

## Minutes of Inscription Canyon Water Company Board of Director's Meeting

November 18, 2020

1. Call to Order – 9:31am
2. Operations:
  - a. Hydrant Meter Requests – Single home sites
    - i. It was decided that the ICWC policy would be to NOT provide hydrant meters to non-infrastructure contractors.
    - ii. A motion to this end was raised by Mark, seconded by Bob, and passed unanimously
  - b. Water theft deterrent – Cameras
    - i. Since the announcement made on the website and to contractors about water losses on the ICR system being investigated with mobile cameras, the losses have disappeared. Cameras will continue to be randomly relocated and routinely monitored on both sides of the system.
  - c. Billing and Member Updates
    - i. There have been as small contingent of members who have asked for special a la carte mixing of how communications occur between the company and members.
    - ii. A motion to allow members to determine how they wish to receive correspondence from ICWC was raised by Bob and seconded by Randy. The motion stated that Members can select one of three options to receive monthly invoices and other routine member updates:
      1. Email only
      2. USPS hard copy only
      3. Any account may sign up for automatic ACH – Email OR USPS of invoice
    - iii. This motion was passed unanimously after some debate.
  - d. Hydrology Reports
    - i. The ICR reports were received in the summer and are posted on the website. All looks consistent with those wells and the aquifer from previous tests dating back 10 years
    - ii. The TRR wells were tested earlier this month and the report will be forthcoming.
    - iii. The sufficiency analysis for the TRR side of the system is being prepared for publishing. The primary conclusions are:
      1. The wells cannot be operated in the most efficient manner during June-August because of capacity limitations and air ingestion.
      2. The three TRR wells are too close together (cones of compression interact)
      3. Based on residential growth projections in the TRR development, beginning next year and getting progressively more so, the golf course will not be able to draw its historic flow amounts during June-August.

- e. This will be discussed with Symmetry and the Golf course this winter.
3. Financial Report
- a. AS of November 2020, all company financials will be reported against the new standardized chart of accounts and as a single operating company
  - b. Cheryl will generate an invoice from ICWC to ICRWUA for all ARC refunds the water company has paid on behalf of the ARC
  - c. Meter refunds
    - i. The board agreed to continue the current practice of meter refunds after 10 years. Our ACC attorney will be consulted to verify this procedure.
4. Election 2021
- a. Due to recent issues with the USPS, and in response to some member concerns regarding the proposed election process deadlines, there have been some changes to the proposed election schedule. The start and count dates remain, but there is more time for mail in between.
    - i. Nomination forms and instructions will go out via email and USPS on Nov 30<sup>th</sup>.
    - ii. Nomination forms will need to be received by 3pm on Dec 16<sup>th</sup>
    - iii. Ballots will be mailed on Dec 28<sup>th</sup>
    - iv. Completed Ballots will be due by 3pm January 21<sup>st</sup>
    - v. Ballots will be counted and verified on Friday January 22<sup>nd</sup> 2021.
  - b. This update will appear on the website and will be included in all invoice packages.
  - c. A motion was made to alter the original schedule by Mark, seconded by Giles and passed unanimously.
  - d. In the past two elections, there have been issues with members losing their vote due to delays in their previous month's payment being received by the cut off date. In almost all cases, this was traced to delays by the USPS near the Holidays. For this reason our definition of "being in good standing" with respect to voting in the ICWC 2021 election was proposed to be "not being on the 60 day in arrears list on Nov 25<sup>th</sup> 2020". This gives everyone almost 2 months to get the payments delivered. There will also be a +/- \$1.00 grace include so that minor typing or writing errors will not cause someone to appear not to be in good standing.
  - e. A motion to accept this definition was raised by Bob, seconded by Giles, and approved unanimously. If these problems worsen, the company may need to adopt different procedures in the future.
  - f. The time and location of the vote count and certification is still TBD. It is the Board's intention to allow some socially distanced witnessing of the count.
5. January 2021 Board of Director's Meeting
- a. The January meeting to seat the new board, elect officers and present reports on old and new business will be held the week of January 25<sup>th</sup> 2021.
  - b. Both telephonic and socially distanced in-person scenarios are being investigated.
    - i. This will be updated as options are clarified.
    - ii. This meeting will properly noticed and an agenda will be published prior.
6. Adjournment
- a. The meeting was adjourned at 10:40am