

Panorama Hills Water Company  
Notes for Board Meeting on March 15, 2022

1. Review and acceptance of **last meeting's minutes** - Ashley
2. **Developments/Actions Taken Since Last Meeting** – Van
  - a. Feedback on **Shareholder's Meeting** last month
    - Turnout fairly limited again. But this served as our yearly public hearing that is required.
    - Published meeting notes on Facebook and PHWC website- how about we start publishing these on the Facebook page and/or the website so shareholders can read through what was discussed each month.
    - Feedback limited. Concerns from Becky Dean Satterthwaite and Gloria Heilison as to whether their lots are in the Primary Service Area (they are.)
    - Based upon feedback, I move that the Board infer shareholder agreement with our approach and actions. All in agreeance.
  - b. **Engineering Update** (Facility Planning Study and follow-up actions)
    - We submitted a "technical draft" (95% review) of the FPS to DEQ on 2/10/22.
    - We received a formal letter with their initial comments on 2/15/22. Comments were mostly editorial in nature.
    - Ryan has been working to address the DEQ comments
      - I sent DEQ an email on 3/10/22 committing to Formal submittal of the Final FPS on 3/18/22. Ryan will send this.
      - We are going to work together on getting the Final FPS ready to go for Friday's submittal.
      - We set the "official" terminology for our system components:
        - Pressure Zone 1 = everything supplied from top tank (above Enos Dr.)
        - Pressure Zone 2 = everything below Enos, supplied from 100,000 gallon tank
        - Water Tank #1 = 230,000 gallon tank at top of hill
        - Water Tank #2 = 100,000 gallon tank
        - Water Tank #3 = 7,000 gallon tank (this we hope to have use as a "back up")
    - We expect DEQ to finish their review of the FPS 2-3 weeks after we submit it this Friday.
    - I will begin to draft a Corrective Action Plan to address deficiencies in FPS. It will go to DEQ once we approve it and will be incorporated into the prioritized PHWC Master Schedule. (build new tank, repair old tank, install security fences, storage shed/shop, formalize procedures, etc)
    - I will send a letter to Bonneville County P&Z on Saturday requesting they lift the moratorium on issuing building permits on 4/1/22 based upon DEQ performing final review of FPS and the study's position that our system, as currently configured, can safely go to 85 hookups, with most of that being on the lower pressure zone (PZ-2.) I will talk to DEQ and commit to limiting the number of new Will Serve Letters, based upon the FPS and our Water Rights Allocation Policy and the FPS. I also heard that P&Z are considering whether to allow private wells in our subdivision. I will have to talk to them and DEQ to see if that's still a non-starter. Board's

position? All are in agreement due to the fact that we still have control as we are the ones that ultimately issue a Will Serve Letter.

-DEQ told us in our meeting that we submitted 95% review that they may have grant money available to help address our corrective actions:

- Dec 2022, have to submit a "Letter of Interest" for FY that begins in July
- May - Letter sent from DEQ on whether grant awarded.
- July – Grant money awarded available.

-Ryan and I will develop a procedure that has all of the criteria and techniques we'll use to approve new waterlines/develops in the future (including Peterson, David Yeaman's (and Brady) subdivisions). This takes the liability off of PHWC. I will ask Chris to talk to Dave Richards, Superintendent of the City of IF water company, to get a copy of their procedure and then we can modify it to suit us. Chris will contact him

-More grants will be available in the future, but until then and as we get more shareholders and have more cash flow, we will re pair things as we go with the funds we have.

c. **Developer Updates** (Peterson Addition, Brady Water Tank)

**Water Tank**

-Ryan and I participated in a phone conference with Four Star Ranch's (David Yeaman) project manager (Brian Davis), their engineer (Gillmore Jensen), and the tank manufacturers to discuss changes to the design specs, based upon our discussions with DEQ. (Review memo I sent to Brian with the Board.)

