

**Timber Lakes Water
Special Service District**
Wasatch County Offices
25 North Main
Heber City, UT 84032
435-654-0125
03/20/2012
6:00 p.m.

Board Meeting Minutes

Chairperson: Neil Anderton

Note Takers: Carol Baker and Sherry Valdez

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

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

GUEST: Angie Morris, with Hawkins, Cloward and Simister and Matt Millis, from Zion's Bank Public Finance.

Meeting began at 6:00 p.m.

Old Business: The Board discussed the draft of the termination policy. Two issues need to be added to the policy regarding delinquent shut offs and the cross connection policy. Jody will draft template for the Cross-Connection Policy. Duane and the Board will review the policy. This will be put on April's Agenda.

Q&A from Public: None

Approval of February Board Meeting Minutes: The Board reviewed the February Board Meeting Minutes and made some recommended changes. **David Hansen, Vice Chairman made the motion to accept the minutes with the amended changes. Greg McPhie seconded the motion. The motion passed unanimously.**

Warrant List: The Board reviewed the warrant list. The check numbers started at 10073 and ended at 10111. The Board questioned check numbers 10107 and 10111 to Travelers Insurance which were found to be duplicative. Duplicate check 10107 will be voided. The Board inquired regarding check numbers 10087, 10106 and 10110 issued to Jody Defa which also appeared to be duplicative. Check numbers 10106 and 10110 were confirmed to be duplicates and will be voided. **David Hansen, Vice Chairman, made the motion that Leno Franco review the checks and compare them to check register to confirm that the check register is updated. The Board will approve checks on the warrant list based on that review. Mike Wheelwright seconded the motion. The motion passed unanimously.**

Auditor Report: Angie Morris from Hawkins, Cloward and Simister presented the 2011 audit. The overall audit summary gave a clean opinion, Angie reported that the District continues to be written up because of our inability to separate duties with our relatively small staff. She noted that most small companies have the same problem because budget restrictions prevent having enough staff to separate duties. There were no, non-compliance issues. One finding was questioned which was agreed to by Angie. She will make the correction to the report and return final copies.

Discussion regarding Water Rates: Matt Millis with Zion's Bank Public Finance and Duane Moss, attorney presented two analyses for water rates which will include the \$20.00 maintenance fee. David Hansen, Vice Chairman, and Jody Defa, District Manager will review updated data which will be prepared by Matt Millis based on the discussion. Matt should have the data for review within the next few days. **Neil Anderton, Chairman made the motion to keep the item on the agenda for next month.**

Water Manager Report: Jody Defa, District Manager, gave an update of the failing mag meters installed by Build Inc. A Meeting was held with Horrock's Engineering, Build Inc., Neil Anderton, (Chairman) Jody Defa, (District Manager) Ralph Lewis, (Board Member) and Duane Moss, (District Attorney). The meeting held on March 19, 2012 to work out an equitable solution between Horrock's Engineering and Build Inc. Horrock's does not want to assume responsibility, but they agreed to pay \$3500. Build Inc. will refigure and respond back with cost estimate minus profit to help rectify the problem. Horrock's engineering and Build Inc. agreed to meet with Khrone Meters to negotiate a price reduction to upgrade the meters from IP67 to the IP68 so that water damage in the future will not occur. The District will pay

for the cost of meter upgrade since the IP68 was not in the District specifications. Ralph Lewis, Board Member, mentioned to the President and CEO of Build Inc. that we might be installing more meters when they are fixing the failed meters. It may save Build Inc. some money if the District hires Build Inc. to install the additional meters.

Other: Greg McPhie provided the static population census for 2010 received from Don Wood with Wasatch County. Don indicated that there are 548 full time residents and 700 dwellings permitted for building. The information is in question because the District has over 800 residences with connected water meters.

Neil gave the Board an update that as of March 20, 2012 per Brandon with Secure Instant Payments confirmed that so far we have collected \$1,128.75 in credit card payments.

The decision was made to have our CPA, Kierstan Smith, review the bank reconciliation statement and verified monthly that it is correct.

David Hansen made the motion to allow Jody access to the District's checking and savings accounts in order to transfer between accounts and help with reconciliation. Mike Wheelwright seconded the motion. Leno Franco opposed the motion stating that he likes to protect the employees. The motion passed.

Other

The crew is considering purchasing a welder. The price for the welder is between \$1,900 and \$2,500. Jody Defa will check to see if he can find a used welder and decide if it is best to buy new or used. David Hansen made the motion to allow Jody to purchase a welder with preference to a used welder. Ralph Lewis seconded the motion. The motion passed unanimously.

Greg McPhie made the motion to adjourn the Board Meeting. David Hansen seconded the motion. Motion passed unanimously.

Meeting adjourned at 8:50 p.m.