

**Timber Lakes Water  
Special Service District**  
Wasatch County Offices  
25 North Main  
Heber City, UT 84032  
435-654-0125  
2/15/2013  
6:00 p.m.

## **Board Meeting Minutes**

**Chairperson:** Neil Anderton

**Note Takers:** JaNae Quilter, Carol Baker exused

**Board Attendees:** Neil Anderton, David Hansen, Steve Farrell, Ralph Lewis, Leno Franco and Michael Wheelwright.

**TLW Personnel and Legal Counsel Attendees:** Jody Defa, JaNae Quilter and Jared Moss.

**GUESTS:** Reg Anderson, Bob and LoDawn Glade

The meeting began at 6:00 p.m.

**Public Mtg:** Bob and LoDawn Glade expressed concern that the new rate structure has increased their billing on their combined lots. A letter from Gil Horrocks, dated January 24, 2003, was read by Bob Glade about the Bond and the consolidated fees. Letters from Durrant Black, Earl Thomas, the Hanks, and Richard Leader were recognized. Questions were raised on how the combined lots of the 2011 Bond are being billed. Steve Farrell raised concerns of combined lots, on Timber Lakes Water Special Service District, being on record with the County; Jared Moss provided a water rate ordinance that defines the Bond specifications for being legally combined. Jody Defa explained that the new water usage and O&M fee of \$24.50 includes usage of up to 4,000 gallons per month, so the increase from \$20.00 to \$24.50 will basically be felt by those with little or no usage, while other users may even see a decline since the first 4,000 gallons will not be charged an additional usage fee as in the prior fee structure. The prior \$25.00 capital improvement fee which was applied to all units was separated on the advice of the legal counsel to show the amount that is for funding the 1998 and the 2004 bonds (\$10.66). The remaining \$14.34 was increased to \$15.00 and charged as a system wide operations and maintenance fee. David Hansen stated that this represented fair treatment of property owners according to the Zions Bank rate and fee structure evaluation done in 2012. The system wide base O&M water fee of \$15.00 applies to every property owner whether or not they have a hook up installed. Ralph Lewis suggests that answers to property owners of the 65 combined lots in writing have been suggested to clear up any further billing questions regarding the \$.66 increase and that this matter will be further discussed to resolve the issue.

**Board Appointments:** Steve Farrell is officially on the Board. As follow up from Neil Anderton, and as per Wasatch County Manager's Office, the Board openings were advertised in the County buildings and on the County website for two weeks. It was clarified by Steve Farrell that is up to the SSD to advertise it in the newspaper for the allotted time as well as the previous mentioned

locations. It was recommended that Duane Moss put the advertisement in the Wasatch Wave as per due process.

**Approval of January 15<sup>th</sup> Board Meeting Minutes:** The Board reviewed the December Board Meeting Minutes. **David Hansen made the motion to approve the minutes. Mike Wheelwright seconded the motion. Leno Franco abstains.**

**Warrant List:** The Board reviewed the warrant list. The check numbers began at 10122 and ended at 10162. David Hansen questioned #10128 to Caselle for \$645.00, which Jody Defa clarified is a quarterly software/upgrade maintenance fee. David Hansen asked about the check for Kierstan Smith, CPA for \$2256.00, Jody Defa explained this check was for over 40 hours and she has helped reconcile the Bonds for the audit, readied year-end for the auditors, and reconciled the previous month and quarter. Steve Farrell raised the concern that having her help should decrease the audit/accounting budget but the overall net has not seen a significant savings as of yet. Heber Light and Power bills were significantly higher because of several tank sensors icing up. David Hansen queried that mileage checks were correct for him and Mike Wheelwright for December. **Ralph Lewis made the motion to approve the warrant list. Steve Farrell seconded the motion. The motion passed unanimously.**

**Combined Lot Billing Issue:** The 65 combined lots were previously given \$5.00 discount on the Capital Improvement fund of \$25.00 if their subject lots had been combined prior to the 2004 bond being issued. There is still confusion regarding the rate increases billed in 2013. Jody Defa explained that in addition to combined lots, there are also lots with the ownership where bills include 1 ½ lots, 1 1/3 lots, 2 lots, 2 ½ and 3 lots. The new rate split structure requires a re-look at many lots where the billing has not been kept consistent and needs some clarification by the Board. Steve Farrell reminded the Board that property owners should have to pay whatever was bonded on that particular lot, whether it is just the \$10.66 fee on older bonds or the newer 2011 bonds. David Hansen suggests that Duane Moss be consulted since Duane proposed that the bond funding be separated from the historic “Capital Improvement Fee.” All combined lots should be legally recorded with the County, and any lots combined after the Bond was issued should pay the full amount of the bond issued. The surviving lot on the County Tax Roll should match our records and Duane’s records. Neil Anderton recommends that this agenda item be split into another session to be further discussed. Steve Farrell suggests that a policy is created to cover the combined lots on the entire mountain. Questions are raised by all of us as to what part of the old \$25.00 Capital fee can be kept for maintenance vs. Capital/Bond fee. David Hansen recommends that Duane Moss prepare a letter of explanation and allocation of the new rate structure. Leno Franco suggests that a timeline of events is also documented for easier explanation and following by both Board and property owners.

**Audit Report/Accounts Receivables:** Neil Anderton spoke with Hawkins, Cloward & Simister regarding the audit, they will report at the March Board meeting. Discussion of how receivables are being deposited; checks need to be deposited every 3 days and cash every day. Leno Franco suggest monitoring the flow if incoming consistency of receivables.

**Water Manager Report:** No mains have frozen this year. Inquiring about purchase of a scanner to electronically record and transfer all the hard copy info to cut down on the physical storage demand. Grama requires us to keep physical records, but the volume is becoming inundating at the shop and the office. If items are scanned, they must also be backed up electronically, ie server space, etc... May also look into leasing an efficient printer/copier/scanner at a later date. Physical storage space is also available at Duane Moss’s new office building, providing it could be secured.

**Other Business:** Board Meeting to be moved up from March 19 because most Board members will not be able to attend, the date is yet to be determined.

**Leno Franco made the motion to adjourn to Executive Session (was there an executive session?). David Hansen seconded the motion. The motion passed unanimously.**

**(Meeting adjourned at 7:38 p.m. and Executive Session resumed.) What happened?**