

MINUTES: February 9, 2022 Roosevelt Lake Ranch Water System Meeting

Meeting Called to Order at:	5:03pm
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

Meeting Minutes to Approve from January:

Motion to approve from Larry Sanborn, Second from Kari Johnson. AIF.

Summary of Water Operator Reports

- Daily Chlorine Test Report: All tests performed & passed.
- Coliform Test: All tests performed & passed.
- Water Pumped Report: Month of January = 1,300,400 gallons. There was a leak at the RV Park (now repaired) that lost approx. 527,400 gallons. A few other leaks were noted and discussed.

Treasurer’s Report

- Account Balances: Accounting reports were not available at the time of the meeting.

Old Business / Action Items

President	Find a new bookkeeper after notification from L.O.W.: Lori Derrer has accepted the position and will begin training with LOW staff to transition the duties to her.
	Request from Jill Hassaj: After much discussion, this will be re-visited next month.
	Springbrook (formerly BIAS) Software & Hardware issues: The quote for the “Cloud” based version was discussed. Kari Johnson made a motion to approve the purchase, 2 nd by Todd Heaton, AIF.
	Water Operator Laptop Replacement approved last month: The new laptop was purchased. It was discovered that the WO laptop does not have the “Springbrook” software. That is on the Bookkeepers laptop. The WO laptop is used for reporting & testing.
	New Hydrant and T-Valve on Redwine near Mill Site Add’l Bids: Pending two more bids.
	USDA Rural Development Loan Application Request for add’l info: Richard Rose indicated there was no time frame to respond to the request for add’l information.
Vice President	RLRWS Website and Newsletter: Technical difficulties have plagued Kari’s attempts to update the website. She continues to work to resolve them & post more information there. She is working on the Newsletter, gathering information from the Fire Chief and will include the new Fee Schedule.
	Cunningham Meters and Billing Research: Work continues on excel spreadsheet. Will follow up.

	<p>Testing "LINE2": Kari has been using and it seems to be what we're looking for. She will look into having one # with "extensions" for the WO, Bookkeeper and President.</p>
Treasurer	<p>Liability Insurance: The increased coverage has been requested. We are awaiting the endorsement. Coverage is effective on the date requested.</p>
Secretary	<p>Past Due Accounts: 90+ day report down to 2 accounts with \$3,133 combined due. Letter of First Notice sent to one account and a Lien has been filed on the other.</p>
Todd Heaton	<p>Meter for 2" Hydrants: A good used meter will become available shortly.</p>

New Business

- Replacement of Bookkeeping Laptop
 - See also Water Operator Laptop above. Dustin will review all laptops, and the uses by the WO & Bookkeeping to determine if a new laptop is needed or not.
- A motion was made by Kari Johnson to hire Lincoln Excavation (Scott Sanderlin) to clean up the debris (metal banding etc.) around the pumphouse as soon as weather permits. 2nd by Todd Heaton. AIF.
- In researching another matter, Todd Heaton was in contact with the WA State Dept of Ecology. He learned that our information with them was extremely outdated. Dustin is now in receipt of paperwork from them that needs to be updated. There may be future ramifications from this.

Projects on Hold until Spring 2022

- Pumphouse Replacement
- Clean up debris around pumphouse
- E. Mill Drive Asphalt Road Repair
- Olson's Bluff Bladder Tanks and Building
- Water Tank Cleaning and Culvert
- Meter & Backflow at Bell Trust property
- Supply of gravel stored locally for small repair jobs

Next Board Meeting Scheduled for: *March 9, 2022 @ 5pm*

Meeting Adjourned at: 6:19pm