

Timber Lakes Water Special Service District

Wasatch County Offices
25 North Main, Heber City, UT 84032
435-654-0125
November 18, 2014, 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 Re), Leno Franco (2016) and David Hansen (2017) Excused.

Other Attendees:

Minutes: Craig Hall

Start: 6:00 p.m.

Jody Defa, Timber Lakes Water Manager, Craig Hall, Timber Lakes Water Office Manager, Duane Moss & Jared Moss-Legal Counsel. Gary from TLHOA.

Timber Lakes HOA.

Gary stated that they bought lot 1213 for common area for the TLHOA. They are in the process of filing the paper work with the county. The bonds are the only issue that will need to continue to be paid. The \$ 15.00 maintenance fee would be the only fee to reduce their monthly bill. Steve made the motion to remove the \$15.00 for lot 1213 and it was seconded Michael. Have the HOA sign the agreement for the combining of the lots in order to make this official. Gary stated that they would continue to pay the bonds monthly. Steve made the motion to remove the Base System Maintenance fee. Also add to the motion to have them sign the combined lot agreement. Reg seconded.

Jody brought up the building insurance and we sent a check to the HOA and that they need to check on whether there is to be an invoice issued. Gary stated that there was a portion of the insurance that was to be charged to Timber Lakes and will check on the payment status.

There were thirty properties that were potential foreclosures by the HOA. There were all but two or three properties that have paid their water bills but not their Home Owner Association dues.

Jody asked how bad it would be if we billed in advance for the properties that are potential foreclosures. Steve asked if we could put a mechanics lien for the portion of the upcoming bills. Steve suggested that Steve, Duane, and Jared come to the next tax meeting on January 6, 2015 and will keep us posted.

Due Diligence:

Jared has contacted the church and has not had a response from them. He has left messages and has had no response.

Public Hearing:

Public notice was given two weeks in advance per the policy. The chairman opened the hearing to the public and there was no public present. Ralph made the motion and Reg seconded the motion. There was no response from the public and Neil brought the discussion back to the board. Jody wanted to discuss the adjustments. The motion to close the public hearing was presented by Steve and Leno seconded the motion. All members approved.

Neil stated that we were back into regular session with the board. Duane appreciated all the information that Jody sent and it was really well done. There is one item that needs to be adjusted. Duane stated that we reduce fuel by a \$1000.00 and move it to the bonds to bring it up to \$151000.

Duane brought up a point that there may be a \$ 60,000 exposure that may not be collectable for next year.

Jody transferred everything to the other accounts to cover the payments. Duane suggested that we have a rate increase in the upcoming year or two.

Steve made the motion to adopt the 2015 Budget with the proposed change. Ralph seconded and the board approved.

Warrant List:

Craig called Caselle and asked about the checks that were not showing on the Warrant list. In order to show all the checks that have been paid, you will need to print the warrant list, the payroll check register and the transmittal check register. Verified this information with Kiersten and that this information from Caselle was accurate.

Jody does not like the way it works. Jody suggested that we run a check register for the previous month. And then print out the transmittal register, payroll register and the warrant list for accounts payable and bring them to the board meeting.

Reg asked if there is an easier program that would do what we needed. Use a different set up check numbers for payroll and transmittals. There is a risk since you have to enter a check number of an error.

Neil stated that Craig went beyond to determine all of the issues. Duane stated that we need to print out the warrant list for the day of the meeting and then print the check register from the prior month and have the board approve the prior month for the board to approve.

Print out October and November from general ledger for the board for the board to review and approve.

Started with check # 11306 – 11343 and we need to start with the ending check number from the previous month. Leno stated that we need to make sure that the checks are all accounted.

Next meeting we will start with 11344.

Duane stated that Casselle was the revenue and billing system was accurate for the complex.

Leno recommended that the check register be approved and Ralph seconded. The board all approved.

Minutes:

The minutes were approved with the change of the public hearing date to the 18th on the minutes and with that change they were approved. Jody questioned the statement about the check 11125 -11130 that they were checks. This should state that this range of check were duplicated numbers in the general ledger and should have been 11225 – 11230.

Craig will amend the minutes to clarify.

Steve made the motion to approve the minutes as amended. Reg seconded. The board approved.

Accounts Receivable:

There are five pages and on the last pages Jody stated that he summarized the numbers and put in the data for August, September and October. Neil stated that his concern was the accounts that were over a \$ 1000.00. Jody suggested that there were people that are currently two months behind and if they do not pay by May then there would be a balance greater that a \$1000.00. Jared suggested that we go ahead and place liens on the properties with balances over \$500.

Reg made the motion to send out shut off notices and then in 30 days to proceed with tax liens on the 30 possible properties and potential foreclosure on them. Ralph seconded and the board approved this motion.

Water System:

Jody located a spring that puts out 10 and 20 gallons per minute that we may be able to develop. It is located just below the upper tank. Jody will get with the engineers and have a due diligence performed to determine the feasibility of being developed. Jody has changed all the meters with Badger.

The lot where they keep the water districts equipment and has a balance of \$ 29000.00. The boxwood lane properties bought the lot. They may eventually tell us to move our equipment off. Steve suggested that we wait until the owner raises the issue again.

The Christmas party, we have not had any responses from locations. David Hansen was not there to discuss not doing the gift thing. Neil stated that David stated only doing something for the employees. There are six employees currently. Steve asked if there was any budget left over in last year's budget in order to give the full time employees a cash bonus. Neil, Jody and Reg will work on the Christmas Party dinner. Michael suggested that we have it at one of the board members cabins.

Timber Moose:

Steve asked if Timber Moose is on the bond and if they turned in water rights. Jody stated that it was part of the bond and needs to check if they were included in the bond. Timber Moose is in the county tax role and if it was part of our water rights. Jody needs to verify this.

Motion to go into a short executive session.