

**CROOKED RIVER RANCH WATER COMPANY**  
**May Board Meeting Minutes**  
**May 15, 2024**  
CRRWC Board Room

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

**Roll Call**

- |  |   |
|--|---|
| <input type="checkbox"/> Jim Hussy (President)                           | <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.

**Jim Hussey read the rules for the 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.*

**Attendee's**

Brad Paul

**Online Attendee's**

None

**Review January Board Meeting Minutes:**

*Mark asked for a motion on the May 2024 Board Meeting minutes; Carina motioned to approve the minutes, Kent seconded the motion, all approved, motion passed.*

**Treasurer's Report (Carina)**

**Cooked River Ranch Water Company  
2024 Financial Report  
January - April**

Revenue	
Water Sales:	\$ 444,102
Misc. Service Revenue:	\$ 22,442
Lease Revenue	\$ 17,000
Cross Connection:	\$ 1,606
<b>Total Revenue</b>	<b>\$ 485,150</b>
<b>Total Operating Expenses</b>	<b>\$ 378,813</b>
<b>Net Operating Income</b>	<b>\$ 106,337</b>

Transfers	
Deposits to USDA Loan Reserve	\$ 13,000
Deposits to Contingency Fund	\$ 84,149
<b>Net Income After Deposits</b>	<b>\$ 9,188</b>

Balance Sheet	Beginning	Deposits	Investments	Ending Balance
131.1 Checking	\$ 52,558			\$ 87,234
131.10 USDA Loan Reserve Balance	\$ 118,424	\$ 13,000	\$ -	\$ 131,424
131.5 Contingency Fund				
• 131.51 Asset Investment Fund	\$ 62,965	\$ 31,107	\$ (51,426)	\$ 42,646
• 131.52 Contingency	\$ 15,000	\$ 30,000	\$ (12,500)	\$ 32,500
• 131.53 USDA Replacement Reserve	\$ -	\$ 23,042		\$ 23,042
<b>Totals Contingency Fund</b>	<b>\$ 77,965</b>	<b>\$ 84,149</b>	<b>\$ (63,926)</b>	<b>\$ 98,188</b>
<b>Total Cash Accounts</b>	<b>\$ 248,947</b>			<b>\$ 316,846</b>

Mark asked for a Motion to approve the Treasurer's report.

*Kent moved to approve the Treasurer's Report; Beth seconded the motion. All were approved, and the motion passed.*

## **Unfinished Business**

Frank announced that the commission has completed and approved the changes to the tariffs requested by the PUC. They can be found on the website.

Frank addressed the “Best Practices” in the financial report. Segregation of Duties:

- CRRWater has obtained additional fidelity insurance coverage up to \$500,000.
- Frank explained that we don't maintain our accounts at the FDIC amount for the following reasons: All of our accounts are analyzed business accounts, dramatically lowering our monthly bank service charges. The bank we use is larger, and the risk is low.
- QuickBooks Accounting Software - The board and the general manager are working on a resolution to monitor work done in QuickBooks.
- IT Controls – We have a contract with Kelley Create to monitor and maintain our IT Systems. All of our software has dual authentication.
- Bank Reconciliation – We have implemented new controls to ensure all transactions and reports are dated and signed.

## **New Business**

None

## **Operational Report (Frank)**

Customer Portal – Customer Portal has 178 participants to date. We are continuing to look for ways to increase the number of customers enrolled in the program.

The Water System SCADA upgrade is still in progress. Nothing new to report

The first two remote pressure monitors have been installed and are working great.

The Lead Service Line Survey, mandated by the State of Oregon and the EPA, will continue in the next couple of weeks and should be completed by the end of May.

Field Tech Jeff will test his Water Distribution 1 tomorrow. Kris will take his class in June and take his test in July.

Member Comment Period - None

Meeting Adjourned at 3:40pm