

CROOKED RIVER RANCH WATER COMPANY

September Board Meeting Agenda

September 17, 2025, 3:00 PM

CRRWC Conference Room

Rules for 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.

1. Call to Order

2. Roll Call

☐ Mark Schneider (President)

☐ Beth Gatchell (Vice President)

☐ Carina Soubiea (Secretary/Treasurer)

☐ Todd Hill

☐ Kent Inman

☐ Frank Day (General Manager)

3. Approve Minutes from the July 2025 Board Meeting- *Carina made the motion to approve July 2025 board meeting minutes. Kent seconded the motion. All board members approved the minutes from the July 2025 meeting minutes.*

4. Treasurer's Report. (Carina)- *Kent made the motion to approve the treasurer's report. Carina seconded the motion. All board members approved the treasurer's report.*

5. Unfinished Business

- 5.1. 2025 Rate Case update- *We have turned in all the documents; we are currently awaiting the final review.*

6. New Business

- 6.1. Annual meeting review- *Frank noted that he was very happy with how the annual meeting went; we had lots of great community feedback and questions.*
- 6.2. Board Election Update – *Beth noted that we had one applicant for one position; we will not need to have an election for one applicant. The board will appoint Herb Parker.*
- 6.2.1. One applicant for one board position. (Herb Parker)

7. Operational Report since July Board Meeting (Frank)

- 7.1. Field Crew work
- 7.1.1. Valve Can Replacement
 - 7.1.2. Standpipe and Hydrant Flushing
 - 7.1.3. Install valve markers
 - 7.1.4. Mainline repair
 - 7.1.5. Site Maintenance
 - 7.1.6. Investigate 700 high leaks.
- 7.2. Need for upgrades to Well 4 – what are the upgrades that are needed?
- 7.3. New Utility Billing Software.
- 7.3.1. New Customer Portal
 - 7.3.2. Promote Paperless Billing
 - 7.3.3. Oct 20th – 24th, Conversion week
 - 7.3.4. Oct 27th, Office closed for staff to focus on conversion
 - 7.3.5. Oct 27th – Oct 31st, staff time will be limited
 - 7.3.6. Nov 4th, New customer portal goes live.

8. Member Comment Period

9. Meeting Adjourned