

## **MINUTES: March 9, 2022 Roosevelt Lake Ranch Water System Meeting**

Meeting Called to Order at:	5:02pm
Board Members in Attendance:	Dustin Penwell, Kari Johnson, Todd Heaton, Delaine Britton; and via Zoom, Larry Sanborn and Debbie & Jerry Ivy
Community members in Attendance:	Don Sneyd; Keith Nelson; Jill Hassaj; Leon Sojka

### **Guest Topic:**

- Keith Nelson was in attendance to discuss his annexation request. He had been in contact with the Dept of Health, who in turn was in contact with Dustin. He found out that the information they had was very outdated. More work will need to be done before we can determine whether our system would even be allowed to add the proposed annexation. There was discussion regarding the number of approved hook-ups. Most documents show 421, or fewer. However, the RLRWS website, which Mr. Nelson looked at, had indicated 716. Board members have researched various documents and cannot determine where the 716 came from. This has since been removed from the RLRWS website.
  - Dustin requested copies all of the DOH records with regard to our water system to determine our exact service area. He also has to update all the outdated information.
  - Jill Hassaj added that the DOH performs a “Sanitary Survey” every 5 years. Although it had been delayed due to Covid, she thought we should be on their list for this year. This could determine the number of connections our water system would be allowed to have.
  - Our first responsibility is to the members within our service area, to maintain our systems that provide their water.

### **Meeting Minutes to Approve from February:**

Motion to approve from Kari Johnson, 2<sup>nd</sup> by Todd Heaton, AIF.

### **Summary of Water Operator Reports**

- Daily Chlorine Test Report: All tests performed & passed.
- Coliform Test: All tests performed & passed.
- Water Pumped Report: 632,300 gallons for the month of February 2022.
- Hours Worked Report: Reviewed.

### **Treasurer’s Report**

- Account Balances:
  - February 28, 2022: Checking = \$25,799.13 and Contingency = \$257,570.23

### **Old Business / Action Items**

President	Springbrook (formerly BIAS) issues/Water Operator and Bookkeeper Laptops: A new laptop was needed and purchased for the Bookkeeper. The software is installed on both computers and the “cloud” based data is working between devices. This issue is now resolved.
	WA State Dept of Ecology update: In addition to updating DOE information, the WA State Dept of Health information is also in need of updating. A records request has been submitted. Records have not yet arrived.

	New Hydrant and T-Valve on Redwine near Mill Site Add'l Bids: Still waiting for additional bids.
	USDA Rural Development Loan Application: Leon Sojka provided an update on the funding process and progress. He gave us information regarding the project. Much discussion was had regarding current construction costs vs what they were when the process began. Concerns were raised regarding potential impact to our water rates. It was suggested that a formal "Rate Study" be conducted.
	Water Operator Discussion: A motion was made by Todd Heaton, 2 <sup>nd</sup> by Kari Johnson, to offer Jill Hassaj an annual salary of \$28,800 to remain as our primary Water Operator. Kathleen Strozyk would remain the back up Water Operator. AIF.
Vice President	RLRWS Website: Some updating has been done. Work in Progress.
	RLRWS Newsletter: Info regarding Cemetery grant will be included. Work in Progress.
	Cunningham Meters and Billing Research: Work in Progress.
	"LINE2" one number w/multiple extensions: To be done. Delaine will assist.
Secretary	Past Due Accounts: Will begin working with new bookkeeper to identify problem accounts.
Todd Heaton	Meter for 2" Hydrants: In the works.

### **New Business**

Due to the high number of additional hours put in by President, Dustin Penwell, on "Non-Presidential" Water System duties, additional compensation is needed. A motion was made by Larry Sanborn, 2<sup>nd</sup> by Todd Heaton, to provide an hourly rate of \$60.00 per hour for time spent on such duties. AIF.

### **Projects Slated for Spring 2022**

- Pumphouse Replacement
- Clean up debris around pumphouse – Work has begun.
- E. Mill Drive Asphalt Road Repair
- Olson's Bluff Bladder Tanks and Building – Planning & Ordering Phase.
- Water Tank Cleaning and Culvert – Culvert slated to be done in a few weeks. Cleaning to be scheduled.
- Meter & Backflow at Bell Trust property
- Supply of gravel stored locally for small repair jobs

**Next Board Meeting Scheduled for:** April 13, 2022 @ 5pm

**Meeting Adjourned at:** 7:08pm