

**CROOKED RIVER RANCH WATER COMPANY**  
**September Board Meeting Minutes**  
**November 13, 2024**  
CRRWC Board Room

**President Jim Hussey Called the meeting to Order**

**Roll Call**

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

No Additions to the agenda have been submitted.

*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**  
Jim Hussey

Lee House

**First item on the agenda is to approve the minutes from the September 2024 Board Meeting:**  
Carina made the motion to approve the September Board Meeting. Mark seconded the motion. The board approved

**Second item on the agenda is to approve the Treasurer Report:**  
Frank noted that there is one change to the format of the treasurer's report, the Net Income after Deposits line will be removed from future treasurer's report.  
Kent moves to accept the treasurer's report with the change of format. Mark seconded the motion. The board approved.

**Third item on the agenda is Nominations for the board seats:**  
For the President position, Kent nominated Mark Schneider and Todd Hill seconds the nomination  
For the Vice President position, Mark nominated Beth Gatchell and Carina seconds the nomination  
For the Secretary/Treasurer position, Kent nominated Carina and Beth seconds the nomination

**Fourth item on the agenda is the Oath of Office:**  
Frank read the Oath of Office and passed the document for all board members to sign. The Oath of Office will be hung in the Conference Room.

**No Unfinished Business from the last meeting**

**New agenda items:**

Resolution 2024-003 is regarding the 2025 board meeting schedule and will be signed later once all board members look at the proposed dates of 2025 board meeting schedule.

Resolution 2024-004 is regarding the 2025 Wage Increase- the resolution in the packet is not correct and will be updated before signing. The resolution in the packet has 5% wage increase and will be updated to 4%. Beth motions to accept the wage increase, and Carina seconds the motion. The board approved.

Resolution 2024-005 is regarding new billing software. The staff of CRR Water went through several RFP's, scored and reviewed each RFP. The staff agreed that Springbrook was the best value overall. The board has agreed that the new billing software is very much needed. Carina motioned to approve the purchase of new billing and finance software, and Mark seconded the motion. The board approved.

**Operational Report:**

Oregon Water Resources has required that we do a Water Management Conservation report every 20 years and then an update every 5 years. The Water Management Conservation report is currently out for local review. Once the local review is completed, we will send it to the State of Oregon for review. We ended up using Oregon Association of Water Utilities instead of hiring an engineer to save money, the overall cost was \$16,000.

Our field staff members Roy and Kris completed all fire hydrant flow testing for the Fire Department. That was done in order to get ISO ratings and paperwork filed so the Fire Department can submit that for members insurance companies. All the fire hydrants on the upper level of the ranch were at least 700 GPM.

No questions or comments from the members

Meeting adjourned at 3:20 Pm

