

MINUTES: January 12, 2022 Roosevelt Lake Ranch Water System Meeting

Meeting Called to Order at:	4:59pm
Board Members in Attendance:	Dustin Penwell, Delaine Britton, Todd Heaton and via Zoom Kari Johnson, Larry Sanborn, Debbie & Jerry Ivy
Community members in Attendance:	Keith Nelson

Meeting Minutes to Approve from December:

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

Keith Nelson Annexation Request:

Mr. Nelson was in attendance to discuss his recent request for annexation, and the boards' decision to deny it. Dustin explained that there are additional steps that must be taken by Mr. Nelson, and gave him the contact information he would need to get started. Once these steps are completed, Mr. Nelson can submit his request again.

Summary of Water Operator Reports

- Daily Chlorine Test Report: All tests performed & passed.
- Coliform Test: All tests performed & passed.
- Water Pumped Report: December 2021 = 554,600 gallons. This is 15,000 gallons more than Dec of 2020 and 50,000 gallons more than last month. Concerns were raised regarding the water usage reports. Software "factors" may have a glitch.

Treasurer's Report

- Account Balances
 - December 31, 2021: Checking = \$17,626.90 and Contingency = \$244,568.26

Old Business / Action Items

President	Find a new bookkeeper after notification from L.O.W.	All agreed an all-service CPA firm would be best, if possible. Dustin has been working to find a replacement firm. He is waiting for a reply and will report back.
	Expenses needing to be Capitalized	Two expenses will need to be changed from Repairs to Capital Expenditures. Dustin will contact L.O.W..
	Request from Jill Hassaj	December 30 th email from Jill regarding her employment was discussed. We will revisit this issue at next month's meeting.
	Rates for construction work	The December 10 th email with the rates etc. for Lincoln Excavation were discussed. It was agreed we would use them for repair work.
	Springbrook (formerly BIAS) Software & Hardware issues	Dustin continues to work with Springbrook staff regarding several issues. It looks promising, with features that will greatly reduce time and costs.
	Water Operator Laptop	The aging laptop used by the water operator needs to be replaced. A motion was made by Delaine Britton and 2 nd by Todd Heaton to purchase a new one. AIF. Dustin will handle replacement.

	New Hydrant and T-Valve on Redwine near Mill Site	December 20 th email & bid were discussed. A decision to seek additional bids was made.
	USDA Rural Development Loan Application	Yvonne Reppe told Dustin that Richard Rose @ USDA sent an email to Leon Sojka requesting a lot more information. Questions were raised about the request. Discussions were had about continuing this process or not. Dustin will ask if there is a timeframe to reply to the request.
Vice President	RLRWS Website and Newsletter	Kari continues to work on the website content and design. It was suggested that we reach out to the fire chief for newsletter articles. And include other community information.
	Cunningham Meters and Billing Research	Spreadsheet has been created. Waiting for billing information to complete research.
	Testing "LINE2"	Recently installed at Real Estate business. Will have better information next month.
Treasurer	Liability Insurance	Larry reported back to us on our Liability Insurance. A motion was made by Larry Sanborn to increase coverage to \$3,000,000 per occurrence and \$5,000,000 aggregate. It was 2 nd by Debbie Ivy, AIF.
Secretary	Update Fee Chart	Updated Fee Chart was approved. No changes to monthly billing, just format changes and Lien Filing charges added.
	Past Due Accounts	Update was given on accounts past due. Two certified letters will be sent and one lien will be filed. Those accounts 90+ days past due have gone from \$9,486 down to \$4,206.
Todd Heaton	Meter for 2" Hydrants	May have found a used one in good condition.

New Business

- Clarification regarding bank account authorities
 - All 4 authorized signers can sign a check independently. Only the CPA office has checks. Dustin has unlimited on-line access. Larry has limited on-line access. The requirement for 2 signatures on checks over \$3,500 is a board directive, not a US Bank rule.

Projects on Hold until Spring 2022

- Pumphouse Replacement & Ground work
- 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: *February 9, 2022 @ 5pm*

Meeting Adjourned at: 6:57pm