

**CROOKED RIVER RANCH WATER COMPANY
QUARTERLY MEETING OF THE BOARD OF DIRECTORS
November 11, 2021 – In the CRRWC Conference Room**

I. CALL TO ORDER

The meeting was called to order by President Nathan Russell at 3:02 PM on Wednesday, November 17, 2021. Roll was called, and those present were: President Nathan Russell, Board Member Archie McCawley, Vice President Jim Hussey, Board Member Steven Proffitt, Secretary/ Treasurer Judy Lake, and General Manager Frank Day. There were no members of the community present at today's meeting.

II. APPROVAL OF MINUTES

President Nathan Russell then called for a motion to be made to approve the Minutes from the August 11, 2021 Board Meeting. **Jim Hussey made the motion to approve the minutes from the August 11, 2021 Board Meeting as published. Archie McCawley seconded him. The vote was taken, and the motion was carried.**

III. ADDITIONS TO THE AGENDA

Nathan Russell then asked if there were any additions to the agenda today, and Frank Day said that the Election of Officers would need to be added.

IV. TREASURER'S REPORT

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

Revenue

Water Sales:	\$840,025
Misc. Service Revenue:	\$26,375
Cross Connection:	\$15,305
Lease Revenue:	\$21,000
Total Revenue:	<u>\$902,705</u>

Expenses Total:	\$737,964
Deposits to Loan/Contingency:	\$310,825
Net Income:	<u>\$164,741</u>

Year to Date

Contingency Fund Balance:	\$360,104
Loan Payment Reserve Balance:	\$340,448

President Nathan Russell then asked for a motion to approve the Financial Report. **Archie McCawley made the motion to approve the Financial Report. Jim Hussey seconded him. The vote was taken, and the motion was carried.**

ELECTION OF OFFICERS

Again, candidates Jim Hussey and Judy Lake were elected to the Crooked River Ranch Water Company Board. **Archie McCawley made the motion that the Board keeps the same Officers as before, as long as there are no objections from those officers. The Officers did not object. Steven Proffitt seconded him. The vote was taken, and the motion was carried.**

Elected Officers:

- President Nathan Russell
- Vice President Jim Hussey
- Secretary/ Treasurer Judy Lake
- Board Member Archie McCawley
- Board Member Steven Proffitt

V. OLD BUSINESS

A. Operating With One Field Tech (Update)

Frank reported that the Water Company has been working with one field tech since May 2021. The Office Staff (Julia & Julie) and Frank have been helping in the field as needed, and it has been working out very well. Roy, the field tech, has also been helping out in the office and learning a few things. There have been three mainline repairs and over 200 meters installed, with everyone working as a team.

B. August Annual Meeting Cancelled

General Manager Frank Day was out with Covid 19.

VI. NEW BUSINESS

A. Pressure Reducing Vault on Sundown Canyon

The Crooked River Ranch Special Roads District (CRRSRD) has requested that we move the Pressure Reducing Vault (PRV) on Sundown Canyon in the road right-of-way. Frank said that the Water Company and the SRD are working together to resolve the issue and keep the cost down for both parties. Frank is hoping to have the issue resolved by Spring.

B. Draft Budget

The draft budget for 2022 was reviewed by the Board members today in the workshop. Frank said that some equipment had already been ordered for two projects in 2022 as many items are on backorder. One of the projects is having the Vac-Trailer painted, a support arm for the suction hose installed, and fitted with safety lights. The cost came in around \$3,000. The other project is the installation of a kitchen in the office. The

washer/dryer (wash work clothes, shop towels, etc.) and refrigerator have already been ordered. We will be able to do everything except the plumbing and the electrical for the Kitchen.

C. Review of Election Procedures

The Board will be reviewing Section 4.4 (Board Election Bylaws) in 2022. They will review the procedures and see how expenses may be cut in an uncontested election. In the past, regardless of how many candidates were running, the Water Company has done a paper ballot. There were two open spots on the Board this election, and only two candidates applied for the positions. This year Water Company spent \$5,600 on the election. Frank hopes to have Section 4.4 updated and voted in before next year's elections.

VII. OPERATIONAL REPORT

A. AMI Meter Update

Frank reported that the AMI (Automatic Metering Infrastructure) system is almost up and running. Currently, we are waiting on one radio and one collector. There are still meters out there that are not communicating with the repeaters, which will need to be addressed. There are still 267 AMI meters that need to be installed, and they will be installed by a contracted company (Paid for by Mueller).

VIII. MEMBER COMMENT PERIOD

There were no members present.

IX. ADJOURNMENT

The Board Meeting was adjourned at 3:14 PM on Wednesday, November 11, 2021.