

CROOKED RIVER RANCH WATER COMPANY

January Board Meeting Minutes

January 21, 2026, 3:00 PM

CRRWC Conference Room

Rules for meeting

We are going to have some basic rules for this meeting. No talking over each other or interrupting someone else who is talking. If a question has been asked and answered, please don't ask the question again and give someone else time to ask a question. Comments will only be taken during the public comment period unless otherwise decided by the Board President. We will show each other respect.

Call to Order and Attendance

The meeting was called to order. Board members and staff present included Mark Schneider, Beth Gatchell, Todd Hill, Kent Inman, Herb Parker, and Frank Day (General Manager).

2. Approval of Prior Minutes

- November Board Meeting Minutes were approved unanimously.

3. Treasurer's Report

Treasurer Herb Parker presented the financial report.

- To maintain a healthy operating cash balance, the board previously approved moving \$67,000 from the district's investment (asset) account into the operating account. This helps ensure day-to-day expenses can be covered comfortably.
- As of the meeting, the operating (checking) account balance is approximately \$78,000, which the Treasurer and General Manager consider adequate for current needs.
- The board noted that, if year-end results show an overage in the operating account, a portion of these funds can be moved back into the investment account, maintaining the district's long-term reserves.
- Overall, the district's financial position was described as stable, with expectations for a solid year ahead.

4. Unfinished Business

Paper Bill Charge

- The planned \$1 paper bill fee will begin March 1 and will appear on the March billing statement.
- The fee is intended to recover the cost of mailing paper bills so that only those choosing paper bills pay for that service.

Mutual Aid Participation (ORWARN-Oregon Water/Wastewater Agency Response Network)

- The board discussed joining a mutual aid network for water utilities to provide and receive assistance during major disruptions or natural disasters.
- Motion Passed

5. 2026 Meeting Schedule and Time

- The 2026 board meeting dates will follow the existing resolution.
- The regular meeting start time will move from 3:00 PM to 2:00 PM going forward; no new resolution was required.

6. 2026 Budget

- The 2026 budget was approved unanimously.
- A supporting budget resolution has been circulated by email for formal signatures.

7. Member Satisfaction and Office Hours

- To improve communication and access, the district is:
 - Implementing a monthly newsletter; and

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- Opening the office to customers Monday–Thursday, 12:00 PM–4:00 PM, effective March 1, with a three-month review to evaluate the change.
- The motion to adopt these office hours was approved unanimously.

8. Operational Update

The General Manager reported on:

- Leak detection and metering:
 - Ongoing investigation of leaks and use of metering data to notify customers.
 - Some early data and notification issues with the new system have been identified and corrected.
- Remote pressure monitoring:
 - Four remote pressure monitors have been installed in higher-risk pressure zones (including Sundown Canyon, TV View, Sand Ridge, and Chinook);
 - A fifth monitor will be installed on Havoc to complete the set.
- System maintenance and training:
 - Regular cleaning and maintenance of wells, cisterns, and the tower.
 - Staff recertification (backflow, WD1, W2) and installation of equipment to improve meter communication.

9. Financial Reporting Approach

- The Treasurer and General Manager discussed providing more summarized, high-level financial reports for future meetings, with detailed information available upon request.

10. Adjournment

With no further business, the meeting was adjourned at 1524.