A. November 2014	Diane Harris
VII.	Additional Business from Board Members	Board Members
VIII.	Adjournment	

Gloria Lewton
President



Meeting Minutes

November 17, 2014

The meeting of the Riverbend-Riverbank Water Improvement District Board was held at the neighborhood Club House on Monday November 17, 2014 and was called to order at 7:15 p.m.

Present:
 Gloria Lewton, President
 Paul Williams, Vice President
 Diane Harris, Assistant Treasurer
 Jeff Dickson, Member @ Large
 Jessica Hart, Member @ Large
 Larry Hugel
 Mike Lattimer

Absent:
 Mary Lattimer, Secretary/Treasurer

ACTION	DISCUSSION	TOPIC
<p>1</p> <p>Minutes of the previous meeting held on September 4, 2014 were reviewed and unanimously approved as written.</p> <p>CARRIED "minutes of the previous meeting held on 9/4/14 are approved as written".</p>	<p>II.</p> <p>There was no Old Business for discussion.</p>	<p>1</p> <p>REVIEW OF PREVIOUS MINUTES - 9/4/2014</p>
<p>III.</p> <p>NEW BUSINESS</p> <p>A. Repairs on Riverbend & Case Reserve</p> <p>Don reported that the repairs on the water leak on Riverbend have been completed. He added that with the repairs the District has experienced this past year, consideration may need to be given to increase the water rates to ensure the District has enough funds in reserve for future repairs.</p> <p>Following discussion the MOTION was made and SECONDED, "The Riverbend-Riverbank Water District monthly rate be increased to \$50 a month, billed every two months (\$100). Following discussion, the Motion PASSED.</p> <p>Don offered to send an explanation for the reasoning behind an increase in the Districts monthly rate to accompany the next billing.</p> <p>Don reported that all the necessary testing functions have been completed and the Assistant Systems Operator is currently updating the District roster. When he has completed this task, he will distribute to the Board which may be within the next couple of weeks.</p> <p>Don reported that the diesel that is used for the generator is being emptied by Mr. Dean Wilson. Jeff volunteered to replace the diesel (fuel) and bill the District accordingly.</p>	<p>II.</p> <p>OLD BUSINESS</p>	<p>IV.</p> <p>Systems Operator Report</p> <p>A. Testing & Directory</p> <p>B. Diesel Fuel</p>
<p>For Information</p> <p>For Information</p> <p>For Information</p>	<p>For Information</p> <p>Copies of the November Financials, to include all transactions, were reviewed (see attached). A brief discussion regarding delinquent accounts followed.</p>	<p>V.</p> <p>Financials</p> <p>A. November 2014</p>

VI.	ANNUAL MEETING	The next Annual Meeting is scheduled for January 12, 2015	For Information
VII.	TOPICS REQUIRING FOLLOW-UP	1. Monthly Rate Increase	
VIII.	ADJOURNMENT	There being no further business, the meeting adjourned at 8:00 P.M.	

Gloria Lawton
 Gloria Lawton, President

Recorded by: Mike Latimer
 Volunteer

Meeting Minutes

September 4, 2014

The meeting of the Riverbend-Rivertank Water Improvement District Board was held at the neighborhood Club House on Thursday, September 4, 2014 and was called to order at 7:05 p.m.

Present:
 Gloria Lewton, President
 Mary Lattimer, Secretary/Treasurer
 Bob Smethers, Assistant Systems Operator
 Diane Harris, Assistant Treasurer
 Paul Williams, Vice President

