

CROOKED RIVER RANCH WATER COMPANY
September Board Meeting Minutes
September 18, 2024
CRRWC Board Room

President Jim Hussey Called the meeting to Order

Roll Call

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| <input checked="" 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.

First item on the agenda is to approve the minutes from the May 2024 board meeting:

Before approving the May board meeting Frank requested to go over the updated financial report layout, it now reflects the checking account, balance sheet, USDA loan reserve, asset investment contingency fund, and total at the bottom of all cash accounts.

Carina also mentioned that before approving the minutes it should be noted that the dates on page two needed to be corrected to March instead of January.

The board agreed that they will approve the minutes with those updated dates noted, Carina moved to approve the May 15 board meeting minutes, and Beth Seconded the motion. The board approved.

Second item on the agenda is to approve the minutes from the July 2024 board meeting:

Carina moved to approve the July 15 board meeting minutes with the updated financial report format. Kent and Mark seconded the motion. The board approved.

Third item on the agenda is to go over the treasurer's report

Carina advised that it should be noted that all the numbers are correct, however this is not the new updated format. Frank pulled up the updated format with all the correct numbers input and went over the report.

Attendee's

Jamie Mcleod Skinner

Lee House

Treasurer's Report (Carina)

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

Revenue	Total
Water Sales:	\$ 961,647
Misc. Service Revenue:	\$ 24,231
Lease Revenue	\$ 30,600
Cross Connection:	\$ 2,841
Total Revenue	\$1,019,319
Total Operating Expenses	\$ 675,722
Net Operating Income	\$ 343,597

Transfers	Total
Deposits to USDA Loan Reserve	\$ 135,600
Deposits to Contingency Fund	\$ 208,382
Net Income After Deposits	\$ (385)

Balance Sheet	Beginning	Deposits	Investments	Ending Balance
131.1 Checking	\$ 52,558			\$ 58,700
131.10 USDA Loan Reserve Balance	\$ 118,424	\$ 135,600	\$ -	\$ 254,024
131.5 Contingency Fund				
• 131.51 Asset Investment Fund	\$ 62,965	\$ 155,340	\$ (52,515)	\$ 165,790
• 131.52 Contingency	\$ 15,000	\$ 30,000	\$ (22,500)	\$ 22,500
• 131.53 USDA Replacement Reserve	\$ -	\$ 23,042	\$ -	\$ 23,042
Totals Contingency Fund	\$ 77,965	\$ 208,382	\$ (75,015)	\$ 211,332
Total Cash Accounts	\$ 248,947			\$ 524,056
			Cash Accounts Change	\$ 275,109

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:

Board Election Process- Frank noted that the group went over the election process at the annual meeting which was last night. There were no questions about the process.

New Business:

Annual Meeting- Frank brought up that there was a member that attended the meeting who would like to see a monthly balance sheet, and that is what we took into account for the newest financial report layout.

We also had a question on whether there will be a budget audit committee, Frank stated that we do not have a need for a budget committee because our budget is very structured and simplified. Frank mentioned some budget items that we are going to be working on this next year (Fifty more Valve lids will be replaced, installing second pressure monitor will be added, replace 2 more computers in the office, inside of water tower will be cleaned, new billing software)

Operational Report (Frank):

- Completed the Lead service line survey and submitted to the State of Oregon
- Working on completing the Water Management and conservation report
- Continuing work on Hydrant inventory and Maintenance (waiting on parts)
- Working on collecting data for the ISO report for the CRRFD
- Two standpipes that still need to be repaired (waiting on parts to finish the repairs)
- Kris is studying to taking his Water Distribution 1 test

Member questions or comments:

Was there any Lead found during the survey? No

Will the recent decision by the water resource commission regarding wells impact us? It might impact us down the road if we expand water lines further down the ranch.

Unfinished Business

Frank noted that the financial audit was uploaded to the website

Mark announced that the board has approved proceeding with a financial audit every three years. It was noted that the board can request an audit take place before the three years if needed, however the audit cannot be any longer than three years.

Carina asked for a Motion to approve a financial audit every 3 years, Kent seconded the motion. All were approved, and the motion passed.

New Business

Annual Meeting Date- The board agreed to schedule the Annual Meeting Date of September 17, 2024, at 6Pm

September Meeting Date- Due to scheduling conflicts the board has agreed to move the September meeting date to September 18, 2024

Mark asked for a motion to change the dates of the Annual Meeting and September Board Meeting dates, Kent seconded the motion. All were approved and the motion passed.

Frank noted that the board of directors' application is available on the website, there are 2 positions available. Carina and Jim are both re-running for their current positions, if there are any additional applications received an election will be held. However, if Carina and Jim are the only applicants then we are approved to by-pass the election process.

Operational Report (Frank)

Lead Service Line Survey- Survey has been completed (OHA requires 20% of all properties built before 1985) We

Started hydrant inventory, maintenance and flow testing. The field techs are collecting data during the hydrant inventory (IE: Company that made hydrant, dates etc.) in order to make it easier to get parts ordered.

Removed (2) leaky standpipes. (One on Cinder Cone Loop and one on Rim Rd)

Started repair on (2) more standpipes (one on Spur and one on Corral), parts were on a 10 week back order, so we are awaiting the parts to finish these repairs.

Started working on cleaning up properties and keeping properties fire resistant. We are mowing, weed eating and cleaning up Well 4 and 5. Started to maintain our cistern site, limbing trees, mowing grass short and cleaning up weeds.

Field Tech Kris is taking his Water Distribution 1 class on July 23rd + July 24th. After this class is finished, he will be approved to schedule his Water Distribution 1 test.

Member Comment Period –

Member Jeff Murtaugh would like to see the board implement a Capitol Spending Plan. Frank and the board agreed that they will work on creating a Capital Spending Plan.

Member Todd Hill requested more details on Dropcountr and what the water company is doing to get more members to sign up. Todd recommended an ad in the Telegraph. The board and Frank agreed that could be a possibility that we will investigate.

Meeting Adjourned at 4:15pm