

**Timber Lakes Water Special Service District
Wasatch County Offices
25 North Main, Heber City, UT 84032
435-654-0125
October 18, 2016
Board Meeting Minutes**

Chairperson: Neil Anderton

Board Attendees: Neil Anderton (2019), Reg Anderson (2016), Ralph Lewis (2016), Mike Wheelwright (2016), Steve Farrell (County Re.) , Leno Franco (2016) and David Hansen - (2017).

Other Attendees:

Jody Defa, Timber Lakes Water System Manager, Craig Hall, Timber Lakes Water Office Manager, Duane Moss, Legal Counsel-,)excused and Jared Moss -Legal Counsel.

Bonnie & Gordon Huetter, HOA Representatives.

Meeting called to order at 6:00 pm.

Prayer/Remark: Leno Franco gave the prayer/remark.

Old Business:

No old business.

TLPOA

Bonnie & Gordon Huetter stated that there were no concerns and that the two agencies were working well together.

Questions from public:

Cathy Wheelwright asked if we were going to have a Christmas Party. David Hansen stated that this was a get together for the employees. Steve Farrell suggested that we consider not having a social and dividing it amongst the employees. Mike Wheelwright stated that his wife would be upset if we did not have a get together. Neil Anderton stated that if we were to still have a get together, would the employees still come? David Hansen made the comment about companies giving their employees TV's or trips to Hawaii. Michael Wheelwright made the comment that this is the only time that the board would get to see the employees. Leno Franco stated that this is for the employees, that it hard to get his employees to come.

The December board meeting will be changed to December 13, 2016 the Christmas social to follow so we will have to notice that and change the time to 5:00 pm. Public Hearing to be scheduled for the November 15, 2016 for the budget and it is to be published in the Wave and on the office door and at the county building.

Minutes:

September Minutes David Hansen had to leave the meeting after the employee evaluations and left at 7:00 pm. Neil Anderton "change David Hansen said to"put out a notice" to "send out a notice",and change "Jody can follow up" to Jody will follow up", also Steve Farrell made the motion to go into executive session.

Leno Franco made the motion to accept the minutes as amended. Ralph Lewis seconded that motion. Motion passed unanimously.

Warrant List:

Leno Franco stated that we started at check 12360 - 12405. The last check register ended at check 12359 from our minutes. Also included were copies of the debit to the checking account. The next register will start with check 12406. Leno Franco put together a reconciliation log for the purchases made on the credit card that will be reconciled and signed by the card holder and then approved by the board. **David Hansen made the motion to approve the warrant list as discussed with the changes in descriptions and the credit card transaction log to be signed by the card holder and approved by the board. Michael Wheelwright seconded. Motion passed unanimously.**

Water Report

Jody Defa presented the 2017 budget and there were a couple of errors that were already found. Jody adjusted for the figures that had not been submitted for billing. Payroll is a lump sum figure and may need to be corrected, because it looks like you projected that the payroll went down rather than increase. Jody will have to check into this as it appears that payroll is underestimated. Medical insurance and dental has included the increases that David Rowley has figured. Workers comp is based on payroll and will go up but we don't know how much. Jody stated that they have projected that they have budgeted a baseline and then overtime is an estimate. Payroll Jody calculated a number of different ways, so Jody showed numbers based on last year's numbers, and then projected numbers with some overtime and on call. Steve Farrell stated that they are looking at 2 – 3 % for cost of living raises for the upcoming year. Jody said that he can go back and look at the last 5 years and see what the trend is for each year. Steve Farrell stated that we should see if we could change our employees from hourly to salary. Jared would have to research this and get back to the board on this. Bank charges, bond fees, comptroller fees, legal fees, office supplies are just cost so it probably needs to be increased but there seems to be an issue with computers needing to be replaced but postage needs to be verified. Steve Farrell asked if we could cut down on our postage by doing electronic billing. The service fees need to be addressed with the bank and Jody will see what we can do to reduce them. Rent is fixed, training we can probably cut down on. Insurance for the year has been paid. Bonnie Huetter asked about budgeting for when the roads have to get dug up for meter installs and Jody explained that this was budget in the install costs and not repair and maintenance. Timber Lakes Water District has a new truck and will probably need another one next year. Jody stated that there have been a number of lot combinations and a number of new connections which affects the budget. Penalties left up to the board to put as a budget on this as he does not know how many customers will default. Jody prorated the amount on the interest income based on the income on the bonds.

Jody stated we came in close to the \$ 7500 for moving the pipeline for lot 1713 for Todd Edgerton.

Steve Farrell stated that we need to have the preliminary hearing for the budget and approve it.

David Hansen made the motion to go into executive session. Reg Anderson seconded the motion. Motion passed unanimously.

Michael Wheelwright come out go into executive session. Ralph Lewis seconded the motion. Motion passed unanimously.

David Hansen made the motion to adjourn and Michael Wheelwright seconded. Motion passed unanimously.