Also Present:
 Jeff Dickson, Member @ Large
 Jessica Hart, Member @ Large

Absent:
 Don Smethers, Systems Operator

ACTION	DISCUSSION	TOPIC
<p>Action: The MOTION CARRIED "minutes of the previous meeting held on 4/28/2014 are approved as written".</p>	<p>Minutes of the previous meeting held on April 28, 2014 were reviewed and unanimously approved as written.</p>	<p>I REVIEW OF PREVIOUS MINUTES - 4/28/2014</p>
	<p>There was no Old Business for discussion.</p>	<p>II. OLD BUSINESS</p>
<p>Action: Gloria will report to the SIDA that all members have completed the training.</p> <p>Action: Paul Williams will complete the SDAO Best Practices check list and submit to the SDAO accordingly.</p> <p>Action: A copy of the District's Board Responsibilities/Duties document was reviewed and approved as written.</p> <p>Action: Gloria will submit a signed Trust Agreement to the SDAO.</p> <p>Action: Jessica completed the survey on-line during the Board Meeting.</p> <p>Action: Diane will work in conjunction with Bruce Cunningham, accountant, and complete the SDAO budget form for submission to the SDAO.</p>	<p>Gloria Lewton reported that each Board Member needs to participate in the on-line training which will qualify the Water District to receive up to a 10% decrease in the insurance premium.</p> <p>Gloria reported that this is the time of the year the Water District completes the Best Practices check list and submits this document to the SDAO. Paul Williams volunteered to complete this form which is due before November 1, 2014.</p> <p>Gloria advised the Water District needs to submit a copy of Policies and Procedures of the District. In particular, the District should submit a copy of the Board Responsibilities/Duties document. Members reviewed and approved this document as revised. September 4, 2014 will be registered on this document as the date of review and approval.</p> <p>Gloria reported that she will sign and send the Trust Agreement to the SDAO.</p> <p>Gloria reported that the SDAO has forwarded an Outreach Survey whereby the SDAO is looking for feedback. Jessica offered to complete the survey.</p> <p>Gloria advised that the SDAO has requested completion of a form that outlines the District's budget. She called upon Diane to complete this form by October 1 and submit to the SDAO accordingly. She expressed the need to assure the District's budget reflects what is submitted to the SDAO on their form. Diane stated that</p>	<p>III. NEW BUSINESS</p> <p>A. SDAO Requirements 1. On-Line Training</p> <p>2. Best Practices Check List</p> <p>3. Policies & Procedures</p> <p>4. Trust Agreement</p> <p>5. Outreach Survey</p> <p>6. Budget</p>

<p>IV. Systems Operator Report</p>	<p>our accountant, Bruce Cunningham, completes the budget on an annual basis and this budget is reported on at the Annual Meeting.</p> <p>In the absence of the Systems Operator, Don Smethers, Bob Smethers, Assistant Systems Operator, reported that the repairs on the lower Riverbend Road are complete to include the paving. This project was costly and the bills came to \$5,025 and \$2,191 during the month of August. Don Smethers is calculating an itemized statement listing all the costs for this project. Bob further reported that the Board will need to develop a long term plan for future repairs as stats and underlying gravel are old and currently are not meeting the current codes. Additionally the system needs heavier piping on the water lines. He stated that Don is working on this planning project and will report to the Board at a later date.</p> <p>In the discussion that followed, Jeff stated that there is a pipe bursting tool that expands the hole when laying new pipe that would be very useful. Rob will advise Don of this type of equipment.</p>	<p>Action: Once Don Smethers has drafted a long range repair plan, the Board will review this information and adopt a long term plan for future repairs.</p>
<p>IV. FINANCIALS A. August 2014</p>	<p>Copies of the financials for August 2014 were emailed to Board members from Bruce Cunningham. Interpretation of the financials was unremarkable.</p>	<p>For information</p>
<p>V. NEXT MEETING</p>	<p>The Board selected November 10, 2014 as the next Board Meeting.</p>	<p>For Information.</p>
<p>VI. ANNUAL MEETING</p>	<p>The Board tentatively selected either January 12 or January 19th for the Annual District Meeting. Mary will contact Bruce Cunningham and inquire as to which day would meet his schedule so that he will be in attendance. She will report back to the Board via email accordingly.</p>	<p>Action: Mary will contact Bruce Cunningham and inquire as to a date for the Annual Meeting in January, 2015</p>
<p>VII. TOPICS REQUIRING FOLLOW-UP</p>		
<p>VII. ADJOURNMENT</p>	<p>There being no further business, the meeting adjourned at 8:00 P.M.</p>	

Mary F. Latimer
 Florida Lewton, President
 Recorded by: Mary F. Latimer
 Secretary/Treasurer

