

**Timber Lakes Water
Special Service District**
Wasatch County Offices
25 North Main
Heber City, UT 84032
435-654-0125
09/20/2011
6:00 p.m.

Board Meeting Minutes

Facilitator: Neil Anderton

Note Taker: Carol Baker and Sherry Valdez

Board Attendees: Neil Anderton, David Hansen, Ralph Lewis and Leno Franco.

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

Guests: Joe Santos, Guillermo Zelaya and Scott Riffle.

Meeting began at 6:12 p.m.

Approval of August Board Meeting Minutes: The minutes were reviewed. **Ralph Lewis made the motion to accept the minutes as presented. David Hansen seconded the motion. Motion passed unanimously.**

Approval of RFP 2011 Minutes: The RFP minutes were reviewed. **Ralph motioned to approve the minutes with the suggested changes. Leno seconded the motion. Motion passed unanimously.**

Warrant List: The Board reviewed the warrant list. The check numbers started at 9720 and ended at 9776. There was a question regarding check 9740 to All Corrugated. This check was issued for drainage supplies on the road to the tank. The Board also questioned check 9754 to Jeff Winterton. This check was issued for the installation of safety lights for two vehicles.

David Hansen made the motion to approve the warrant list. Leno Franco seconded the motion. The motion passed unanimously.

Wells Fargo Presentation: Two representatives from Wells Fargo were there to give Timber Lakes Water Special Service District a brief explanation of the services their bank can offer our company. Scott Riffle was present to explain the merchant services available, and Guillermo Zelaya was there to offer services regarding the ACH payments and a desk top scanner for customer checks.

Discussion of Bid Proposals: The goal of the RFP bids are to indentify the plan and do an impact fee study. The Board discussed the proposals that were submitted, taking into consideration both the financial analysis and the engineering. The Board ranked the top 3 proposals. Based on the rankings, Zion's Bank submitted the top proposal. Within three weeks Duane will write a letter on behalf of Timber Lakes Water SSD to notify the proposers of the bidding results. In addition, Duane will prepare a letter to be mailed to Zion's. **David Hansen made the motion that Duane and Jody will prepare a notice of authorization to proceed letter. Leno Franco seconded the motion. Motion passed unanimously.**

Old Tank: Mike and Jody inspected the tank. It is in good condition, other than the ice has pulled the ladder away and there are some small repairs that need to be done; sandblasting and repainting the inside of the tanks should give the District another 25 years of service out of the tank. TLW will wait until next year to avoid freezing issues. TLW will find out the cost and budget for the expense, estimating it to be around \$6,000.00- \$7,000.00.

Truck Purchase: The service body on the old truck won't work on the new truck because they are different in size. A trade in will get more money for it rather than repairing it and trying to sell it will. Jody would like to go with the Dodge because it is cheaper. Allied Financial denied our credit. If we use the Dunn and Bradstreet credit report, it may help us establish the credit needed. Duane does not see where this rating with Dunn and Bradstreet will help us.

Storage Units: The cost of the Conex boxes are 3,850.00 to 5,000.00. We may just look into putting up a gate to protect the parts in the storage yard.

Computer/Software Issues: TLW can update the Caselle software for 500.00 for five years. The office is in need of another computer. We need the new computer to tie into the computer we are currently using to act as a server. The estimated cost for the computer and the software is \$6,000.00. There was discussion about backing up to an external hard drive. TLW will speak to Caselle to see what they do for back up and restoration of information. We may speak to Russ at TechLogic regarding this matter.

Adjourn: Ralph Lewis made the motion to adjourn the meeting. David Hansen seconded the motion. Motion passed unanimously.

Meeting adjourned at 8:23 p.m.

Action Items for next meeting:

- The office will be planning for the Christmas Dinner.