

DRAFT Minutes – ICWC Board of Director’s Meeting

February 9th – 9am

(telephonic)

1. Mark Armstrong conducted a role call and called the Call to order at 9am
 - a. Present were:
 - i. Randy Joly
 - ii. Giles Howard
 - iii. Mike Hubbard
 - iv. Dan Cancelleri
 - v. Cheryl Ibbotson
 - vi. Pat Carpenter
 - vii. Mark Armstrong
2. Mark Armstrong made a motion to approve the minutes of the public board meeting held January 26th 2021. Randy Joly approved and the motion passed unanimously
3. The board welcomed to Mike Hubbard and Dan Cancelleri
 - a. A System tour was scheduled for Thurs Feb 11th at 10am
 - b. Mike Hubbard will be gradually brought into the golf course liaison role as well as the Whispering Canyon expansion.
 - c. Dan will be asked to help with environmentally appropriate disposal of our old water meters.
4. Finance Report
 - a. The 2021 Pro forma budget is still in flux due some issues with Aqua Meadows CPI calculations. Giles Howard will distribute to all when this is resolved.
 - b. Contingency and Capital account funding will be finalized in the next month.
 - c. The Lock Box payments project is underway. Giles and Cheryl will determine the best communications plan and the grace period for payors
 - d. It was agreed that the ARC funds should not be shown as an asset on the ICWC balance sheet. But that the receivable should remain.
5. Operating Summary
 - a. The well Field Report for the TRR wellfield has been finalized. It confirms the results of the sufficiency study and also supports the summer operation SOP that was developed last year. Prior to the May timeframe, we will review the summer operations procedures with John Noyes. We have already have his agreement to ensure Golf course lake stays full. The report will be distributed to all board members and posted to the website.

- b. Hydrant repairs are underway on 2 hydrants in TRR that were found to be plugged by roots during annual inspection.
- c. The plan for the annual meeting was kicked off. The board will commence selecting a date in June. It is yet to be seen if this will be an in-person meeting or a virtual one, or a hybrid.
- d. Meter disposal for the old water meters was shelved last year as the COVID situation brought salvage companies to a halt. This project will now be resurrected and the board asked Dan Cancelleri to lead the search for an environmentally safe disposal method.

New Business:

- 6. Insurance renewal status
 - a. Mark gave a review of the current liability and D&O coverages. The ICWC was added to the ICRWUA policy from October 2nd 2020, to February 1st 2021. As of February 1st 2021, The ICWC has its own standalone policies with no connection to the ICRWUA or the ARC. A tail policy is also in place to cover any claims that may arise from times when the ICRWUA was the water utility, but were not reported until later. The ICRWUA, should it proceed forward to house the Lot 1-180 ARC will need to decide upon/source its own insurance. A motion was made by Randy Joly to approve Mark Armstrong binding these policies and paying the premiums. The motion was seconded by Giles Howard and passed unanimously.
- 7. Pump house records clean up
 - a. Current records status was reviewed. All of the records required to accomplish the asset transfer and comply with the administrative orders are compiled and stored at Cheryl Ibbotson's offices. Mark Armstrong requested that any documents generated since the submission to the ACC be transferred to the same store. The tariff filing and the county franchise agreement were specifically noted. Randy Joly, who is charged with obtaining the franchise agreement noted that he needed an updated system map for the filing. Pat Carpenter said he would attempt to locate one.
 - b. Mark Armstrong volunteered to lead the effort to review all of the documentation located in the Grey Bears pumphouse. Several other board members agreed to help. This will be scheduled when the temperature is warmer.
- 8. Whispering Canyon Phase 5/11 Engineering and Process
 - a. Phase 5 grading has already commenced in Whispering Canyon. The engineering and capacity filings have already been performed for that phase. Old Capitol has approached ICWC with the intent to develop phase 11 as soon as practical. Phase 11 is on of the phases that will require capacity confirmation from ICWC to go with the development plans from the developer. Phase 11 is also one of three phases that will require a booster pump system for both residential and fire water supplies (due to the elevation).

- b. The engineering firm hired to design the booster station and the structures has started conversations with ICWC and has given us the opportunity to have input to the types of equipment and electrical/control systems that are specified. There have been several conference calls involving the developer and their engineers with Mark Armstrong representing ICWC. Mike Hubbard will be asked to join these discussions going forward. It was decided that ICWC would have Civiltech perform a plan review prior to ICWC giving approval of the phase 11 plans.

9. Rate Case Management

- a. Randy Joly and Mark Armstrong will be lead members on the rate case process. The intention is to attempt this process using accounting consulting, with as few legal resources as possible. Everyone agreed that the feasibility work and communications that the board commissioned in 2020 should hopefully aid in that. The board agreed that the preparation for the rate case should start immediately, now that the base year is complete and the new board is seated. Mark Armstrong agreed to contact Sonn Albrecht to start the filing process this month.
- b. The board discussed and agreed that this process needed a published timeline, with planned communications and feedback events with membership along the way. This would be in addition to any legally mandated public hearings. This plan will be proposed after preliminary information is obtained from the ACC on their backlog.

10. Investigate e-payments

- a. Mark Armstrong and Cheryl Ibbotson have received a number of inquiries regarding payment of water company invoices by credit card, with the process being funded by a convenience fee. This appears to be members that either want points or travel frequently. The board requested that Giles Howard consult with Cheryl Ibbotson regarding this pass-through transaction service that her billing company offers with several other Utility customers. Giles Howard will verify the set up and operating costs. If the costs are only 20-50 USD per month, Mark made a motion to set the service up. The motion was seconded by Giles and passed by all.

11. TRR capacity Plan and Symmetry Meeting – March

- a. Randy Joly and Mark Armstrong have both had preparatory casual discussions with TRR COO Jay Frank regarding the TRR water supply limitations as build out continues. Jay has agreed to meet with the board in March to discuss alternatives, which include a new water source, a reduction in golf course irrigation, or a combination. Jay and Symmetry executives will be furnished copies of the TRR wellfield analysis and the sufficiency study that was performed last summer.

12. Investigate Emergency Power and Haulage contracts – ICR system

- a. The two major supply security issues that resulted from the audit performed with board members, operators and other company members were Power redundancy for both well fields and the ICR booster station.

Pat Carpenter stated that attempting to procure a preferential water haulage contract was a non-starter as there are only a small number of large tanker vendors in the area, and that US Forest Service and other fire agencies have control of their priorities for large portions of the year. He did agree with the lack of power redundancy.

Randy Joly reported that regional outages have become the most common, given the way the grid is operated. With the risk of a prolonged regional outage or a cable incident with construction or weather, Mark Armstrong suggested that the board get a cost estimate for a portable generator that could be trailered to all three of the vulnerable sites as required, or alternately to keep the tanks on both systems filled. Pat Carpenter agreed to provide the Wattage specification for the highest power draw.

13. Capital item Candidates/large expenses

- a. A new, larger structure for ICR well #1 was proposed so adequate space was available to support equipment that has been added over the well life. Pat Carpenter agreed to investigate options. Mark Armstrong agreed to investigate if some approval needed to be acquired from Aqua Meadows LLC.

14. Adjournment

- a. Mark Armstrong asked the board for any other items. The subject of chemical system security was raised as there had been a recent sabotage in Florida. The board agreed to discuss this at a future meeting. The motion to adjourn the meeting was made by Mark Armstrong at 10:31am, it was seconded by Randy Joly and passed by all.