

## MINUTES: December 14, 2022 Roosevelt Lake Ranch Water System Meeting

Meeting Called to Order at:	5:01 pm
Board Members in Attendance:	Dustin Penwell, Todd Heaton, Delaine Britton, Rob Heinz and via "Teams" Deb Ivy
Community members in Attendance:	Don Sneyd

Guest Topics:	None
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Minutes to Approve from November:	Motion to approve by Rob Heinz, 2 <sup>nd</sup> by Todd Heaton, AIF.
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### **Summary of Water Operator Reports from November:**

Monthly Notes Report	
Coliform Test	
Daily Chlorine Test Report	
Water Pumped Report	

### **Treasurer's Report:** Account balances as of November 30, 2022:

Contingency Fund: \$219,329.77	Checking: \$41,343.26	STCU: \$10,440	Total: \$271,113.03
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### **Action Items**

President	Gilmore Letter: Letter sent requesting a copy of their document, December 8, 2022. Waiting for reply.
	Water Tank Cleaning: H2O Solutions quoted approx. \$4,000 to clean both, plus a "sludge" fee, charged per inch of sludge buildup. They can schedule the work in early January. Motion to approve by Deb Ivy, 2 <sup>nd</sup> by Delaine Britton, AIF.
	Lincoln RV Park Water connection/Septic: Follow Up letter sent November 16, 2022. Owner reached out to DOH and clarified there is not a septic dump site near the water lines. He was told if it is not a septic site, then the current set up is OK. The owner will also replace some rusty valves in the spring.
	Easement, Meter & Backflow at Bell Trust property: Letter sent Nov. 18, 2022 requesting permission to inspect Backflow valve. No response yet.
Secretary	Past Due Account Follow up: Letters sent to Cassell, Jantz and Gibson. Payment's rec'd from Cassell & Jantz.
Rob H.	Rob's Research Reports: <ul style="list-style-type: none"><li>• Review budget verbiage in the Bylaws, pages 5, 6 &amp; 9. We are supposed to have an annual budget approved by membership each year.</li><li>• Rob will be emailing several excel spreadsheets to assist with the rate review.</li><li>• Rate comparisons, bottom line, our rates are much less than other cities.</li><li>• Springbrook data by water users. Revenue based on Hook-Up &amp; Non-Hook Up users.</li></ul>

	<ul style="list-style-type: none"> <li>• Profit &amp; Loss History from 2016 to date, and project ahead 7 years. Suggest updating categories utilizing quick books for better tracking.</li> <li>• Budget: 6-year future projections. RCW's require a 6 year budget and 6mo to 2yr's of reserve funds equal to expenses. 4 years of future budget done so far. Need to account for future equipment needs.</li> <li>• Inventory: Listing of supplies "in the ground". Need help with determining values.</li> <li>• Pumphouse Refurbish project, working on options, need assistance</li> <li>• Anticipate future of "Hook-Ups" from non-hook up accounts.</li> </ul>
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**New Business:** None

<b><u>PROJECTS</u></b>	<b><u>STATUS</u></b>
Pumphouse Replacement	Rob has begun research.
Budget Worksheet	Rob continues gathering information.
Mapping and Surveys	Larry K. continues to work through issues. Not all information is lining up.
Pumphouse Lot Property Line Issue	Awaiting completion of survey.
Gravel driveway at Water Tanks	Spring 2023, after Water Tank Cleaning.
Meter for 2" Hydrants	To be picked up.
Olson's Bluff Bladder Tanks	Valve to be installed spring 2023.
USDA Rural Development Loan Appl.	Pending.

<b><u>EXECUTIVE SESSION:</u></b>	Pay for Employees: Requesting Job Descriptions from both the Water Operator and the Bookkeeper to assist with pay increase determination.
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**Next Board Meeting Scheduled for:** *January 11, 2022 @ 5pm*

**Meeting Adjourned at:** 6:34 pm