Riverbend Riverbank Water District
Profit & Loss Budget vs. Actual
October 2014

Actual vs. Budget

	Oct 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Hook-up Fee	0.00			
Reimbursed Expenses	25.00			
Sales	0.00	3,600.00	-3,600.00	0.0%
System Development Charge	0.00			
System Development Fee	160.00			
Water Service	3,876.00			
Total Income	4,161.00	3,600.00	561.00	109.2%
Expense				
Bank Service Charges	18.00	34.00	-16.00	47.1%
Contractors	0.00	450.00	-450.00	0.0%
Dues and Subscriptions	125.00	125.00	0.00	100.0%
Equipment / System Maintenance	223.73	520.00	-273.30	43.0%
Insurance	0.00	171.00	-171.00	0.0%
Office Supplies	0.00	9.00	-9.00	0.0%
Postage and Delivery	0.57	42.00	-41.43	1.4%
Professional Fees				
Accounting	300.00	300.00	0.00	100.0%
Total Professional Fees	300.00	300.00	0.00	100.0%
System Manger Payroll Costs	1,612.34	1,600.00	12.34	107.5%
Training, SDAO Seminars	0.00	42.00	-42.00	0.0%
Utilities				
Gas and Electric	695.11	625.00	170.11	132.4%
Total Utilities	695.11	625.00	170.11	132.4%
Water Testing	50.00	167.00	-117.00	29.9%
Total Expense	3,026.72	3,965.00	-938.28	76.3%
Net Ordinary Income	1,134.28	-65.00	1,199.28	-1,729.7%
Other Income/Expense				
Other Income	0.40	25.00	-24.60	1.6%
Interest Income	0.40	25.00	-24.60	1.6%
Total Other Income	0.80	50.00	-49.20	1.6%
Net Other Income	0.80	50.00	-49.20	1.6%
Net Income	1,135.08	-15.00	1,150.08	-2,811.9%

RIVERBEND RIVERBANK WATER DISTRICT
31150 SW RIVERWOOD DR
WEST LIMA, OR 97068-8405

Customer service information
1.888.BUSIN.55 (1.888.287.4637)
bankofamerica.com
Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33622-5118

Your Business Economy Checking
for October 1, 2014 to October 31, 2014
RIVERBEND RIVERBANK WATER DISTRICT


Account number: 0023 9680 0295

Beginning balance on October 1, 2014	56,473.95	# of deposits/credits	0
Deposits and other credits	0.00	# of withdrawals/debits	15
Withdrawals and other debits	-3,860.58	# of deposited items	0
Checks	448.70	# of days in cycle	31
Service fees	-16.00	Average ledger balance	\$4,527.58
Ending balance on October 31, 2014	52,150.67		

Your account has overdraft protection provided by deposit account number 0023 9680 0115

#2617
2655

50.007
300.57
1800.10



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Checking 10/31

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Bank of America, NA Member FDIC ©2014 Bank of America Corporation. All rights reserved. 09/01/14 14:55:10
 The details are listed below in chronological order.

Check # 284



WELCOMEBACKVETERANS.ORG

Join us at troopbanks.org or bankofamerica.com/troopbanks.

Express your thanks at troopbanks.org or bankofamerica.com/troopbanks, and we'll donate \$1—up to \$1 million—to nonprofits dedicated to helping them succeed here at home.

Join us in helping connect our returning service members and veterans to the things they need to make their lives better.

They're not just heroes, they're also our neighbors

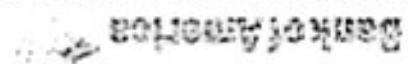
There is a gap in sequential check numbers.

