RIVERBEND-RIVERBANK WATER IMPROVEMENT DISTRICT
BOARD MEETING NOTES

Meeting called to order October 22, at 7:00 PM

In attendance:
John Carnathan – President
Jack Chernus – Vice President
Jan Chernus – Secretary
Bob Smethers – System Operator
Liz Hammack – Member at Large

Previous minutes were approved by the Board.

Financial Report prepared by Joanne Houseworth and presented by John:

- Fidelity Money Market Account – Current Balance $52,717.43 with a rate of return at 3.37%
- On-Point High Interest Account on 10/20/2026 the balance was $2,560.78
- On Point Checking Account on 10/20/2026 the balance was $6,238.03
- Aging – Currently 11 members have paid in advance. Thirteen members have balances due totaling $2,535.66. None are over 120 days past due. Three members have a balance due over 60 but less than 120 days and they have received emails asking for them to catch up.
- Budget for 2026-2027- see separate sheet. The board has no intention to raise the water service fees.

System Operators' Report:

The water use system year ended in September per state guidelines and papers were filed with the state.

We were notified by the State that our System Operator Certification expired 7/31/2024. We will urgently take the necessary steps to fulfil the requirements and renew the position.

The back-flow testing is complete, and Elite will be invoicing members for the test. The cost for 2026 increased from $35 to $40 per test.

We are up to date on our annual water use reporting.

Current topics:

We are in the process of modifying the By-Laws and the Rules and Regulations of the system. A draft will be distributed in advance of the January annual meeting and brought up for approval.

The summer watering schedule was a success.

We continue to save to finish the replacement of the ABS pipe on Riverbend Drive. Approximately 100 feet need to be replaced.

John is in the process of digitizing the water district records.

Tasks completed:

-Top of the water tank was sealed to prevent damage.
-The file cabinet was moved to the pump house.
-The wooden box by Riverbend Tennis court was replaced with a legal street concrete box and metal lid.
-The hose bib on side of pump house was repaired.
-The broken blow off valve on Riverbend Drive was repaired.
-The pumphouse has been insulated and the sound level is below actionable level based on OSHA findings.
-The homeowner who lives at the storage tank easement has poured a concrete pad under the storage tank overflow and installed supports for the pipe. The water district painted the supports and all exposed pieces black.
-Lead and Copper testing is complete. All locations did not exceed actionable levels. Each house that participated was given a copy of their results.

-OSHA has reported some areas we need to address for Systems Operator including monthly safety meeting and training for Bob. This will be signed off monthly at the time of the flush. Topics have been identified.
-An eye-wash station has been purchased and put in place.
-A new fire extinguisher has been purchased.

Tasks to be completed in the future:

-Repair electrical box at well head.
-One blow off valve in need of repair – a new metal cover has been installed, and the valve is still useable. The repair will be scheduled later.
-The district is saving money to paint the storage tank to better hide it from view. Homeowner already painted the trim on the pump house.
-Scheduled for November 1st – repair of storage tank and summer tank cleaning.
-A document needs to be created outlining what kind of personal protective gear are required for each job performed by systems' operator. This needs to be put in the Emergency Notebook for future reference.
-There is some corrosion on the electrical panel and outlets in pumphouse. The electrical panels have been repaired but the outlets and GFIC breaker repairs are expected to be completed by the end of November. The approximate cost will be $1,000.
-The generator service is overdue, but the battery has been replaced.
-One home has a shut off valve that is not accessible and it needs to be moved to the street. The approximate cost will be $2,500. The same homeowner wants to put a septic system close to the well. This is not allowed according to easement.
-One homeowner has requested a pressure relief valve due to high pressure. This will be reimbursed by the district.
-The addition of mothball polyphosphate has not changed the amount of iron in the system and has been an added expense.
-The district has joined the MS-ISAC group (part of SDIS) that provides free digital forensics and cyber incident response support. There is no cost to make us aware of threats and remediate.
-The districts new web site and email are in the works. Thank you to Steve Houseworth.

Additional notes:

John Carnathan's term will expire at the end of this year, and he has agreed to stay on as President. Thank you to John for all your hard work for the water district.

Jan and Jack Chernus will be staying on. Liz will not be staying on the board.

The board will be checking for new members.

Also, thanks to John we are saving money for future needs as follows: $1,000 will be moved on the first of each month from checking to the high interest account. After six months, the money will be moved to the Fidelity account in order to build up reserves.

The board had an executive meeting to discuss a raise for the system operator.

The meeting was adjourned at 9:12 pm.