

**RIVERBEND-RIVERBANK WATER DISTRICT BOARD OF DIRECTORS
QUARTERLY MEETING**

November 14, 2023

PRESENT: _____

Jack Chernus, President
Justin Martin, Vice-President
Lynn Van Zandt, Treasurer
Patrick Hale
Liz Hammack
Bob Smethers, Systems Operator
Jeff Dickson, Systems Operator

ABSENT: _____

Lorene Felton, Secretary
Jessica Hart

	TOPIC	DISCUSSION	ACTION
1	Call to order/opening remarks	The meeting was called to order at 6:33 pm by Jack Chernus	
2	Approval of previous minutes	The minutes from the last quarterly meeting on July 18, 2023, were approved unanimously	
3	Financial reports	<ul style="list-style-type: none"> ▪ Year-end financials were distributed <ul style="list-style-type: none"> ○ Income \$3,138 less than budget ○ Expenses \$13,345 less than budget ○ Net income was \$3,458 [\$7,845 and \$420 spent on new equipment that hits the balance sheet but not the financial spreadsheet.] 	

		<ul style="list-style-type: none"> ▪ There has been a jump in the past-due accounts. The customers are being contacted. ▪ PGE has a rate increase of ≈17% as of January 1, 2024. ▪ Taxes - the land assets have been removed from the balance sheet for tax purposes 	
4	System Operators' report	<p>Bob Smethers:</p> <ul style="list-style-type: none"> ▪ This is the first time everyone passed the backflow testing the first time around. ▪ Midco is our choice for cleaning the reservoir. ▪ Check the IRS mileage rates ▪ The well is due to have the static level checked ▪ The well pumps are nearing the end of their lifespan, the price should be around the same as for the distribution pumps, ≈\$7,500 	
5	Calendar items	None	
6	Old business	<ul style="list-style-type: none"> ▪ Pump restart procedure - pending ▪ Spare parts inventory - pending ▪ Reservoir cleaning - go with MidCo, will try to schedule for July 2024 ▪ Pump house tour - was fantastic ▪ Taxes - now have to file electronically ▪ Domain renewal - per Bob has been done ▪ Joined the Oregon Association of Water Utilities [OAWU] as they offer a lot of help to water districts ▪ Consumer confidence report has been filed ▪ Backflow testing is completed 	Lynn to schedule MidCo.

		<ul style="list-style-type: none"> ▪ The polyphosphate pump has been replaced. 	
7	New business	<p>Jack Chernus:</p> <ul style="list-style-type: none"> ▪ Presented a \$2,000 stipend to Jeff Dickson ▪ Bob Smethers's salary was increased to \$57.25 per hour ▪ Marci Brownell is uncomfortable giving out her gate code for the backflow testing, Jack will approach her directly. ▪ Aaron Daughtery wants us to pay for his plumbing repair. Tabled unless he approaches us again. ▪ Discussed installing meters at each sector. Bob Smethers doesn't think it's feasible because the water flows from both directions. Jeff Dickson suggested we install a few meters to see how they work and what the results are. Do we need to change the by-laws if we install meters? Bob says we can also do a sector shut off then turn each one on to see flow rate to look for any leaks ▪ Jeff Dickson said the new hatch will be installed this week. ▪ Jeff Dickson will catch up on his billings to the water district. ▪ We will prepare proxies for the annual meeting. 	
8	Other business	<ul style="list-style-type: none"> ▪ Liz Hammack asked if OSHA requires a first aid kit to be in the pump house? ▪ Diane Clark has her house up for sale. 	<p>Lynn will buy one. Liz will send an OSHA checklist to Jack.</p>

8	Adjournment	Meeting was adjourned at 7:26 PM	
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