-Part of this effort is also moving 7,000 gal. tank to well lot, new agreement with Four Star on tank, getting 2005 agreement resolved, obtaining easements/deeds for well lots & water lines.

-We are also addressing the transfer of well lot deeds, easements, resolving the 2005 Agreement and making new Agreements with Peterson and David for the new developments.

-Next step will be approval of design by the state, and then by PHWC.

**Peterson**

-Tiegan Moore will install water system lines. Talking to Ryan and Paul.

-I have asked Ryan to come brief the Board on Peterson's Addition for our approval once they submit new proposal to DEQ.

d. **Security Measures/Website Updates** – Larry/Van

-Recommendations for a security camera setup- Larry found a Camera on Amazon, recommends purchasing two- one at the lower tank and one facing the entrance to our subdivision on Haban's roof.

-Van motioned we approve the purchase of 2 surveillance cameras (\$180 each), and the wifi that will be needed. Ashley 2<sup>nd</sup> the motion, and it was approved. Larry will purchase and get Wifi service.

e. **Update on proposal to approve easement for Bill Fringley's Property-** Melinda/Ashley. We haven't gone yet, but we need to reference the letter from Bill's lawyer-it's in our files.

f. **PHWC Water Rights Allocation List Updates** – Van/Melinda- No one new

### **3. Business Update – Melinda/Ashley**

- Update on efforts to stabilize business status of PHWC – Melinda (IRS/State filing status, Workman's Comp Insurance, taxes, payroll). Melinda now has tax ID # but waiting for check to clear before the Worker's Comp Insurance can give us a Policy number. Our Worker's Comp Insurance Premium will be \$611 for the whole year.
- Bank Balances
- Van motioned for Approval to pay bills. Larry 2<sup>nd</sup>, and it was approved.
- No Will Serve letter requests
- PHWC Records Retention/Protection efforts (organizing, scanning, tubs with paper records) – Ashley. The board is wondering if it would be a worthy investment to purchase a scanner, but until then, the process is very slow to scan, or Ashley will look for a local company to go to that has a scanner- once files are organized.

### **4. Operations & Maintenance Group Update – Chris**

- Secure Storage/workshop- Melinda and Chris got a quote for a 12x24 shed for ~\$12,000 including tax. Larry motioned to approve purchase of this shed. Melinda 2<sup>nd</sup> the motion, and it was approved.
- It was discussed that PHWC apply for a line of credit- this would be used to purchase the shed and any large expenses in the future. We have the money in checking and savings to buy the shed but we want to have the cash on hand for emergency expenses that come up often. So Melinda and Van moved that we apply for a line of credit. Larry and Ashley 2<sup>nd</sup> this motion, and all approved.
- Spring Maintenance Activities- cycling valves and fire hydrants, etc.- Chris is working on this
- Drainage issue in Main Pumphouse. Just a lot of ice there at the pumphouse.
- Water meter replacements
- New hookups- none

### **5. PHWC Projects**

- PHWC Master Schedule Review and Approval-Van
- Review assignments from last meeting:
  - 1- Ashley- Water Board History Table, and file organization/scanning
  - 2- Melinda/Ashley - Update on Fringley easement for well/water pump house
- Assignments from this meeting:
  - 1- Van - FPS, Water tank, Building moratorium, Master Facility Schedule review
  - 2- Chris- contact IF Water Super. to get a copy of their procedure and then we can modify
  - 3- Melinda - IRS status/workman's comp/State of Idaho status, bank balances, upcoming payments/debt obligations
  - 4- Chris - PHWC O&MG workshop/parts shed (and funding w/Melinda), water meter replacements, spare parts
  - 5- Ashley- gather any shareholder emails we can that we are missing so we can start emailing the minutes/notes out after a board/shareholder meeting.
  - 6- Larry- purchasing surveillance cameras and finding a wifi service

### **6. Adjournment 9:24 pm**