

**CROOKED RIVER RANCH WATER COMPANY  
QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
May 8, 2019 – CRRWC Boardroom  
MINUTES**

- I. The meeting was called to order at 3:00 PM by President Nathan Russel in the Crooked River Ranch Boardroom. Roll was called, and those present were Board Members: President Nathan Russell, Secretary/Treasurer Sherry Loster, Board member Archie McCawley, Board member Dennis Kirk, Vice President Jim Hussey, and Frank Day General Manager. One member of the community was present at the meeting.
- II. **APPROVAL OF MINUTES:** President Nathan Russell then called for a motion to be made to approve the Minutes from the February 13, 2019 Board Meeting. **Jim Hussy made the motion to approve the minutes from the February 13<sup>th</sup> board meeting and Archie McCawley seconded. Vote was taken. Motion Carried.**
- III. **TREASURER'S REPORT:** Sherry Loster then presented the Financial Report for January through April 2019 as follows:

Revenue

Water Sales:	\$255,907
Misc. Service: Revenue:	\$4,449
Cross Connection:	\$8,131
Cell Tower Rent:	\$16,359
<b>Total Revenue:</b>	<b>\$284,846</b>

Expenses Total:	\$237,850
Deposits to Savings Accounts:	\$29,370
<b>Net Income:</b>	<b>\$17,626</b>

Year to Date

Contingency Fund Balance:	\$344,363
Loan Payment Reserve Balance:	\$194,201

IV. **OLD BUSINESS**

A. HOA Memorandum of Understanding Update

General Manager Frank Day gave an update on the status of the Memorandum of Understanding (MOU) between Crooked River Ranch Water Company and the Homeowners Association. Frank said that at the last Board meeting in November 2018 the Board had discussed being contacted by HOA regarding the 2011 MOU-

specifically the Revenue sharing. Since that time, the Water Company has been in negotiations with the Homeowner's Association and has had a few meetings so far. Frank said that as it stands today, the Water Company feels that there are a lot of benefits to the entire Ranch from the new water tower, not just to the members on the water system. Frank went on to say that the Water Company believes that the revenue sharing part of the MOU was terminated when the old water tower came down in 2016. Frank went on to say that there was a meeting between the Homeowner's Association and the Water Company on Friday, April 26<sup>th</sup>, regarding the MOU. The HOA is going to check with their attorneys and will get back to the Water Company to schedule another meeting.

## V. **NEW BUSINESS**

### A. Bylaw Update

President Nathan Russel then asked for a motion to be made to accept the updates to the 2011 bylaws. **Dennis Kirk made the motion to accept the updates to the 2011 bylaws, Archie McCawley seconded. A vote was taken. Motion Carried.** Dennis Kirk noted that moderate changes were made to the bylaws to clean them up.

### B. Underground Injection Control Through the DEQ

Frank said he had filed for a permit with the DEQ (Department of Environmental Quality). The permit would allow the Water Company to inject water back down into Well #4, in the event that we are not using the water tower. For example, in September, Landmark is going to come out and drain the water tower tank, clean it, and inspect it. The tank will be offline for one to two weeks while this is happening. Frank said that while the tank is offline, the water system will be directly pumping water from the Wells to the water system. The Board has approved a process to inject the water back down into Well #4. The DEQ has approved The Water Company's permit that Frank had submitted. Frank then said that the permit for this project was inexpensive compared to the cost of the project itself, which will cost about \$5,500 for the plumbing. Frank then asked the Board to accept the cost and use the money from the Contingency Fund Balance for this project. President Nathan Russel wanted to point out that the water would go to waste if it was not injected back down into the Well and that this way the water would be going back down into the aquifer to be reused. President Nathan Russel then asked for a motion to be made to use \$5,500 from the Contingency Fund Balance to purchase equipment for the upcoming project. **Sherry Loster then made the motion to use money from the Contingency Fund Balance to purchase equipment for the project, Archie McCawley seconded. A vote was taken. Motion Carried.**

### C. General Managers Operational Update

General Manager Frank day started by listing some projects that have been

completed so far this year — starting with the new server for the office and the landscaping at the front of the office. Sherry Loster then commented that she was very happy with how the new landscaping looks and wanted to thank Frank, Bill, and Randy for doing such an exceptional job. She went on to say that the flagpole, the second exit walkway, and the new sod look beautiful and makes the Crooked River Ranch Water building look great. The rest of the board was also in agreement with Sherry's comment. Dennis Kirk then suggested that a plaque be made in recognition of those that helped restructure the water company.

### **Upcoming Projects:**

Pressure Monitors- Frank then said that the Water Company would be installing pressure monitors for some of our high-pressure zones this year.

Backflow Devices- Frank noted that the Water Company is in full swing of backflow season. One hundred twenty-four backflows will be installed this year. By the end of this year, there will be under 100 backflows left to install on the whole water system. Dennis Kirk commented that the Water Company's leadership had gone a long way to resolve previous issues with the old system set up, where the customer was solely responsible for having their backflow tested annually. Whereas now, all backflow testing is now under the operational control of the Water Company. Frank said that the Water Company is one of the few water utilities in the state that has 100% compliance every year for backflow testing. At the end of the season, Frank said that the Water Company would be working on a few projects: hydraulic modeling, acquiring easements, and the SCADA System update.

### Timer on Well

A timer has been put into place on the Scada System (Operates the Wells) that limits the time a well can run as a single resource. After a Well has operated for a certain time frame, the second well will turn on to assist the first well in pumping water through the water system.

### Cellular Project

Cellular modems still need to be changed out. It is still being worked on and should be completed by the end of the year.

### AMR Meters

Frank reported that the AMR meter reading system is going well and that it is very useful. Frank noted that there are about five high leaks a month where Julia has to go out and pull a detailed read report from the meter. From the detailed read report, you can see 170 days worth of readings by the hour, and you can see when the leak started and when it stopped. The Water Company will call the customer the first time they are reported to have a leak and supply them with the

detailed read report. The customer is called twice more if they consecutively continue to be on the leak report each month. After the third call, the customer is on their own; the Water Company does not call them anymore regarding the leak. Frank said that the Water Company is hoping to install another 130 AMR meters this year.

**VI. MEMBER COMMENT PERIOD**

None.

**VII. ADJOURNMENT**

There being no further business, the meeting was adjourned by President Nathan Russell at 3:22 PM on Wednesday, May 8, 2019.

Respectfully submitted  
Julia Turek  
Customer Service Specialist