

CROOKED RIVER RANCH WATER COMPANY
QUARTERLY MEETING OF THE BOARD OF DIRECTORS

November 16, 2022

CRRWC Board Room

1. Call to Order

The meeting was called to order by President Nathan Russell at 3:00 PM on Wednesday, November 16, 2022. Roll was called, and those present were President Nathan Russell, Vice President Jim Hussey, new Board Members Dale Wiley, Carina Soubiea, and Frank Day, General Manager. New Board Member Kyle McClintic was absent from the meeting. There were no members of the community present today.

2. Approval of Minutes

President Nathan Russell then called for a motion to approve the Minutes from the August 10, 2022, Board Meeting. Jim Hussey motioned to approve the minutes from the August 10, 2022, Board Meeting. Nathan Russell seconded him. A vote was taken, and the motion was carried.

3. Treasurer's Report

Frank Day presented the Financial Report for January through October 2022.

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| REVENUE | |
| Water Sales: | \$ 823,832 |
| Misc. Service Revenue: | \$ 8,909 |
| Cross Connection: | \$ 4,124 |
| Lease Revenue: | \$ 24,000 |
| Total Revenue | \$ 860,865 |
| Expenses Total: | \$ 520,237 |
| Deposits to Loan/Contingency: | \$ 292,724 |
| Net Income | \$ 47,904 |
| Asset Investment Expenses | \$ 134,327 |
| Net after Investment and Transfers: | \$ (86,423) |
| | |
| Year to Date | |
| Contingency Fund Balance | |
| Loan Payment Reserve Balance: | |

President Nathan Russell then asked for a motion to approve the Financial Report. Jim Hussey made the motion to approve the Financial Report. Carina Soubiea seconded him. Vote was taken, and the motion was carried.

4. Nomination/Election of Officers

President Nathan Russell asked for a motion to nominate President. Jim Hussey made the motion to nominate Nathan Russell to be reelected as President. Carina Soubiea seconded him. The vote was taken, and the motion was carried.

President Nathan Russell then asked for a motion to nominate Vice President. Dale Wiley made the motion to nominate Jim Hussey to be reelected as Vice President. Carina Soubiea seconded him. The vote was taken, and the motion was carried.

President Nathan Russell then asked for a motion to nominate Secretary/Treasurer. Dale Wiley made the motion to nominate Carina Soubiea to be elected as Secretary/Treasurer. Jim Hussey seconded him. The vote was taken, and the motion was carried.

5. Board sign oath of office

As there were no community members in attendance at the meeting, the Board Members will sign the oath of office in December.

6. Old Business

6.1 SRD - Sundown Canyon: SRD Board has tabled this item for the winter.

6.2 SCADA security system upgrade: No change to report.

7. New Business

7.1 Easement request at well #2 for Copper Ridge septic field extension. President Nathan Russell asked for a motion to approve Copper Ridge Easement Request and give General Manager Frank Day signing authority for this easement. Jim Hussey made the motion to approve the Copper Ridge Easement Request and give General Manager Frank Day signing authority for this easement, with the following three provisions: a) Copper Ridge will be responsible for any Legal fees that are incurred by CRRWC in connection with the easement; b) Copper Ridge will surround the septic field with a fence, minimum 6 ft high, with a buffer of preferably 20 ft between the field and the fence; and c) Copper Ridge will be responsible for all rehab after they are done. Dale Wiley seconded the motion. The vote was taken, and the motion was carried.

8. Operational Report

Frank Day provided the following Operational Report:

8.1 In light of Avion Water Co announcing that they can no longer provide repairs and emergency services for CRRWC, two new Field Techs have been hired to handle the services that Avion provided; their names are Jeff and Torrey.

8.2 A new work truck has been purchased for the same purpose. Safety lighting and stickers have been ordered for the new work truck. The cost falls within the budgeted \$70,000, approved by the Board in October.

8.3 Focus for Roy, Jeff, and Torrey the next few months will be:

- 8.3.1 Building/Shop Maintenance
- 8.3.2 Wells and Cistern Maintenance
 - 8.3.2.1 Performed at minimum twice a year
- 8.3.3 Valve turning and GPS Locating
- 8.3.4 Air Release inspections
- 8.3.5 Backflow installs for new owners

9. Member Comments

There were no members of the community present today.

10. Other Business

Jim Hussey asked when Backflow testing will be done. Frank informed the Board that Backflow testing will take place between April and June, with the goal of being completed by the time the hot weather arrives.

Frank also provided information around the reasons why valves are turned. State of Oregon suggests to maintain the valves by fully closing and then fully opening each valve. Goal to do this annually. At the same time precise GPS positioning is done for each valve, ensuring that they can be located under snow.

Discussion continued around the safety programs that are now being put in place and executed with new staff members in place.

A potential scam appears to be ongoing where letters from a company offering home owners to insure their water pipe for \$65. Sender is "American Water....something". Frank has received multiple calls in the past year on that topic.

Jim Hussey inquired about the safety program log that is required for specific purchases.

11. Meeting Adjourned

The meeting was adjourned at 3.19pm on Wednesday, November 16, 2022.