

# MINUTES: Roosevelt Lake Ranch Water System Board of Directors Meeting February 12, 2025

|                                  |                                                                                      |
|----------------------------------|--------------------------------------------------------------------------------------|
| Meeting Called to Order at:      | 4:15 PM                                                                              |
| Board Members in Attendance:     | Dustin Penwell, Delaine Britton, Clint King Elmes, Cheryl Leipham & Eileen Scheibner |
| Community members in Attendance: | None                                                                                 |

|                                      |                                                              |
|--------------------------------------|--------------------------------------------------------------|
| <b>Approve Minutes from January:</b> | Motion to approve by Cheryl, 2 <sup>nd</sup> by Eileen, AIF. |
|--------------------------------------|--------------------------------------------------------------|

## Summary of Water Operator Reports from January 2025:

|                            |                                                                                                     |
|----------------------------|-----------------------------------------------------------------------------------------------------|
| Hours Worked Report        | Reviewed.                                                                                           |
| Coliform Test              | Reviewed.                                                                                           |
| Daily Chlorine Test Report | Discussed.                                                                                          |
| Water Pumped Report        | 796,500 gallons pumped. 597,500 gallons less than Jan 2024 and 78,800 gallons more than last month. |
| Consumption Report         | Discussed. There have been a couple of frozen/broken meters due to the recent cold weather.         |

## Treasurer's Report: Account balances as of January 31, 2025:

|                                  |                                                                                                                                                                                                                                                                                                                                                                          |                          |                           |                        |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|---------------------------|------------------------|
| Contingency Fund:<br>\$29,418.45 | STCU:<br>\$10,441.32                                                                                                                                                                                                                                                                                                                                                     | STCU-CD:<br>\$109,228.35 | Checking:<br>\$117,258.50 | Total:<br>\$266,346.62 |
| Clint:                           | 2024 Year End Income/Expense Review: <ul style="list-style-type: none"> <li>Reviewed the Budget vs Actual Income and Expenses for 2024. Income was slightly higher than budgeted. Overage fees were higher than expected. Expenses were higher than budgeted, due to the rental of the generator.</li> <li>Will have 2025 budget for Board review next month.</li> </ul> |                          |                           |                        |

## Action Items

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| President | Pumphouse Generator Issue: <ul style="list-style-type: none"> <li>Still waiting for final quote for a new unit from Western States. Will email to the Board when received. Discussed preliminary options to fund purchase.</li> <li>Soft Starts for both pumps are needed. They help the pumps work more efficiently. Our power bills will be greatly reduced. Current estimate for the project is around \$25,000.</li> <li>Looking into Inland Power rebate to help with these expenses.</li> </ul> |
|           | Meter Availability Issue:<br>A new dealer in Oregon & Redmond WA has our model of Master Meters that communicates with our software. 24 Meters are being shipped to us now.                                                                                                                                                                                                                                                                                                                           |
|           | Newsletter discussion:<br>Send out with April billing. Announce dates for Firewise meeting and Annual Membership meetings. Reminders to keep lots clear in the spring and insulate meter boxes in the fall, after the backflow test. Include updated Fee Schedule.                                                                                                                                                                                                                                    |
| Secretary | Water Fee Schedule:<br>Discussed changes to verbiage. No rate changes. Updated document will be emailed to Board for approval.                                                                                                                                                                                                                                                                                                                                                                        |

### **New Business:**

A note to be added to the billing notice reminding members that payment is due within 30 days and there is no grace period.

### **PROJECT LIST DISCUSSION:**

Clint will work with Eileen and Cheryl on our Grant opportunities, Conflict of Interest verbiage and an updated expense approval process. They will follow up with the Board on their progress.

| <b>Project</b>                                          | <b>Status</b>                                                          |
|---------------------------------------------------------|------------------------------------------------------------------------|
| Steel Water Line Replacement Project                    | Awaiting Bid, investigating Grant possibilities.                       |
| Sterling Valley Line over Welch Creek                   | Awaiting Bid, investigating Grant possibilities.                       |
| Voting on contracts that Board Members may be a part of | COI verbiage needs to be drafted. Clint, Cheryl and Eileen working on. |
| Approval of Expenses                                    | Clint, Cheryl and Eileen are reviewing procedures.                     |

**Next Board Meeting Scheduled for:** *March 12<sup>th</sup> @ 4pm*

**Meeting Adjourned at:** 5:39 PM