

ICR Water Users Association
 Action Items from Board of Director's Meetings
 From January 2009

Action Item	Completion	OPEN
January 27, 2009		
<i>Action: Bob Busch to revise (Service) application as soon as possible to indicate that a person must be the applicant rather than a company or contractor.</i>	2/1/2009	
<i>Action Item: Rate Case Payment History will be made available on the website</i>	2/3/2009	
<i>Action Item: Letter sent to developer of WC concerning well and tank.</i>	2/9/2009	
<i>Action Item: Bob will revise the 2009 Operating Budget to reflect accrual accounting and resubmit to the board.</i>	3/4/2009	
<i>Action Item: Transfer all APS. billing directly to ICR; Bob Busch to have APS accounts transferred to ICR instead of TR/Harvard as soon as possible.</i>	2/10/2009	
<i>Action Item: Develop written board policies (will get input on what needs to be written).</i>	2/24/2009	
<i>Action Item: Aqua Meadows – Pursue purchase or donation of the well field property.</i>	4/18/2009	
<i>Action Item: Determine if it is necessary to pursue line of credit again.</i>	2/24/2009	
Special Meeting February 2, 2009		
<i>Action Item: Bob will email the latest version of the Policy Book to all board members</i>	2/2/2009	
February 24, 2009		
<i>Action Item: MDI will research various options to purchase existing or upgraded handhelds and make a recommendation to the board next month.</i>	7/28/2009	
<i>Action Item: Bob and Chris will coordinate a shutdown date so that all customers can be mailed to customers. We will get a notice out by the end of the week to go with billing. A notice will also go on the TRR bulletin board</i>	3/3/2009	
<i>Action Item: Bob will check the unaccounted for water at TRR to see if an explanation can be found. He will also investigate the high use at WC and report to the board.</i>	Complete	
<i>Action Item: Bob will forward information to the board concerning the collection company for consideration at the next meeting.</i>	2/24/2009	
<i>Action Item: Bob will send a copy of the complaint and response to each board member.</i>	2/24/2009	

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<i>Action Item: Bob will post an announcement on the website asking for member interest in participation on Committees.</i>	Mar-09	
<i>Action Item: Bob will set up a meeting of interested board members to go through the budget in detail.</i>	3/2/2009	
<i>Action Item: Bob will place a notice on the website giving signup instructions to persons wanting to take a tour of the facilities.</i>	3/1/2009	
March 24, 2009		
<i>Action Item: Chris will look into the cost of a new sensor and will forward the cost to Bob</i>	4/2/2009	
<i>Action Item: Chris to continue pursuing the reason for the unaccounted water.</i>	Complete	
<i>Action Item: Chris to investigate the water loss and also look at the meter- get back to the Board in two week with results.</i>	4/2/2009	
<i>Action Item: Chris to have the fire department come out and check the hydrants.</i>		X
<i>Action Item: Dee will continue checking with RVS and other reps to see if there are other handheld units available.</i>	7/28/2009	
<i>Action Item: Dee to e-mail Jimmy the model, brand, etc. of the handheld so that he can do some research on locating and pricing a unit.</i>	5/12/2009	
<i>Action Item: Dee will check with the repair company to see if they have any used handhelds.</i>	5/1/2009	
<i>Action Item: Dee to have the meters not read in May, and read on June 1 and 2, with TRR golf course being read first on June 1.</i>	6/1/2009	
<i>Action Item: Dee to mail out a notice to all homeowners on approximately May 20, 2009, notifying them of the new pricing. She is to use colored paper and put notation on the envelope regarding the rate change. This rate change is also to be put on the website. The notice is to be in the form acceptable to the Commission's Utilities Division staff. Dee to also include MDI's hours in the notice.</i>	5/20/2009	
May 5, 2009		
<i>Action Item: Bob to look at his reports for the last 12 months and advise the Board of the numbers at the next Board meeting. (Water Use Summaries)</i>	6/23/2009	

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<i>Action Item: Bob to put version number on the new version, e-mail it to the Board, and put it on the website.</i>	5/6/2009	
<i>Action Item: Bob to e-mail the annual ACC report to the Board and post it on the website.</i>	6/1/2009	
<i>Action Item: Bob to send a letter of termination to the collection agency.</i>	5/29/2009	
<i>Action Item: Bob to research the issue of whether the Water Co. can put a lien on the property of delinquent accounts.</i>	5/29/2009	
<i>Action Item: ICRWUA contact Cole Johnson to obtain a breakout of the costs included in the "installed unit cost"</i>	10/5/2009	
<i>Action Item: ICRWUA to contact Cole Johnson to obtain or assure ownership traceability for the ICR parcels under the power lines deeded to Yavapai County to verify appropriate access easements exist for ICRWUA purposes.</i>		X
<i>Contact Cole Johnson to obtain ownership traceability to ensure proper access easements for ICR .</i>		X
May 29, 2009		
<i>Action Item: Jimmy to continue investigating the purchase of a handheld.</i>	5/29/2009	
<i>Action Item: Bob to follow up with MDI on the other sources of handhelds</i>	8/25/2009	
<i>Action Item: Chris to get back to the Board with a recommendation, including price, of a routine valve inspection.</i>	6/23/2009	
<i>Action Item: Chris to check into the maladjustment on one of the well control valves and report back to the Board if and when he finds something.</i>	6/25/2009	
<i>Action Item: Chris to get prices on surge suppression at the Phase 10 boost station and relay them to the Board</i>	6/25/2009	
<i>Action Item: MDI to check and see how many people pay by check, and report back to Board.</i>	6/23/2009	
<i>Action Item: Bob will prepare a full financial report on both side and give it to the Board for the nest Board meeting</i>	6/23/2009	
<i>Action Item: Chris will check into prices of surge protection.</i>	6/25/2009	
<i>Action Item: Bob will e-mail the Board with a summary of the website costs.</i>	6/30/2009	
June 23, 2009		
<i>Action Item: Dee will e-mail member list to Bob Busch, for his forwarding to the Board.</i>	7/2/2009	
July 28, 2009		

