

CROOKED RIVER RANCH WATER COMPANY
March Board Meeting
January 17, 2024
CRRWC Board Room

President Jim Hussey Called the meeting to Order

Roll Call

<input type="checkbox"/> Jim Hussy (President)	<input type="checkbox"/> Mark Schneider (Vice President)
<input type="checkbox"/> Carina Soubiea (Secretary/Treasurer)	<input type="checkbox"/> Beth Gatchell
<input type="checkbox"/> Kent Inman	<input type="checkbox"/> Frank Day (General Manager)

No Additions to the agenda have been submitted.

Jim Hussey read the rules for the 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.

Attendee's

Eric Gatchell, Nate Russell, Ed Soubiea

Online Attendee's

Jeff Murtaugh, Brad Pahl

November Board Meeting Minutes:

Jim asked for a motion on the November 2023 Board Meeting minutes, Carina motioned to approve minutes from the November 2023 Board Meeting and Kent seconded the motion. All agreed, and it was approved.

Treasurer's Report (Carina)

2023 Financial Report

Crooked River Ranch Water Company

	Jan-Dec 2023	Q4 2023	Q3 2023	Q2 2023	Q1 2023
REVENUE					
Water Sales:	\$ 1,011,410	\$ 282,934	\$ 307,201	\$ 211,646	\$ 209,628
Misc. Service Revenue:	\$ 15,198	\$ 693	\$ 5,902	\$ 4,156	\$ 4,447
Cross Connection:	\$ 6,589	\$ 2,959	\$ 1,146	\$ 1,804	\$ 681
Lease Revenue:	\$ 40,529	\$ 10,200	\$ 10,200	\$ 10,200	\$ 9,929
Total Revenue	\$ 1,073,726	\$ 296,785	\$ 324,449	\$ 227,806	\$ 224,686
EXPENSES					
Total Operating Expenses	\$ (969,556)	\$ (263,934)	\$ (293,970)	\$ (197,105)	\$ (214,548)
Net Operating Income	\$ 104,170	\$ 32,852	\$ 30,479	\$ 30,701	\$ 10,138
Other Income & Expense	\$ 607	\$ 634	\$ 0	\$ 0	\$ (27)
Net Income	\$ 104,777	\$ 33,486	\$ 30,479	\$ 30,701	\$ 10,111
Deposits to USDA Loan	\$ 118,424	\$ 39,924	\$ 47,000	\$ 31,500	\$ -
Deposits to USDA Replacement Reserve	\$ 23,042	\$ -	\$ 23,042		
Deposits to Asset Inv Fund	\$ 49,108	\$ -	\$ 49,108		
Deposits to Contingency	\$ 15,000	\$ -	\$ 15,000		
Funds Transferred from Old Contingency fund (discontinued)	\$ (87,150)	\$ -	\$ (87,150)		
2023 Asset Investment Expenses (fr Asset Inv Fund)	\$ (254,262)	\$ (9,185)	\$ (3,414)	\$ (31,327)	\$ (210,336)
2023 Replacement Expense (fr USDA Repl Reserve)	\$ (52,378)	\$ -	\$ (52,378)		
Net after Investment and Transfers:		\$ (15,623)	\$ (72,313)	\$ (32,126)	\$ (200,225)
Fund Balances - Year to Date		12/31/2023	9/30/2023	6/30/2023	3/31/2023
131.10 USDA Loan Reserve Balance	\$ 118,424	\$ 253,724	\$ 206,724	\$ 175,224	
131.5 Contingency Fund	\$ 43,193	\$ 52,378	\$ 139,528	\$ 151,204	
131.52 Contingency	\$ 15,000	\$ 15,000			
131.51 Asset Investment Fund	\$ 49,108	\$ 49,108			
131.53 USDA Replacement Reserve	\$ (29,336)	\$ (29,336)			
131.5X Total Contingency Balance:	\$ 77,965	\$ 87,150			

Jim asked for a Motion to approve the Treasurer's report.

Kent moved to approve the Treasurer's Report; Beth seconded the motion. All agreed, and the motion carried

Unfinished Business

Nomination/Election for Vice President (Tabled from November meeting)

The only candidate nominated was Mark Schneider. No other nominations were made; a vote was taken, and Mark Schneider was unanimously elected board vice president.

Questions from the Annual Meeting – Frank Day

Why are there more items listed on plant than are in-service being used in the system?

- Computers -we're replacing 2 computers that met the 5-year life span, and those are being cycled down to less critical areas. All computers listed on plant that has not depreciated are in use.
- Meters – Old meters removed from the system during an Automatic Metering Infrastructure upgrade are added to the cost of the AMI upgrade on the plant. We will be working with the PUC to correct this in the next rate case.

New Business – Frank Day

2024 Budget – Resolution 2024-001

- Jim asked if there was a Motion to approve the 2024 Budget Resolution.
- Carina moved to approve the 2024 budget resolution; Kent seconded the motion. All agreed, and it was approved.

Housekeeping updates to Tariffs.

- The proposed update to Schedule No. 6 removes the table and cleans up the wording. – Frank Day
- There are three proposed updates to Schedule No. 9. Changing After normal office hours trouble-call to \$50 (2-hour minimum)
- Increases the cost to receive a paper bill to \$.80 to make up the higher mailing costs
- Increases the cost to make a payment directly into the office by phone to \$1.00

Jeff Murtaugh asked about charging for credit card transactions versus charging for paper statements. A bigger revenue is charging 3% per credit card transaction then getting the .80 cents per paper statement.

Frank answered that the .80cents was already written into the tariffs and entered in the last rate case, so it will be implemented when the document is signed by the PUC.

Every transaction has a fee associated with processing except for cash, so we will conduct a study to determine what those costs are and how they compare. It will be interesting to see the revenue each one would bring to the water company and how that would deduct out base rate revenue to make up for it. We can't do that without going in for a rate case.

Upcoming “Your Water Company Town Hall” Hosted by Frank Day

February 6, 2024 at 5:30 PM

Guests will be Kent Inman and Beth Gatchell from the Water Board

This meeting will not be televised; it is for an in-person audience. It's not the board meeting; it is Franks' meeting to bolster good community relations and get to know one another better.

If you have questions, you can submit them online at www.crrwater.org

Questions will not be limited to the submitted questions; all questions are welcome.

The announcement will be an email and on the Website.

Operational Report since November Board Meeting (Frank)

Customer Portal Update –I had a meeting with “Drop Counter” to let them know what information they need and kick-off to get the ball rolling. With an approximate start up in April, after it is up and running, we will be hosting workshops to assist customers with sign up. Workshops will be held in May and July.

Supervisory Control and Data Acquisition (SCADA) Upgrade in progress, met with designers to work on a schedule and then a few changes we want to see.

In previous years the board members had to use their own devices to access emails and can prove to be unsecure. This year the board has approved and will be using iPads for Board – Company Use Only. The iPads have had data management put into it and will be managed by the company, we can send them emails, access documents and share documents. Should be a huge asset.

Replacement of the 2 Computers will happen in January

Remote Pressure Monitoring Update – 1 for Sundown Canyon and 1 on Buffalo

Lead Service Line Survey – Continue in Spring (When it'll be easier to dig)

Water Distribution Certification Training (**Jeff Scheduled to test – February 6-7**)

Member Comment Period - None

Meeting Adjourned at 3:51pm