

**CROOKED RIVER RANCH WATER COMPANY  
QUARTERLY MEETING OF BOARD OF DIRECTORS  
November 18, 2015  
CRRWC Boardroom**

Meeting was called to order at 6:00 PM by President, Dennis Kirk.

Roll was called and those present were: Archie McCawley; Dennis Kirk; Judy Lake; Sherry Loster; Nate Russell and Frank Day, General Manager.

Dennis Kirk said that the notices of meetings are published in the Newsletter that is distributed with the water bills each month and also the website. He also indicated that the building and conference room are accessible to those with disabilities.

There were two guests present.

Dennis Kirk then called for approval of the minutes of the August 22, 2015 Annual meeting. **Nate Russell moved and Archie McCawley seconded the motion to approve the minutes of the August 22, 2015 Annual Meeting as submitted. Motion carried.**

Frank Day then asked for an amendment to the agenda to add discussion of the 2016 Annual Budget.

Dennis Kirk then announced that the results of the election were that Judy Lake was elected to a three- year term and Sherry Loster was reelected to a three-year term. He then went on to read the Oath of Office which is signed by all board members and will be posted in the office.

Dennis Kirk noted that the next item of business is to vote in new officers. Archie McCawley nominated and Sherry Loster seconded Dennis Kirk for President. Dennis Kirk was unanimously appointed President. Sherry Loster nominated, seconded by Nate Russell to appoint Archie McCawley as Vice President. Archie McCawley was unanimously appointed as Vice President. Judy Lake nominated, and seconded by Archie McCawley to appoint Sherry Loster as Secretary/Treasurer. Sherry Loster was unanimously appointed to Secretary/Treasurer.

Sherry Loster then presented the Year To Date 2015 Financial Report as follows:

<b>Total Revenue:</b>	<b>\$ 679,300</b>
<b>Total Expenses:</b>	<b>\$ 523,279</b>
Net Income	\$ 156,022
Outstanding DCVA Installation Income	\$ 12,043
<b>Total Net Income</b>	<b>\$ 168,065</b>
<b>Contingency Fund Balance</b>	<b>\$ 224,636</b>
<b>Loan Payment Reserve Balance</b>	<b>\$ 74,752</b>
<b>To Date Expenses on Tower Project</b>	<b>\$1,072,015</b>

Dennis Kirk made note that the Loan Payment Reserve account was a requirement of the USDA on the Tower Project and the Water Company, at approximately this date in 2016, must have an amount in the reserve account equal to one year's annual payment.

Dennis Kirk then asked for a motion to accept Treasurer's report. **Motion was made by Nate Russell and seconded by Archie McCawley to approve the Treasurer's Report as presented. Motion carried.**

### **OLD BUSINESS:**

- A. Review of Resolutions signed by the Board in September 2015 since the last Board Meeting as follows:
- 1) Resolution 2015-006 - Board executed construction contracts with Landmark Structures and Jack Robinson & Sons, Inc. in connection with the Tower Project. A copy of resolution is attached hereto and made a part thereof.
  - 2) Resolution 2015-007 – Board moved to allow the Board President to grant authority to Vice President or the General Manager to sign documents approved in writing by the President in connection with the Tower Project. A copy of resolution is attached hereto and made a part thereof. Dennis Kirk went on to explain that the process for processing payments is that there is a meeting with construction contractors each month, pay requests are presented and sent to Parametric for review and approval, then the request is sent to the USDA and to Frank Day for review and approval and finally to the bank for payment. Dennis went on to say that a lot of eyes are reviewing each payment request to guarantee that nothing is being paid for that shouldn't be.

### **NEW BUSINESS:**

- A. 2016 Budget – Dennis Kirk referred Board members to copies of the 2016 Budget document which Frank Day has prepared and the Board has reviewed and asked if there were any specific questions or items to discuss. Frank Day then gave a general overview of changes and expenses for the upcoming year which included building improvements to the facility such as clean and repair decks and add concrete steps, paint building and conference room updates; cleanup of Well #4 and replace the current meter with a digital meter; running some new lines in the system; replacement of some pressure relief valves; replacement of some office computers; new SKADA computer and three monitors for one cistern, Well #4 and the new well; adjustment for increased insurance rates due to new infrastructure; and USDA required A133 Audit.
- B. Dennis Kirk announced that Frank Day has received all required certifications and is now registered with the State as the DRC (Direct Responsible Charge). Up to this point Avion has held that position. Dennis went on to state that Avion has been a good partner for the Water Company and has helped the Water Company that there were enough resources to take care of any issues or emergencies that have risen. However now with the increased expertise of the General Manager and field staff, we are taking on more of the responsibility. As a result, Avion has agreed to reduce its monthly fee from \$3,500 per month to \$2,000 per month.
- C. General Manager's Report
- 1) Frank Day reported that Well #2 has tested positive for total coliform on and off but has not tested positive since June, however, Well #2 had been taken off line. Because of the work being done on the Tower Project, Well #4 has been taken off line and Well #2 brought back on line. Well #2 has