Date	Check #	Amount
10/29/14	2685	-154.00
10/31/14	2687	-125.00
10/31/14	2689	-56.70

Date	Check #	Amount
10/30/14	2690	-16.00
10/31/14	2691	-95.00
Total checks		-5742.70
Total # of checks		3

Date	Description	Amount
10/01/14	PAYCHEX INC DESPAYROLL ID:51280300027347X	-984.83
10/02/14	PAYCHEX TPS DES:TXES ID:5727680004160X	-460.86
10/02/14	PAYCHEX EIB DES:INVOICE ID:05728520000745X	-107.44
10/23/14	P.C.E. DES:WELPAY ID:ELFC-0060-1AAV	-387.49
10/23/14	P.C.E. DES:WELPAY ID:ELFC-0060-1AAIX	-307.60
10/30/14	PAYCHEX INC DESPAYROLL ID:5734600011964X	-1,019.66
10/31/14	PAYCHEX TPS DES:TXES ID:57735100003610X	-476.24
10/31/14	PAYCHEX EIB DES:INVOICE ID:05774290001374A	-116.44
Total withdrawals and other debits		-53,266.50

WELCOMEBACKVETERANS.ORG



Date	Description	Amount
10/31/14	Check Image Service Fee	3.00
10/31/14	Monthly Maintenance Fee	-13.00
	Total service fees	-570.00

Note your ending balance already reflects the subtraction of service fees.

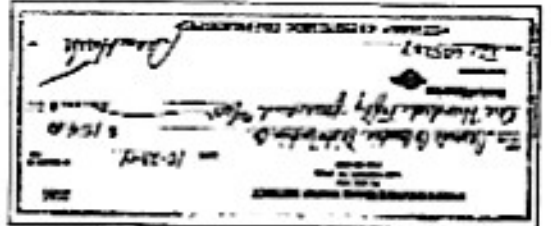
Date	Balance (\$)	Date	Balance (\$)
10/01	5,489.12	10/23	4,225.71
10/02	4,920.87	10/29	4,071.71
		10/31	2,150.67

To help you BALANCE YOUR CHECKING ACCOUNT, visit bankofamerica.com/statements/balance or the Statements and Documents tab in Online Banking for a printable version of the How to Balance Your Account Worksheet.

Checking Entry

Account number: 0023 9680 0295

Check number: 2686 | Amount: \$154.00



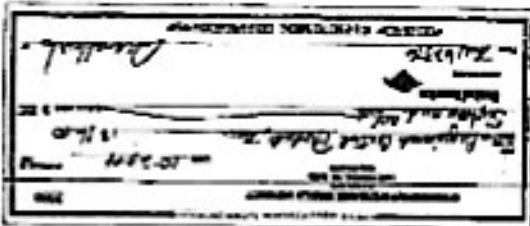
Check number: 2688 | Amount: \$125.00



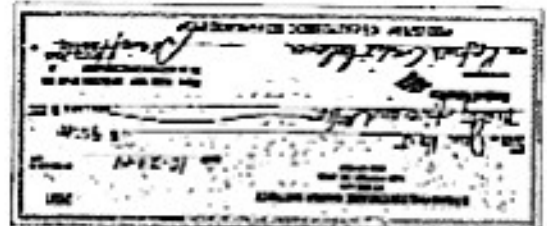
Check number: 2689 | Amount: \$56.70



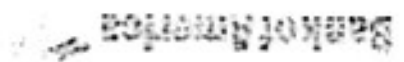
Check number: 2690 | Amount: \$16.00



Check number: 2691 | Amount: \$95.00



Chase in the



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Customer service information
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Bank of America, N.A.
P.O. Box 25118
Tampa, FL 33627-5118

RIVERBEND RIVERBANK WATER DISTRICT
31150 SW RIVERWOOD DR
WEST LAKEN, OR 97068-8405

Your Business Investment Account

for October 1, 2014 to October 31, 2014
RIVERBEND RIVERBANK WATER DISTRICT

Account number: 0023 9660 0116

Beginning balance on October 1, 2014	524,765.15	# of deposits/credits	4
Deposits and other credits	3,478.51	# of withdrawals/debits	0
Withdrawals and other debits	-0.00	# of days in cycle	31
Service fees	-0.00	Average ledger balance	\$27,457.41
Starting balance on October 31, 2014	528,243.66	Average collected balance	\$27,240.28

Annual Percentage Yield earned this statement period: 0.02%
Interest Paid Year To Date: \$5.55

Deposit in
10/31/14
29,000.01



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MMH *10/2*

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Date	Description	Amount
10/06/14	Deposit	1,515.00
10/06/14	Deposit	1,450.07
10/27/14	Deposit	475.00
10/31/14	Interest Earned	0.46
Total deposits and other credits		39,478.52

Date	Balance (\$)	Date	Balance (\$)
10/01	24,765.15	10/31	28,243.22
10/06	27,768.22		

They're not just heroes, they're also our neighbors

Join us in helping connect our returning service members and veterans to the things they need to make their lives better. Express your thanks at strophbanks.com/troopbanks, and we'll donate \$1—up to \$1 million—in nonprofits dedicated to helping them succeed here at home.