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<i>Action Item: Chris to look into prices for telemetry system between the boost station and the wells.</i>	7/29/2009	
<i>Action Item: Bob Busch to set up meeting of the Asset Committee to discuss the Bills of Sale.</i>	8/1/2009	
<i>Action Item: Bob Busch to put the TRR Infrastructure Classification information on the website.</i>	8/5/2009	
<i>Action Item: Bob Busch to call the U.S. handheld company today.</i>	7/28/2009	
<i>Action Item: Dee to get amount that ordering new checks will cost and relay that information to Hugh.</i>	8/24/2009	
<i>Action Item: Bill to contact Bill Roberts regarding installation of the new pump, and inform the Board of its progress.</i>	Aug-09	
<i>Action Item: Hugh to write a letter to Harvard that the Water Co. cannot accept Molly Way per the WSA.</i>	7/30/2009	
<i>Action Item: Bob Busch to check with the ACC to see what needs to be done to defer transfer of the equipment in the event there is something flawed.</i>	7/28/2009	
<i>Action Item: Bob Busch to post the ACC Order Compliance on the website.</i>	8/5/2009	
<i>Action Item: Chris to investigate the cost of an emergency portable generator and get back to the Board before the next Board meeting. Bob will work with Chris on this.</i>	8/25/2009	
August 25, 2009		
<i>Action Item: Dee to switch the Water Co.'s accounts from National Bank to Summit Bank</i>	9/14/2009	
<i>Action Item: Dee to switch the CD to Summit Bank for 18 months.</i>	8/31/2009	
<i>Action Item: Bob to work on getting the well registration at Long Meadow Ranch straightened out.</i>		X
<i>Action Item: Chris Williamson to obtain more bids to install an Emergency power transfer switch at the TR Well Site.</i>		X
<i>Action Item: Bob Busch to call Empire regarding estimates for an open purchase order.</i>		X
September 22, 2009		
<i>Action Item: Bob to get pricing for annual service package on both generators from AGM and Gentec in the Valley. Bob is to attempt to get the fuel bill included in the proposal.</i>	10/9/2009	

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<i>Action: Chris to get more estimates for the cooler for the boost station by the front gate.</i>		X
<i>Action Item: Jimmy will raise the five buildings permit issue with the asset committee.</i>		X
<i>Action Item: Bob to check with the County on whether permits are required to do the current work on these buildings. [Refers to 5 TRR buildings scheduled for insulation & sheeting.]</i>	9/23/2009	
<i>Action Item: Bob to inform the customer that it is his responsibility to pay the water bill since the leak was on the customer's side. [Refers to customer bill in connection with water leak.]</i>	9/23/2009	
<i>Action Item: Bob to get bids for ½" OSB, take the lowest bid, and hire the company.</i>	10/7/2009	
<i>Action Item: Bob to schedule a meeting of the whole to discuss assets, MDI, and the election.</i>	10/12/2009	
<i>Action Item: Hal to look into purchasing a sign for the event.</i>	10/12/2009	
Committee of the Whole - October 12, 2009		
<i>Action Item: Bob will verify with Harvard, the tax bills and parcel numbers.</i>	10/13/2009	
<i>Action Item: Bob will arrange to have Harvard re-record the Bill of Sale with an updated sketch, including all five buildings, and a reference to the access road easement. Once a new Bill of Sale is obtained, it will be docketed with the ACC to update the earlier filing.</i>		X
<i>Action Item: Bob will visit with Yavapai County to determine what permits have been obtained for the TRR parcels.</i>	10/15/2009	
<i>Action Item: Bill and Jimmy will meet with ICRSD as planned and recommend a solution. [Regarding encroachments on ICRSD property at WC Pump Station]</i>		X
<i>Action Item: Bill and Jimmy will meet with ICRSD as planned and recommend a solution. [Regarding possible encroachment on ICRSD property at old ICR Pump Station]</i>		
<i>Action Item: Bob will review the proposals with Chris Williamson and make a recommendation to the board. [Regarding generator maintenance proposals]</i>		X

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<i>Action Item: Bill will call a meeting of the Operations Committee and include EOP's within It's scope.</i>		X
<i>Action Item: Bob will contact WAPA to determine status of the Consent to Assignment of the License Agreement.</i>	10/13/2009	
<i>Action Item: Bob will coordinate the election process through Jimmy and Hal.</i>		X