

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

**I. CALL TO ORDER**

The meeting was called to order by President Nathan Russell at 3:03 PM on Wednesday, August 11, 2021. Roll was called, and those present were President Nathan Russell, Secretary/ Treasurer Judy Lake, Board Member Steven Proffitt, Vice President Jim Hussey, and General Manager Frank Day. Board Member Archie McCawley was absent from this meeting. No members of the community were present at the meeting today.

**II. APPROVAL OF MINUTES**

President Nathan Russell then called for a motion to be made to approve the Minutes from the May 5, 2021 Board Meeting. **Jim Hussey made the motion to approve the minutes from the May 5, 2021 Board Meeting as printed. Steven Proffitt seconded him. Vote was taken, and motion carried.**

**III. ADDITIONS TO THE AGENDA**

General Manager Frank Day then asked if there were any additions to the Agenda today. There were no further additions.

**IV. TREASURER'S REPORT**

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

Revenue

Water Sales:	\$526,476
Misc. Service Revenue:	\$25,164
Cross Connection:	\$12,524
Lease Revenue:	\$14,700
<b>Total Revenue:</b>	<b><u>\$578,864</u></b>

Expenses Total:	\$502,017
Deposits to Loan/Contingency:	\$158,000
<b>Net Income:</b>	<b><u>\$76,847</u></b>

Year to Date

Contingency Fund Balance:	\$344,269
Loan Payment Reserve Balance:	\$260,523

President Nathan Russell then asked if there was a motion to approve the Financial Report. **Steven Proffitt made the motion to approve the Financial Report. Jim Hussey seconded him. Vote was taken, and motion carried.**

## **V. OLD BUSINESS**

### **A. Settlement Agreement with HOA (Update)**

General Manager Frank Day reported that the Water Company and the HOA have reached a settlement agreement on the MOU (Memorandum Of understanding). The new MOU will replace the old MOU. President Nathan Russell has signed the new MOU. Signing authority was given to President Nathan Russell via Board approval (Resolution 005), which gave signing authority to Nathan. Board member Steven Proffitt then asked how often will the MOU be readdressed? Frank relayed that there will be an annual meeting each year with the HOA Board to discuss the MOU. Frank noted that the MOU is perpetual and cannot be changed unless both parties agree to make a change.

## **VI. NEW BUSINESS**

### **A. Water Company will operate with only one field tech**

The Water Company is down to only one field tech. Frank noted that the Company is coming to a point in the Business where there isn't enough work for two people at all times. Frank and the CRRWC staff have agreed that the Company could perform just as well with one field tech. Part of the agreement is that Frank, Julia, or Julie will go out and help Roy (field tech) when he needs a second person. Frank noted that this is working out very well, and each person is taking turns going out to help in the field. Frank stated that he had received a few complaints from customers about the office not being open to the public or staff not being available to answer the phones. Frank further elaborated that once he explained to the customer what was going on at the Water Company and why they understood.

### **B. Backflow Testing Contract**

The Water Company has started using Olson LLC to test backflows annually. Frank reported that Olson tested 1,200 backflows in 4 days at the cost of \$15,337.00, which is still less than hiring another field tech. Frank then noted that he had not yet renewed his CCB (Contractors Licence) license this year. The CCB is only needed to test private customer backflows and be able to charge them \$10.00 for the test. There are about 50 private backflows left (pre-2013) that the Water Company tests per their owners' approval and charges \$10.00 per test. Frank noted that there is no need to keep up The Water Companys CCB License when we collect less money for the backflow tests than it costs for the CCB license. Going forward, CRRWC will continue to use Olson LLC to test backflows annually.

### **C. Field Tech Passes Test**

Roy Razor, the CRRWC Field Technician, has passed his Water Distribution 1 test. We

are waiting to receive his certification in the mail, and then he will be a certified Water Distribution 1 Technician and will receive a raise as such. Congratulations to Roy!

**D. Annual Meeting**

The Annual Meeting this year will be held on September 11, 2021, at the Water Tower. It is located at 8111 SW Tower Rd, Crooked River Ranch OR 97760. The gates will open at 11:00 AM, and the meeting will start at noon. This is an open house/annual meeting, and everything will be open for the public to view at the Water Tower and Well 5.

**VII. OPERATIONAL REPORT**

**A. AMI Meters**

CRRWC continues to prepare the Water system for Complete AMI installation by September/October 2021. There are less than 500 meters left to install on the system.

**VIII. MEMBER COMMENT PERIOD**

There were no members of the community present at this meeting. President Nathan Russell did ask what the board would talk about at the annual meeting in September, seeing as they will have just had a Board meeting a month prior. Frank answered that it was explained to him by Tommy (CRRWCs' Lawyer) that Annual meetings are more about members and allowing them to ask questions and have input. Frank recommended giving a brief overview of the Water Company and what we do, what's going on, and where we're going.

**IX. ADJOURNMENT**

As there was no more business to discuss, the Board Meeting was adjourned at 3:28 PM on Wednesday, August 11, 2021.