

**CROOKED RIVER RANCH WATER COMPANY  
QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
February 9, 2022 – In the CRRWC Conference Room**

**I. CALL TO ORDER**

The meeting was called to order by President Nathan Russell at 3:04 PM on Wednesday, February 9, 2022. Roll was called, and those present were Secretary/ Treasurer Judy Lake, President Nathan Russell, Vice President Jim Hussey, Board Member Steven Proffitt, and General Manager Frank Day. Board Member Archie McCawley had a prior engagement and was excused. There was one member of the community present at the meeting today.

**II. APPROVAL OF MINUTES**

President Nathan Russell then called for a motion to approve the Minutes from the November 11, 2021, Board Meeting. **Steven Proffitt motioned to approve the minutes from the November 11, 2021, Board Meeting. Jim Hussey seconded him. The vote was taken, and the motion was carried.**

**III. ADDITIONS TO THE AGENDA**

President Nathan Russell then asked if there were any additions to the agenda today. Frank Day said that there would be one addition regarding upcoming Operations Testing, and he will cover it under the Operational Report.

**IV. TREASURER'S REPORT**

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

Revenue

Water Sales:	\$984,917
Misc. Service Revenue:	\$32,198
Cross Connection:	\$15,747
Lease Revenue:	\$16,380
<b>Total Revenue:</b>	<b><u>\$1,049,242</u></b>

Expenses Total:	\$853,729
Deposits to Loan/Contingency:	\$325,825
<b>Net Income:</b>	<b><u>\$195,513</u></b>

Year to Date

Contingency Fund Balance:	\$307,800
Loan Payment Reserve Balance:	\$175,224

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

## **V. OLD BUSINESS**

### **A. Update on Sundown Canyon PRV Vault**

The Special Roads District (SRD) and CRRWC are working together to move the Pressure Reducing Vault (PRV) on Sundown Canyon. Frank said that we have laid out our guidelines to the SRD regarding what we expect. We will follow the Oregon statutes and the county code regarding road improvements. The statute calls for a planning and design phase that we're still waiting for through the SRD. We will continue to work with the SRD and hopefully come up with a compromise that will benefit everyone. The plan is to Pothole the Waterline above and below the PRV because, at first glance, it appears that they want to move the road over our waterline. That water line has been in there since the early 70s, and it is supposed to be cast iron, but we have not seen it. By potholing, we will see what the water line is bedded in. The engineers will inspect the pipe and give their opinion regarding whether the pipe can withstand a road over the top of it. Frank then said that we should have the potholing completed in the next two weeks and have the engineers inspect. The Engineers' report should be back by mid-March. The cost will get very expensive if the water line cannot withstand the road on top of it. It could easily double if not triple the cost of the project

Our community member Brad had a question: "Who assumes liability if the engineer says it's okay to put the road over the waterline? Would there be litigation?"

Frank answered by saying: "So, the long and the short of it is there could be litigation over anything. If we had it inspected and it passed, I would think that we would assume liability. The engineers don't really assume liability because it is their opinion. But as far as if the water line breaks and washes out the road, I would imagine that would not be very cheap for either party, the SRD or us, but I don't know that for sure."

### **B. Draft Budget Review**

The Board and General Manager Frank Day went over the draft budget at today's workshop. The Company will be underspending income by \$1,500 this year, but that includes transfers into contingency and the USDA loan account so that after we put \$140,000 into our contingency. After we put \$175,000 into our USDA loan account, we're expected to have about \$1,500 left over at the end of the year. Frank will get the resolutions drafted and send them to the Board to be signed.

### **C. Review of Bylaws 4.4 and 4.5**

Every year the Water Company holds an election. The election costs the Water Company about \$5,600, which is a large sum each year. The Company uses a registered election service, so there are never any questions of the authenticity of the election. For example, this past year, Judy and Steve were on the ballot for two open Board positions, and there was no contest with either of them. The Water Company is looking at adjusting the bylaws to reflect that if there is no contest, then there is no need to do a paper ballot. If

there are two positions open and one person decides to run, the other is vacant. Then the Board would have to appoint the second position instead of running a paper ballot. The cost is expensive to run an election for only one person. The concern is if you put out a paper ballot and you get five write in's and three of those write-ins are the same person, you've now just got a person that may not want to be on the Board. The public may not want them on the Board because they know they only got three votes out of everybody. These are why we are looking at making these changes to our election process and bylaws.

**VI. NEW BUSINESS**

**A. T-Mobile Generator Upgrade**

Frank reported that T-Mobile is upgrading its site with a local diesel generator. We have looked over their preliminary plans and have given our preliminary approval. Once the design is approved, we will start talking about amending the lease agreement at the water tower. Then the HOA will be notified that we are in negotiations with T-Mobile as per our MOU. We will let them know that we're negotiating an amendment to the contract.

**VII. OPERATIONAL REPORT**

**A. AMI Meter Project completed**

All properties on the water system now have an AMI system except for the HOA building and the tent area at the RV Park. Those meters will be installed in the spring.

**B. General System Maintenance**

Frank said there are a few tasks to be completed come Springtime. Valves will be turned, vaults on Shad will be inspected, air releases will be inspected, and there will be five backflows leftover from last year to install.

**VIII. MEMBER COMMENT PERIOD**

There were no member comments.

**IX. ADJOURNMENT**

The Board Meeting was adjourned at 3:26 PM on Wednesday, February 9, 2022