Join us at strophbanks.com/troopbanks.



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1/1/14
1-2-8-2

Riverbend Riverbank Water District
Board Meeting
November 2014

1. Cash Balance as of November 7, 2014:

Checking	\$ 4,900
Money Market	25,061
Total Cash	<u>30,014</u>

2. Accounts Receivable Balance as of November 7, 2014:

\$ 9,443.00

(List enclosed)

3. Accounts receivable balances which have equalled or exceeded 120 days from billing date:

Customer	Balance Due	Date	Amount	Comments
----------	-------------	------	--------	----------

Total has been placed on property

Doug Hudson \$ 1,059.40

Kerry Chivers \$ 581.68

402 SW Riverbend Drive \$ 285.00

Bill sent certified and signed

\$ 252.00

483 SW Riverbend Drive \$ 95.00

Bill sent certified and signed

\$ 202.00

30001 Riverbank Road \$ 317.00

Terry Earnest

481 SW Riverbend Drive

4. List of accounts payable:

\$ 300.00

Previous months fees

Postage

PO Box rent

Quick Check checks and envelopes (A)

289.97

\$ 585.95

System Manager (Previous month)

Cross Pay

Employer Payroll Taxes

Processing fee

1,350.00

145.90

116.44

1,612.34

Not included in below total

307.82

307.40

855.11

Not included in below total

30.00

Oregon Health Department

Cross Connection / Backflow annual fee

Don Smithers

Expense Reimbursement

15.46

80.50

80.50

Alumn Analytical Associates, Inc

Water Billing

50.00

One Call Concepts

Notification service

6.30

1,060.00

Workshop Water Works

Backflow Testing and Repairs

\$ 1,847.21

Note (A): As of the December 2014 check run, RRVWD bills will be paid using the Quick Book Accounts Payable system printed on computer generated checks. See copy of invoice.

Cash / Accounts Payable
Accts. Payable

Riverbend Riverbank Water District
Customer Balance Summary
All Transactions

Nov 7, 14

55.00	Anisec, Marie
95.00	Appel, Eugene
95.00	Baron-Verner, Susan
25.00	Bellan, Mark
120.00	Brownell, Rick
95.00	Carnahan, John
120.00	Cedergreen, Jason and Tara
591.68	Chickford, Kerry
95.00	Christensen, Derek and Laura
120.00	Clark, Dave
95.00	Cooper, David
120.00	Cottrill, Leroy
95.00	Daugherty, Aaron and Elaine
120.00	Dickson, Angela and Jeff
95.00	Dissen, John
95.00	Doy, Jason
120.00	Earle, Robert
317.00	Emmert, Terry
120.00	Frechette, Allen and Robin
120.00	Freeze, Lorna
95.00	Gassey / Woods
120.00	Giboney, Gregg
95.00	Glass, David and Julie
95.00	Gustine, Joe
95.00	Hale, Patrick and Becher, Natalie
150.00	Hanson, Richard and Deanna
95.00	Harts, Diane
120.00	Hart, Doug
271.00	Hebrich, Kathryn
120.00	Hong, Gene
1,059.40	Hudson, Douglas & Carmela (DO NOT BILL)
145.00	Hugel, Larry
95.00	Hurtzinger, Greg
95.00	Burg, Chris and Holly
120.00	Johnson, Bruce & Pamela
95.00	Kahre, Bruce
95.00	Kennedy, Joseph
190.00	Knapp, Troy
120.00	Kroll, Bob and Nancy
215.00	Landau, Greg and Tara
95.00	Lathier, Michael
95.00	Lewton, Mike
95.00	MacMurchy, Andrea and William
292.00	Maguire, Rose
120.00	Monahan, Joseph
95.00	Moore, Glenn
120.00	Nelson, Ray
95.00	Ogren, Daniel
292.00	Phillips / Hunter (Rademacher rental)
120.00	Pultz, Aaron and Lacey
120.00	Roach, Phil
95.00	Roof, William
95.00	Sabo, Rick and Colleen
145.00	Shelton, John
120.00	Stoenburg, Scott
120.00	Stronk, Michael
95.00	Vanderbrink, Larry
95.00	Vivito, Doug
150.00	Whitaker, Randy and Lori
120.00	Wickwire, Jim
120.00	Wieber, Joe and Raquel
95.00	Wiedeman, Mark
95.00	Willard, Jamie and Teri
120.00	Williams, Paul and Joanna
25.00	Wilson, Dean
120.00	Wilson, Michael

