

**Timber Lakes Water  
Special Service District**  
Wasatch County Offices  
25 North Main  
Heber City, UT 84032  
435-654-0125  
08/16/2011  
6:00 p.m.

**Board Meeting Minutes**

**Facilitator:** Neil Anderton

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

**Board Attendees:** Neil Anderton, David Hansen, Mike Wheelwright, Ralph Lewis and Greg McPhie.

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

**Guests:** None

Meeting began at 6:03 p.m.

**Approval of July Board Meeting Minutes:** The minutes were reviewed. **David Hansen made the motion to accept the minutes as presented. Michael Wheelwright seconded the motion. Motion passed unanimously. Greg McPhie abstained.**

**Update of Old Business:** Grant of easement with LDS Church: Bruce with the LDS Church has the final document. He needs to write a full memorandum supporting the document, and the document needs all signatures. **David Hansen made the motion that we execute the contract immediately upon receiving it, and that we record the easement.** After more conversation regarding this motion, **David Hansen made the amended motion to execute contract and record easement as soon as we receive it, as long as no changes have been made to the contract. Greg McPhie seconds the motion. Motion passed unanimously.**

The termination policy is still going through the process.

**Warrant List:** The Board reviewed the warrant list. The check numbers started at 9662 and ended at 9719. **Greg McPhie made the motion to approve the warrant list. Ralph Lewis seconded the motion. The motion passed unanimously.**

**Owner Issues:** Timber Lakes Water recovered some stolen property, totaling \$16,000.00 in metal. TLW wants to prosecute to the full extent of the law. Jody had an inventory to turn in to the police department. There was a discussion regarding the need to secure our parts, possibly by a small Conex box.

**RFP Bids:** RFP bids will be available and can be picked up at the TLWSSD office, or we can email them. There will be a public notice posted in the Wasatch Wave on August 24th, 2011. There will be a 12 page text limit (or 6 double sided pages). It is recommended that there be a 25 page maximum on 8 1/2 x 11 paper. Five copies of proposal is recommended, one for each member of the Board, one electric version in sealed envelope. The applicants can include resumes in the appendices. The bids should be received no later than September 6, 2011, by 5:00 p.m. The bids should be in PDF format. The bids will be received, opened and recorded in the Board Meeting room located at 25 North Main Street in Heber. The applicant's bids will be reviewed at the September Board Meeting. The Board will create a guideline evaluation criteria using a rank system from one to five.

**Water System:** All bids on the trucks have come in. There is a \$2000.00 difference on the Dodge and Chevy. The Dodge has a lifetime bumper to bumper warranty. The Board is going to give a written statement okaying Jody to make the decision on which truck to purchase. **Greg McPhie made the motion for the board to give Jody the discretion to purchase his choice regardless of the purchase price. Mike Wheelwright seconded the motion. The motion passed unanimously.**

**Old Tank Re-fitting:** The measurements of the inside of the internal piping, overflow piping in the old tank is 10 feet lower than the overflowing piping in the new tank. It was suggested that TLWSSD double valve the tank so that if something happens to the tank all that TLWSSD would be able to operate the overflow, as it is now. As long as the tank spills over

there should not be a stagnation problem. The tank would give 100,000 gallons of storage. Jody will investigate the cost of re-doing the old tank and determine if this estimate will fit into the budget.

**Uniform Allowance/Rental:** The company policy allows employee's five shirts and pants annually and one coat and leather boots semi-annually, or the company can reimburse the clothing allowance to the employee up to a set amount.

The rental of uniform's would be \$100.00 dollars cheaper per person per year. If the uniform tears the employee would be responsible to have fixed. If the uniform wears out the rental company will replace them at no cost.

**Greg McPhie made the motion for Jody to implement clothing allowance at his discretion. David Hansen seconded the motion. One nay was motioned. The motion passed.**

**Discussion regarding TLSSD Logo:** Jody Defa and Greg McPhie will meet to look into designing a logo.

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

**Meeting adjourned at 7:44 p.m.**

**Action Items for next meeting:**

- Greg and Jody will look into a logo design.
- Greg will schedule a room at the Wasatch County Offices.