

**CROOKED RIVER RANCH WATER COMPANY  
QUARTERLY MEETING OF BOARD OF DIRECTORS  
May 10, 2017 - CRRWC Boardroom  
MINUTES**

- I.** Meeting was called to order at 6:00 PM by Vice-President, Archie McCawley. Roll was called and those present were: Archie McCawley; Judy Lake; Sherry Loster; Nate Russell; and Frank Day, General Manager. Dennis Kirk was absent. There were two guests present.
- II. APPROVAL OF MINUTES:** Archie McCawley then called for approval of the minutes of the February 15, 2017 meeting. **Nate Russell made the motion, seconded by Sherry Loster to approve the minutes of the February 15, 2017 meeting as submitted. Motion carried.**
- III. TREASURER’S REPORT** - Sherry Loster then presented the Financial Report for January 2017 through April 2017 as follows:

<b>Total Revenue:</b>	\$ 271,700
<b>Total Expenses:</b>	\$ 234,167
<b>Net Income:</b>	<b>\$ 37,533</b>

<b>Year to Date:</b>	<u>Balance</u>
<b>Contingency Fund Balance</b>	<b>\$ 389,274</b>
<b>Loan Payment Reserve Balance</b>	<b>\$ 195,733</b>
<b>To Date Expenses on Tower Project</b>	<b>\$6,381,546</b>

**IV. OLD BUSINESS:**

A. Update on T-Mobile Lease – Frank Day reported that T-Mobile has decided to move their equipment from the temporary spot (where it was stationed after the old tower was demolished) to lease space on the new tower. The site has been reviewed by T-Mobile for engineering. The proposed lease agreement is for \$1,500 per month which will go up 10% every five years thereafter. The length of the contract is for 15 years. The draft contract is now in the hands of T-Mobile’s attorney.

B. Amended 2017 Budget – Archie McCawley indicated that it is necessary to amend the 2017 budget for an increase of \$42,511 for the following reasons:

- Provide medical insurance to employees
- Higher than expected costs for the cistern PRV
- Lower than expected DCVA cost on parts
- Service Contract with Inductive Automation (SCADA)
- Service Contract for generator
- Increase in accounting costs
- T-Mobile lease agreement

**Motion was made by Judy Lake and seconded by Sherry Loster to approve the 2017 amended budget. Motion approved.**

V. **NEW BUSINESS** – None

VI. **GENERAL MANAGER REPORT**

A. Water Tower Update – Frank Day reported that the project is not quite finalized but substantial completion was reached two weeks ago on the tower. What this means is that everything is done but a few small punch list items that need to be addressed and are being worked on. There is also one major issue on which the staff is working which is that the tank can't be taken offline and still provide water to the system. After much research, all over the U.S. it has been determined that there is not a fix for this problem because it is due to the geology in the ground causing water pressures that can't be regulated. The solution found was to put in a blow off at the Corner of Deer Crossing and Panorama where there is a ravine that goes all the way to the River. This will allow excess water to be blown off to allow the well to be taken offline. Water can also be blown off to the cistern if necessary.

B. Parametrix Cistern and System Evaluation - Frank said that the cistern that regulates water pressure to the lower level of the ranch he believes was built in 1973 and also believes that it has never been emptied and cleaned. Because the water company has to be able to empty, clean and inspect the cistern, \$25,000 had to be spent to add pressure reducers to allow maintenance to occur. A pressure monitoring system as well as a flow monitoring system were also added that are attached to the SCADA System to allow staff to be alerted to pressure and flow changes that may cause problems. The cistern can now be cleaned, inspected and flushed with bleach every five years. Frank went on to say that he had the kickoff meeting with Parametrix with the regular engineer and the structural engineer to begin inspection of the cistern and other parts of the system. They will look at the structure of the cistern, determine how long it will last and what things need to be done to repair it. They will also look at water lines to prioritize which need to be replaced first and assess costs so that all of this work can be included in the 20-year plan.

C. Lid Replacements – Frank indicated that there were two lid replacements on two of the older pressure reducing vaults. There are now 10 pressure reducing vaults on the ranch – four are new and six are older.

D. Pressure Reliefs – Frank reported that pressure reliefs will be installed on Sundown Canyon, Sandridge and Horny Hollow. He told of some pressure issues that happened over the winter months, causing some problems in homes. Staff is also working to have blow offs placed in high pressure zones in order to eliminate pressure problems as described above.

E. Well No. 3 Issue – Frank stated that well No. 3 serves the golf course and is located inside the golf maintenance shack. That well has been considered an emergency well and the water is not potable. Although it has never been used as far as anyone knows, the well is still connected to the main water system. Frank went on to say that the State of Oregon Drinking Water Program asked that the well be disconnected from the main water system to avoid any kind of interaction with the main system. Staff went in last week, severed the line and made the repair so that the well will now only serve the golf course and is no longer connected to the main water system.

F. Standpipes – Frank said that 10 standpipes need to be repaired which will be done throughout the summer months.

Frank said that in the past his understanding was that repairs of any kind to the system took an excessive amount of time - hours and sometimes even days to complete. He went on to say that Bill and Berry, the field staff, have repairs down to a science and that on the repair done on the golf course the water was off for only 30 minutes. He mentioned that on a repair done recently on Sandridge, the water was only off for one hour. Generally speaking most repairs are done within three hours with the water being off for no more than an hour due to the expertise of the maintenance technicians and the fact that the Board has allowed expenditures for the equipment and tools to do the work that needs to be done.

G. Question and Answer

There was some discussion about meter reading when the meter is really dirty. The two people present were assured that meters are read every month and that the meter reader carries around a spray bottle and cleans the meters if they are caked with dirt in order to be able to read them.

Another question asked was about chlorine and whether the water system is still free from chlorination. Frank indicated that for the time being, the system is still chlorine free. Tests of the system are required once a month to be sent to the State. There have been no incidents of coliform and as long as that continues, there will be no requirement from the State to chlorinate our system.

**VII. MEMBER COMMENTS – None**

Next meeting will be the Annual Meeting on Saturday, August 19, 2017

**VIII.** There being no further business, the meeting was adjourned at 6:40 PM.

  /s/ Sheridan Loster  
Sheridan Loster, Secretary/Treasurer

  August 19, 2017  
Date