

## MINUTES: December 13, 2023 Roosevelt Lake Ranch Water System Meeting

Meeting Called to Order at:	3:59 PM
Board Members in Attendance:	Dustin Penwell, Delaine Britton, Rob Heinz, Jeff George, Clint King Elmes, Todd Heaton and Denny Woiwod
Community members in Attendance:	Don Sneyd

Approve Minutes from November:	Motion by Jeff George, 2 <sup>nd</sup> by Todd Heaton, AIF
--------------------------------	--

### Summary of Water Operator Reports from November:

- Will be emailed when received.
- Kathleen is no longer going to be working for the City of Creston. In the past, her "Certifications" had been paid for by Creston. We will now be picking up those expenses.

### Treasurer's Report: Account balances as of November 30, 2023:

Contingency Fund: \$6339.14	Checking: \$35,851.41	STCU: \$10,435.21	STCU CD: \$103,863.00	Total: \$156,488.76
Laptop Issue:	Clint has the 2 old water operator laptops. One is not viable. The other is probably not going to work either. Clint will investigate options for obtaining a new laptop for Treasure duties.			

### Action Items

President	<p>Larry Sanborn:</p> <p>Larry has submitted his letter of resignation from the Board effective December 13, 2023. Copy at end of Minutes.</p> <ul style="list-style-type: none"><li>❖ MOTION to appoint Clint King-Elmes as Treasurer was made by Rob Heinz, 2<sup>nd</sup> by Jeff George, AIF.<ul style="list-style-type: none"><li>○ Email address for Clint will be <a href="mailto:RLRWS.Treasurer@gmail.com">RLRWS.Treasurer@gmail.com</a></li></ul></li><li>❖ MOTION to appoint Denny Woiwod to fill Larry's position for the remainder of his term was made by Jeff George, 2<sup>nd</sup> by Todd Heaton, AIF.</li></ul>
	<p>Bank Accounts:</p> <p>All former Board members need to be removed from our accounts. New Treasurer Clint King Elmes and Vice President Jeff George need to be added.</p>
	<p>Damage to Water Lines:</p> <p>There is a need for some sort of penalty for individuals who damage our water lines or hydrants. Verbiage will be worked out and presented at the next meeting.</p> <p>Suggestions were made for Signage and including in Newsletters before the spring digging season begins.</p>
	<p>Steel Water Line Replacement Project:</p> <p>Phase I is completed. This section eliminated the largest liability and risk.</p>
Rob H.	<p>Rob's Reports:</p> <ul style="list-style-type: none"><li>▪ Hydrant map from 2022 fire dept. showing locations of all hydrants (2.5" &amp; 4").<ul style="list-style-type: none"><li>➤ Discussions regarding providing water for fire fighting outside of the limits of the water system customers. How should the water system be compensated?</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>➤ All future hydrant installations are on hold.</li> <li>▪ Inland Power reports for 2023</li> <li>▪ SCADA update <ul style="list-style-type: none"> <li>➤ There are more cost-effective ways to accomplish tank monitoring.</li> </ul> </li> <li>▪ Well-Head Susceptibility assessment due every 10 years.</li> <li>▪ Budgeting Spreadsheets, including future project costs.</li> <li>▪ Springbrook Customer List differences between reports.</li> </ul>
Jeff G.	<p>Presented 2024 Bi-Monthly budget spreadsheet which correlates to our billing cycle.</p> <ul style="list-style-type: none"> <li>➤ Review and submit suggestions.</li> <li>➤ Plans to create a Capital Improvement Budget as well.</li> <li>➤ No new expenditures should be made until we have an approved operational budget.</li> </ul>

### **New Business:**

- Old laptops need to be accounted for.

<b>Projects</b>	<b>Status</b>
Driveway Repair at Lincoln Place	Needs to be repaired.
Mapping	Jeff is working on a mapping project, to better outline where the water system lines are located.
Census of "Hook Up" vs "Meters"	Jeff is looking into regulations to determine actual requirements.
Pump House	Repair rather than replace. Roof work in 2024.
Easements	Dustin to follow up on Pump house road along the green belt and East Mill Road.
Transponder Issues	Jeff to investigate a WIFI type connection.
Easement, Meter & Backflow at Bell Trust property	Waiting for Stan Johnson to clarify road easement information. No return email from attorney for the Trust.
Olson's Bluff Bladder Tanks	Valve to be installed when available.
Gift for Larry Sanborn	Would like to present to Larry at Annual meeting in August.

**Next Board Meeting Scheduled for:** *January 10<sup>th</sup> @ 4pm*

**Meeting Adjourned at:** 5:59PM

From: **LARRY SANBORN** <[larrysanborn@centurytel.net](mailto:larrysanborn@centurytel.net)>

Date: Wed, Dec 13, 2023, 3:01 PM

Subject: Re: Letter of resignation

To: <[americancandw@gmail.com](mailto:americancandw@gmail.com)>

Dustin,

I hereby submit this Letter of Resignation from the Board of Roosevelt Lake Ranches Water System to you as President as of this date December 13, 2023. I am resigning as Treasurer. I have enjoyed my many years as a Board Member.

Thanks for your attention and support while I was a Board Member.

Sincerely,

Larry Sanborn