

Panorama Hills Water Company Board of Directors Roles and Responsibilities Policy

Purpose

Article II of the By-Laws of the Panorama Hills Water Company, (PHWC) dated July 13, 1977, defines the Board of Directors. The By-Laws states “The business property and corporate powers of the corporation shall be managed and controlled by the Board of Directors.” This Policy further describes the Roles and Responsibilities of the Board.

Roles and Responsibilities

The Board shall ensure:

Management

1. The functions of the PHWC are managed in a responsible and credible manner, to further the goals and responsibilities of the PHWC.
2. Oversight and approval of actions of the PHWC officers and Operations and Maintenance Group.

Meetings

1. Board meetings occur at least once a month, and more often, if issues need resolved.
2. Information to be disseminated in Shareholders’ meetings are adequately prepared and ensure meetings are set with advance notice of at least 30 days.

Financial

1. Oversight of monthly collections of water bills by the Treasurer and ensure these monies are deposited into the PHWC bank accounts on a regular basis.
2. Authorization and approval of funding and payments made for all billings of company activities, such as water testing, power bills, services and supplies.
3. Contracted companies, including the PHWC System Engineer, are paid in a timely manner.
4. Annual DEQ payments/assessments are made.
5. PHWC investments are monitored and responsibly managed.
6. Operations and maintenance activities and functions are adequately funded.
 - a. Ensure authorized monthly payments are made to the System Operator and System Technician
 - b. Operations and Maintenance Group personnel training and certification activities are funded.

Company Business

1. Liability insurance is maintained on Board and company members/activities.
2. Annual registration with the State of Idaho is completed.
3. Opportunities are always being researched for financial assistance programs offered by government entities that could benefit the water company/system, and applications are pursued, when applicable

Operations, Maintenance and Engineering

1. Oversight is provided for Operations & Maintenance Group activities and direction.
2. All design, construction, repairs, operations and maintenance activities are performed in a technically competent and correct manner, using sound engineering judgement.
3. System Operator (Water Manager) maintains credentials and required licensing.
4. Major construction and repair activities are planned and performed by comparative bidding and contracts, where appropriate.
5. All water issues (broke lines, frozen pipes, meter problems, etc.) are addressed by the System Operator in a timely manner.
6. A water meter, meter box and backflow preventer are installed in a timely manner for new construction.
7. All new construction homeowners are given a water application and information package.
8. Monthly water tests, and any other required tests, are completed in a timely manner and reported appropriately.
9. A maintenance program is implemented that keeps the water system up-to-date and operating properly and dependably.

Approved by PHWC Board of Directors (President)

 10/22/21
