

**CROOKED RIVER RANCH WATER COMPANY  
QUARTERLY MEETING OF BOARD OF DIRECTORS  
May 9, 2018- CRRWC BOARDROOM  
MINUTES**

- I.** Meeting was called to order at 6:00 PM by vice president Nathan Russell. Roll was called and those present were: Nathan Russell; Judy Lake; Sherry Loster; Archie McCawley; and Frank Day, General Manager. Dennis Kirk was absent. No guests were present.
- II. APPROVAL OF MINTUES:** Nathan Russell then called for approval of the minutes from the February 14, 2018 Board Meeting. **Archie McCawley made the motion, seconded by Judy Lake to approve the minutes of the February 14, 2018 meeting as submitted. Motion Carried.**
- III. TRESURER’S REPORT** – Sherry Loster then presented the Financial Report for January through March 2018 as follows:

<b>Total Revenue:</b>	<b>\$ 208,636</b>
<b>Expenses:</b>	<b>\$ 199,797</b>
<b>Net Income:</b>	<b>\$ 8,840</b>
<b>Year to Date:</b>	<u>Balance</u>
<b>Contingency Fund Balance:</b>	<b>\$ 328,510</b>
<b>Loan Payment Reserve Balance:</b>	<b>\$ 189,335</b>

**IV. OLD BUSINESS:**

A. First Billing with Bend Mailing

Frank Day reported that the first billing with Bend Mailing had been sent out. Frank also informed the board that, in June, the water Company will be moving forward with offering our members online bill pay and paperless billing. There will be an insert in the May billing explaining how to sign up for online bill pay and paperless billing.

B. Capital Improvement Plan

The CIP committee made of Frank Day, Nathan Russel, and Sherry Loster have developed a Capital Improvement Plan that is ready for the board’s approval. Key improvements include:

-An extension to the shop, more room is needed to store water company property.

- Additional water line coming down from Outlook place
- Automatic Meter Read system.

Nathan Russell called for a motion to be made to approve the CIP. **Archie McCawley made the motion to approve the CIP plan as written, Judy Lake seconded. Motion Carried.**

## V. NEW BUSINESS

### A. Automatic Meter Reading

Frank Day reported that the water company will be doing a trial run of a AMR system at the end of this year. The trial will take place on the lower half of the Ranch, it will cover 207 meters. The cost of this project will be about \$40,000 and Frank is asking for another \$2,000, so there is contingency money just in case. All in all, the total is \$42,000. Frank noted that the water company made the choice not to go out for bid on this project because of its complexity. The price we received on this project is well below anything another vendor could have offered. We bought a package that includes software, meters, and receivers. Nathan Russell called for a motion to be made to approve the AMR trial run. **Judy Lake made a motion to move forward with the test program for an AMR system costing \$42,000 and giving general manager Frank Day the authority to take all necessary actions to do so. Archie McCawley seconded. Motion Carried.**

### B. Water System Upgrade study by Parametrix

**Sherry made a motion to accept the technical memorandum presented by Parametrix, Archie McCawley seconded. Motion Carried.**

The technical memorandum by Parametrix will be available online on May 21<sup>st</sup>, 2018.

## VI. MEMBER COMMENT PERIOD

No members were present

## VII. ADJOURNMENT

There being no further business, the meeting was adjourned by Nathan Russell at 6:10PM on May 9, 2018.