

**CROOKED RIVER RANCH WATER COMPANY**  
**September Board Meeting Minutes**  
**January 14, 2025**  
CRRWC Board Room

**President Mark Schneider called the meeting to order at: 1500**

**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.*

**Roll Call**

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|--|--|
| <input checked="" type="checkbox"/> Mark Schneider (President)           | <input checked="" type="checkbox"/> Beth Gatchell (Vice President) |
| <input checked="" type="checkbox"/> Carina Soubiea (Secretary/Treasurer) | <input checked="" type="checkbox"/> Todd Hill                      |
| <input type="checkbox"/> Kent Inman                                      | <input checked="" type="checkbox"/> Frank Day (General Manager)    |

**Attendees:**

Brad Pahl  
Steve Profitt  
Jeff Murtaugh (Zoom recording)

The first item on the agenda is to approve the minutes from November 2024 Board Meeting:

Carina moves to approve the minutes from the November 2024 board meeting with a minor update. The minutes should read Vice President Mark Schneider called the meeting to order (President Jim Hussey was left on the meeting notes in error)

Beth seconded to approve the minutes from the November 2024 board meeting

All board members approved

The second item on the agenda is to approve the 2025 Budget report:

Frank noted he did locate a couple of grammatical errors in the budget resolution, and he will update those.

Beth moves to approve the 2025 Budget Report

Carina seconded the motion to approve the 2025 Budget Report

All board members approved

**Unfinished Business:**

NONE

**New Business:**

The board will be looking at a 2025 Rate Case application with a decision in March. Frank added that we will be adding rate case meetings to the calendar as we get more details.

**Operational Report (Frank):**

The Water Management and Conservation Report has been sent out for review. It was first sent out to Jefferson County and Culver for their comments, we received no comments back. It is now at the State level, and we are awaiting any comments they may have.

We started the first stages of the new software migration between RVS and Springbrook.

**Member comments and questions:**

Member Jeff Murtaugh would like to see another column added that includes last year's budget also.

Frank noted that request and will look at adding another column

Member Jeff Murtaugh questioned what are the costs involved in a rate case?

Frank noted that the PUC does not charge for a rate case, the only costs involved are legal fees.

Member Steve Profitt had three items to discuss:

1. He would like the water company to review our shut-off process and suggests using a zip-tie rather than a padlock.  
Frank noted that the padlock is used to protect the homeowner and the Water company. For example, in the case of leaks it prevents someone from turning on the water to a residence that has a leak which can cause damage.
2. Steve noted that he inadvertently tracks the movement of CRR Water trucks, and states that he has seen trucks at certain locations.  
Frank noted that all CRR Water vehicles are equipped with GPS so if a community member has any questions on an employee's location it can be pulled up and investigated. We are open to community members contacting the Water Department if they feel a situation needs to be investigated.
3. He recommends that the Water company puts together an SOP for operations in case of an emergency.  
Frank noted that our Field Supervisor Roy is very capable of stepping in and running the department if something should happen. Franks stated that we can look at implementing an SOP in the future. It was also noted that Water Department employees require very specialized certifications so an SOP will not help an everyday citizen know how to run the department.

**Meeting adjourned at 16:00**