

**Timber Lakes Water  
Special Service District**  
Wasatch County Offices  
25 North Main  
Heber City, UT 84032

435-654-0125  
6:00 p.m. on 03/18/2011

Board Meeting Minutes

**Facilitator:** Adam Hagan

**Note Taker:** Carol Baker and Sherry Valdez

**Board Attendees:** Adam Hagan, Leno Franco, David Hansen, Mike Wheelwright, Ralph Lewis, Lew Chappell, Steve Farrell and Greg McPhie

**TLW Personnel and Legal Council Attendees:** Jody Defa, Carol Baker, Sherry Valdez and Duane Moss

**Guests:** None

Meeting began at 6:00 p.m.

**Approval of February Board Meeting Minutes:** The minutes were reviewed. **David Hansen made the motion to accept the minutes with a few suggested changes. Michael Wheelwright seconded the motion. Motion passed unanimously.**

**Warrant List:** The warrant list was reviewed. The checks began at 9352 and went through 9419. We will hold check 9400 issued to Horrocks Engineers. **Lew Chappell made a motion to approve the warrant list. David Hansen seconded the motion. The motion passed unanimously.**

**Owner Issues:** There were no owner issues.

**Audit Report:** The audit report was presented by Jake McClellan. Jody and Duane created the MD&A for the presentation. It was also noted that because Kierstan Smith, CPA comes in and does some of the accounting issues before hand, it reduces the cost of the audit. There was some

discrepancy regarding the salaries and wages numbers on page 5 of the audit. Jake will check these numbers.

It was also noted that Timber Lakes Water should revisit our delinquent/shut off policies to help ensure that we are responding to delinquent accounts in timely, but fair manner.

**Bond Update:** There was an estimated 900 calls taken regarding the second Water Revenue Bond. Duane only had to take a few of those calls. The majority of those calls were from owners with no structures on their lots, trying to understand why they were being charged the assessment. The upcoming increase for those who did not pay by the deadline is an estimated \$2.95. There was also a discussion regarding how to treat checks that were formally received after the stated deadline. Some checks were sent on the due date but received afterward, some checks were post-dated but stamped on or after the due date, while others were written and sent after the due date. The Board felt that since the Bond amount was fixed based on the number of pre-payments received by the due date, we need to hold firm to the due date policy. **David Hansen made the motion to return the checks along with a letter Duane would prepare explaining why the checks could not be accepted. Mike Wheelwright seconded the motion. Motion passed unanimously.**

**Water System Report:** Timber Lakes Water (TLW) is currently holding two checks issued to Horrock's Engineers, until there is an accounting of the upper tank interconnect, and a solution to the vault issue. TLW will request Horrock's Engineering to come to the next Board Meeting and discuss these issues. It was suggested that we also give official notice to Horrock's Engineer regarding this matter.

**Board Nominations:** There have been no applications turned in for the open board member positions. It is suggested that we may have to draft a few candidates; one needed for full time and one for part time residence.

**Coordination with TLPOA:** There was no one present from the Property Owner's Association.

**Other Business:** We currently have no one authorized to transfer money from our savings to our checking account after the monthly pay outs. There was discussion regarding Jody being given the authority to transfer funds

from one account to the other. **David Hansen made the motion to give Jody the authority to transfer money between our bank accounts. Lew Chappell seconds the motion. Motion passed unanimously.**

**Adjourn: David Hansen made a motion to adjourn the meeting. Lew Chappell seconded the motion. Motion passed unanimously.**

**Meeting adjourned at 7:53pm**

**Action Items:**

- The office will research exactly what our delinquent/shut off polices currently are and remind the Board of those policies in April's Board Meeting.
- Duane will prepare a letter to send out with the checks for the 2nd bond that came in after the deadline.
- TLW will contact Horrock's and have them at the next Board Meeting to discuss project closeout issues.