Home Co.

Handwritten notes:
11/09/14
Account

Riverbend Riverbank Water District
Customer Balance Summary
All Transactions

8:17 AM
11/09/14

NOV 7, 14
120.00
9,443.08

Wimmer, Gunther
TOTAL

FOR PAY TO THE ORDER OF **Wenck Water Works, Inc**
One Thousand Sixty and No/100
 \$ 1,000.00
 DOLLARS @

DATE **11-7-14**

FOR **Ray F. Tomper**

FOR # **10148453 KW-808**

ACI #1 204/2000

PO BOX 1872
 LAKE OSWEGO, OR 97035
 (503) 687-9281

RIVERBEND/RIVERBANK WATER DISTRICT

2697

24-7026/2200 OR 2000

⑈002697⑈ ⑆323070380⑆ 002396800295⑈

FOR PAY TO THE ORDER OF **Five Hundred Ninety five and 95/100**
Five Hundred Ninety five and 95/100
 \$ 595.95
 DOLLARS @

DATE **11-7-14**

FOR **Ray F. Tomper**

FOR # **10148453 KW-808**

ACI #1 204/2000

PO BOX 1872
 LAKE OSWEGO, OR 97035
 (503) 687-9281

RIVERBEND/RIVERBANK WATER DISTRICT

2696

24-7026/2200 OR 2000

⑈002696⑈ ⑆323070380⑆ 002396800295⑈

FOR PAY TO THE ORDER OF **Eighty nine and 50/100**
Eighty nine and 50/100
 \$ 89.50
 DOLLARS @

DATE **11-7-14**

FOR **Ray F. Tomper**

FOR # **10148453 KW-808**

ACI #1 204/2000

PO BOX 1872
 LAKE OSWEGO, OR 97035
 (503) 687-9281

RIVERBEND/RIVERBANK WATER DISTRICT

2694

24-7026/2200 OR 2000

⑈002694⑈ ⑆323070380⑆ 002396800295⑈

RIVERBEND/RIVERBANK WATER DISTRICT

PO BOX 1872
LAKE OSWEGO, OR 97035
(503) 697-9381

DATE 11-7-14

\$ 15.46

PAY TO THE ORDER OF *Don Smethers*
Fifteen and 44/100

Bank of America



FOR *Advil*

#002698# : 3 23070380 : 002396800295#

Mary F. Stinger

2698

RIVERBEND/RIVERBANK WATER DISTRICT

PO BOX 1872
LAKE OSWEGO, OR 97035
(503) 697-9381

DATE 11-7-14

\$ 6.30

PAY TO THE ORDER OF *One Care Concepts*
Six and 30/100

Bank of America



FOR *BW # 400981*

#002693# : 3 23070380 : 002396800295#

Mary F. Stinger

2693

RIVERBEND/RIVERBANK WATER DISTRICT

PO BOX 1872
LAKE OSWEGO, OR 97035
(503) 697-9381

DATE 11-7-14

\$ 50.00

PAY TO THE ORDER OF *Alexia Analytical Labs*
Fifty and no/100

Bank of America



FOR *BW # 19869*

#002692# : 3 23070380 : 002396800295#

Mary F. Stinger

2692