

**CROOKED RIVER RANCH WATER COMPANY  
QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
May 12, 2021 – Virtual Zoom Meeting due to Covid-19**

**I. CALL TO ORDER**

The meeting was called to order by President Nathan Russell at 3:00 PM on Wednesday, May 12, 2021. Roll was called, and those present were President Nathan Russell, Secretary/ Treasurer Judy Lake, Board Member Archie McCawley, Vice President Jim Hussey, and General Manager Frank Day. Board Member Steven Proffitt is on vacation. No members of the community joined the virtual Zoom meeting.

**II. APPROVAL OF MINUTES**

President Nathan Russell then called for a motion to be made to approve the Minutes from the February 10, 2021 Board Meeting. **Jim Hussey made the motion to approve the minutes from the February 12, 2021 Board Meeting as written. Archie McCawley seconded him. Vote was taken, and motion carried.**

**III. ADDITIONS TO THE AGENDA**

President Nathan Russell then asked if there were any additions to the agenda. Frank said that he would like to add the AMI proposal to this Board Meetings agenda.

**IV. TREASURER'S REPORT**

Secretary/Treasurer Judy Lake then presented the Financial Report for January through April 2021.

Revenue

Water Sales:	\$269,984
Misc. Service Revenue:	\$22,959
Cross Connection:	\$7,527
Cell Tower Lease:	\$8,400
<b>Total Revenue:</b>	<b><u>\$308,870</u></b>

Expenses Total:	\$258,023
Deposits to Savings Accounts:	\$54,500
<b>Net Income:</b>	<b><u>\$50,847</u></b>

Year to Date

Contingency Fund Balance:	\$349,807
Loan Payment Reserve Balance:	\$207,023

## V. OLD BUSINESS

### A. Settlement Agreement with HOA (Update)

The settlement agreement required both parties to agree to a new MOU to replace the 2012 MOU. The Water Company is currently working with the HOA to make this happen.

## VI. NEW BUSINESS

### A. The Office Remains Closed to Walk-in Traffic

Frank reported that being closed over the past year due to Covid-19 has not affected membership or payments. Even before Covid, the Office had very few people coming in to make payments. Frank then announced that the Office would be closed to walk-in traffic indefinitely. A sign will be made and placed on the front door, which will tell customers how to make payments, make an appointment, etc. Frank stated that there are also safety reasons for having the Office closed to walk-in traffic. Often, just one person is working in the Office, and it provides a safer working environment knowing that the door is locked and that no one can come in. It has been a considerable benefit for the Water Company as it has enabled staff training, staff meetings, and better work performance.

### B. Dropbox

The dropbox has been painted blue so that it would be more noticeable.

### C. Grasslands Place Waterline Extension

The extension is complete. The price came in at just under \$25,000, and the cost was split between the two homeowners.

### D. Three Rivers Church Waterline Extension (On Mustang)

The extension is still in the planning stage.

### E. Advanced Metering Infrastructure (AMI)

Frank had presented the AMI program to the Board during the Board workshop earlier in the day. President Nathan Russell then asked for a motion to be made so Frank can pursue the AMI program. **Archie McCawley made the motion to allow Frank to pursue the AMI program as presented at the Board workshop earlier in the day. Judy Lake seconded him Vote was taken, and motion carried.**

## VII. OPERATIONAL REPORT

### A. AMR Meters

AMR meter installs are going as scheduled, as reported by Frank. There are over 1,000 AMR meters installed so far on the system. With the new Advanced Metering Infrastructure (AMI), the Water System will be fully built out with AMR meters by the end of 2021.

**B. Backflow Testing**

It is currently on schedule and going well.

**C. General System Maintenance**

The Field Techs have been busy testing standpipes and turning valves. Frank also said that the Water Company had worked together with the Fire Dept. to help upgrade their fire hydrants. The Fire Dept. paid for the costs, and the Water Company contributed some labor by pulling out bollards around the hydrants.

**D. System Survey**

The Oregon Health Authority will be out this summer to complete a system survey on the Water System, and Frank will give a full update after it is completed.

**VIII. MEMBER COMMENT PERIOD**

There were no members present via the Zoom Board Meeting.

**IX. ADJOURNMENT**

As there was no more business to discuss, the Board Meeting was adjourned at 3:07 PM on May 12, 2021.