



**Timber Lakes Water
S.S.D.**

Timber Lakes Water Special Service District

Wasatch County Offices

25 North Main

Heber City, UT 84032

435-654-0125

August 20, 2013

6:00 p.m.

Board Meeting Minutes ---DRAFT

Chairperson: Neil Anderton

Board Attendees: Neil Anderton, Steve Farrell, Reg Anderson, Ralph Lewis, David Hansen, and Franco Leno

TLW Personnel and Legal Counsel Attendees: Jody Defa and Duane Moss

TLW Minutes: JaNae Quilter, Carol Baker is excused

The meeting began at 6:01 p.m.

Leak Relief Policy:

Duane Moss explained the differences of extraordinary usage within the proposed Leak Relief Policy.

Leno Franco recommended looking further into this policy before the Board adopts it. Steve Farrell suggested looking at policies from other local districts, Twin Creeks, etc...

Ralph Lewis suggested a policy and procedure manual. Jody Defa stated that there were 11 leaks in 2012.

Steve Farrell foresees a need for having a policy in place; a basic policy, where property owners come to the Board to ask for relief.

Duane Moss will take all comments into consideration and make changes to simplify the policy.

Penalty Forgiveness Procedure on Late Fees:

Neil Anderton noted that Mark Ottenshott, Lots 873, 874, called to ask the Board for penalty forgiveness. Mr. Ottenshott claims his auto-billing sends his auto-payment check and he hasn't noticed the penalties being accrued. The Board agreed that his penalties should not be

forgiven considering the facts of his complaint. **Chairman, Neil Anderton will call Mr. Ottenshot to explain the Boards decision.**

It is noted again that any inquiries coming into the office are still being forwarded on to the Board via email or letter.

Floyd Olsen, Lot 1370, emailed requesting that the District absorb the credit card use fee. David Hansen requested a reply be sent to Mr. Olsen about no change of the fee, and an open invitation to come to a Board meeting to approach the matter. **Duane Moss will respond in writing to Mr. Olsen.**

Approval of July 16st minutes:

Steve Farrell motioned to approve the Minutes with corrections as followed: 'Response on LDS Church Water Rights', page 1, paragraph 1; 'Water Manager Report', page 3, paragraph 4; and 'Balance Sheet', page 4, paragraph 5.

David Hansen seconded. Motion passed unanimously.

Warrant List:

Checks started at #10446 and ended on #10473. Steve Farrell inquired about the Wetco, Inc. charges, Jody Defa explained it was for telemetry, a new tank level sensor, and multiple other services.

Steve Farrell motioned to approve the Warrant List as presented. Reg Anderson seconded. Motion passed unanimously.

Review of monthly cash receivables, July 2013:

Board recommended changing the 'to-date' figures to 'end-of-month' figures and to keep a running monthly calculation to note the total differences.

Water Manager Report:

Jody Defa noted updates on the MAG meter at the lookout mountain vault; it popped up due to the vault settling and Timber Lakes Water drained 500,000 gallons into the lake.

Jody Defa apprised the Board that someone from the HOA damaged a fire hydrant valve when they were watering/wetting roads and the District lost a million gallons out of the hydrant.

David Hansen and Neil Anderton recommended sending the HOA a bill for the water lost, parts and time to fix it; it is agreed that they (the HOA) should be held liable. It took 2-3 days for the tanks to recover. Jody Defa will itemize the cost for the damages incurred.

Jody Defa also approximated the HOA uses 40 to 80k gallons of water per day to water/wet the roads. David Hansen brought up the point that the Districts water rights are for indoor use only, not for watering/wetting the roads. Steve Farrell recommended that since TLWSSD water isn't for outside use that the District suggest to the HOA to go to Lake Creek Irrigation or pump their water from the lake/pond. A meter can be installed to monitor any water they use from the hydrants. **Neil Anderton asked Duane Moss to draft a letter to the HOA regarding the issue.**

Jody Defa reported that the State came and preformed a Sanitary Survey and the District has 30 days to complete the minor fixes or draft an agreement to make the fixes in a timely manner. Credit cards have been received for Jody Defa and Carol Baker for small company and office purchases.

Jody Defa reported pressure washers are priced from \$400-\$ 900 and he will be checking further with Wasatch County Public Works Director, Kent Berg and Meryl Rawlins on pricing for Army surplus pressure washers.

Proposed Collection of Dues by TLPOA Management:

Ralph Lewis suggested that a lock be placed on meters with delinquent accounts. Ralph Lewis proposed that the new HOA group, Horizon, could possibly take over collection billing for TLWSSD. Ralph Lewis reported that tax liens be turned over to the Wasatch County Treasurers office by September 10th, as requested by the Wasatch County Treasurer.

A cost proposal from Horizon was forwarded via email to the Board from Jody Defa.

It is agreed that further discussion on this should be pursued, but at this late date the TLWSSD office staff will go ahead and turn over the delinquencies to the County for liens for the approaching September deadline.

Steve Farrell reiterated that because of the Bonds that are in place, liening property with the County can be done sooner than September of each year. Duane Moss, Jody Defa and office staff will work with the County in liening procedures.

Other Business:

David Hansen reported that a few property owners have been irrigating outside and advocated that our shut-off policy should be followed if owners deliberately break the rules of outside watering or tampering with our equipment or meters.

Steve Farrell asked that Duane Moss draft a letter to owners that define and remind them of their water rights.

Steve Farrell motioned to adjourn. David Hansen seconded. Meeting adjourned at 8:14 pm

Executive session started promptly.