

**Timber Lakes Water Special Service District**

Wasatch County Offices  
25 North Main, Heber City, UT 84032  
435-654-0125  
May 19, 2015 6:00 p.m.

**Board Meeting Minutes**

**Chairperson:** Neil Anderton

**Board Attendees:** Neil Anderton (2015), Reg Anderson (2017), Ralph Lewis (2016), Mike Wheelwright (2016), Steve Farrell (County Rep.), Leno Franco (2016), and David Hansen (2017)

**Other Attendees:**

Jody Defa, Timber Lakes Water System Manager, Craig Hall, Timber Lakes Water Office Manager, (excused), Jared Moss, Legal Counsel, and Kathy Wheelwright, Public.

**Old Business:** Water issues with L.D.S. Church will be discussed in executive session.

**Questions from public:** No questions from the public.

**April Minutes:**

On the first page, the words regarding lot 724 and 805 need to be removed from the minutes because they are duplicated on the last page. The part on the second page about lot 724 and 805 needs to have the words "were written off" removed, joining the two paragraphs to make one.

The second paragraph from the bottom of the second page needs to read "Lot 906 was purchased by Mr. & Mrs. Cottle from US Bank. The bank paid a portion of the previous owner's balance, leaving a balance of \$987.10 remaining from water, penalties and interest." The word right needs to be changed to write in the motion regarding lot 906.

The summary under tank issues should read, "Jody brought up the issue of the 400,000 gallon steel tank. The repairs will cost \$5,680 plus \$500. There are three metal tanks still in use. David recommended we keep repairing the metal tank until it is no longer economically feasible."

The words "will be" under the New Comptroller heading need to be removed.

The last two paragraphs on the final page need to be removed because they are from the previous month's minutes. Leave the first two sentences on the last page.

**avid Motioned to approve the April minutes as amended. Reg seconded. The motion passed unanimously.**

**Warrant List:**

Checks start at #11606 and end at #11633. Next month's checks start at # 11634

David questioned the two Aflac invoices for the same amount. They were not duplicated, but are for April and May. Neil questioned the large check to Bisco. Most of the total was to purchase a new, diesel transfer tank and pump. David asked what Kierstan Smith did that we wrote her a check for. She helped close out the year and get the District ready for the audit. Steve asked what the \$2,789.12 check to Wheeler Machinery was for. It was to replace the air conditioner heating unit in the 325D excavator, which we own.

**Steve Farrell made the motion to approve the warrant list. David Hansen seconded the motion. The motion passed unanimously.**

### **Account Receivable Aging Report:**

As a result of the discussion in last month's board meeting, we decided to run the aging report on the last day of each month. The current AR numbers have a different pattern than before. However, running the report on the same day each month will provide more consistency. Steve said that lot 1281, which is owned by Wasatch County, is not waiting for a tax sale, but will be sold as surplus property. Jody asked if we need to send out lien notices every month. Jared said that we need to update the amounts if payments are made. Then when we lien delinquent properties, usually in September, we certify for the past due balance. The lien notice states that the actual lien may be for a different amount than what is listed on the notice. Therefore, sending multiple notices when we are not going to lien until a later date is not necessary. Further, when a property is going to tax sale, we send the intent to lien notice to the owner, and record a certified lien against the property with Wasatch County.

It costs the District \$10.35 for each lien recorded which cost is passed on to the delinquent customer's account. We are going to lien lot 1629. The bill for lot 1689 was going to the wrong address. The customer is delinquent, but paid for the meter installation and will pay the remaining balance this week. From September 2014 to present the overall AR balance is down \$14,000.

Jared mentioned that we are able to discuss accounts receivable (AR) in an executive session. He suggested that the AR report should not have names unless the discussion takes place in executive session.

### **Board Members and Record Keeping Training:**

Steve Farrell, Ralph Lewis, Reg Anderson and Neil Anderton attended the board member training presented by LeGrand Bitter with the Utah Association of Special Service Districts(UASSD). Craig and Jody are going to attend record keeping training in June. Jody will ask Le Grand Bitter what it will take to get user names and passwords for board members, which will allow them to access online training on the UASSD website.

### **System Report:**

Financial Statement review-overall we have expended 20.8% of the budget and 33 percent of the year has elapsed. Net revenue over expenditures is 30%.

The dump truck is working out well. It will require several thousand dollars in maintenance this year, but we were spending \$10,000 to \$25,000 yearly to hire leasers. Fuel, maintenance, and minor repairs are our only cost for trucking since we purchased the truck in December of 2013. The truck has been increased productivity because the crew is not waiting for trucks.

Already this year, two new customers have connected to the water system. If everyone that has broken ground connects to the system, we will have 12 new customers in 2015. The 2015-meter revenue budget estimates five new connections this year.

The new owner of lot 437 called to ask if we could locate his water meter. We did not know that the cabin had water service, but he assured us that it did. On several occasions, our crew has searched for a meter on the property with no success. The previous owner indicated that they did not have water. In fact, the meter was buried under some debris next to the steps of the house. The metal

detector did not locate it because the lid is aluminum. Technically, the District is responsible for the water line up to the water meter, and the property owner owns the water line from the meter, typically installed on the property line, to their home. The meter needs to be moved to the property line so Jody made a deal with the owner to relay the water line from the house to a new meter on the property line on the lot frontage. The homeowner agrees to pay for parts, if the District installs the water line. Moving the meter will help us avoid any future easement issues. The board agreed that the meter needs to be moved and that Jody's plan would work.

The spring flows are not increasing as quickly as is typical during the spring of the year, but they have been running steady.

The crew is replacing meter setters that were not switched during the construction project. The new setters will have backflow prevention.

### **Other Business:**

We do not need the new comptroller at all of our board meetings. However, in an effort to get him up to speed, Jody will ask him to come to the audit presentation next month.

Steve needs to be excused from the meeting on June 16, 2015

### **Executive Session:**

**Steve made a motion to go into executive session to discuss water issues, David seconded the motion. The motion passed unanimously.**

**Board Attendees:** Neil Anderton (2015), Reg Anderson (2017), Ralph Lewis (2016), Mike Wheelwright (2016), Steve Farrell (County Rep.), Leno Franco (2016) and David Hansen (2017)

**David made the motion to come out of executive session and go into regular session, Reg seconded. The motion passed unanimously.**

**Steve made the motion to adjourn, Mike seconded. The motion passed unanimously**The board Meeting adjourned at 8:10 pm.