

**Timber Lakes Water  
Special Service District**  
Wasatch County Offices  
25 North Main  
Heber City, UT 84032  
435-654-0125  
1/15/2013  
6:00 p.m.

**Board Meeting Minutes --Revised DRAFT**

**Chairperson:** Neil Anderton

**Note Takers:** Carol Baker, JaNae Quilter excused due to illness

**Board Attendees:** Neil Anderton, David Hansen, Steve Farrell, Ralph Lewis (via phone) and Michael Wheelwright.

**TLW Personnel and Legal Counsel Attendees:** Jody Defa, Carol Baker and Duane Moss

**GUESTS:** Reg Anderson, Matthew Hansen

The meeting began at 6:10 p.m.

**Board Member Applicants:** Discussion of Board Member applicants to be discussed at County Council meeting on January 16 as per County Manager's office.

**Approval of December Board Meeting Minutes:** The Board reviewed the December Board Meeting Minutes. **Mike Wheelwright made the motion to approve the minutes. David Hansen seconded the motion. The motion passed unanimously.**

**Warrant List:** The Board reviewed the warrant list. The check numbers began at 10056 and ended at 10100 (We have now switched over to the new checking account for all checks issued). Neil Anderton received a reimbursement check for goods purchased for the December 2012 Christmas party, check #10057. **David Hansen made the motion to approve the warrant list. Ralph Lewis seconded the motion. The motion passed unanimously. Ralph Lewis authorizes Duane Moss to sign warrant list on his behalf via phone. Since Duane is counsel for the Board and can't sign or vote, it wasn't accepted and will be discussed further and amended accordingly.**

**Structured Rate Increase:** Rates were not raised in 2012 and we're not in any deficit. The new rates and rate structure requiring changes to the District's billing procedures will be implemented in next

few days for the January 2013 billing.

**Wells Fargo Admin Procedure Completion:** Neil and Jody will call CEO office to set-up passwords and clickers and to raise the limit for amounts up to \$50,000.00 for employees to enter into the Desktop Deposit system. Two members are required to transfer or verify large amounts of monies. It was suggested that larger check amounts be hand deposited at the bank instead of electronically from the office. **David Hansen motions to approve increasing the limit to \$50,000.00 and Mike Wheelwright seconds the motion, the motion passes unanimously.**

**Water Manager Report:** A few meters were frozen due to cold weather. The steel tanks have iced up and a full-tank sensor was replaced on the West tank.

Backhoe was having hydraulics problems and has been fixed.

Zion's bank has requested continuing disclosure info for the Assessment Bond including what the top 10 property owner's market value is worth in the system, and how much the market value of all Timber Lakes property subject to the bond is worth, including lots and homes. The purpose is to disclose the basis for determining whether there is enough collateral to cover the bond. No discrepancies have been picked up thus far.

Caselle reports are being reviewed to improve the timeliness and accuracy of information necessary for management purposes.

The shop is being maintained, shelves built; office painted.

The dump truck needed new rear gate hinges. The old ones had to be cut off and new ones fabricated. Tesco Williamson in Salt Lake is completing the repair.

Upcoming Audit will begin the first part of February and the dates for the auditors' site work is yet to be determined.

**Other Business:** Change application is in progress for West Side Spring in order to add the West Spring's points of diversion to the District's water rights.

**Neil made the motion to adjourn. David Hansen seconded the motion. The motion passed unanimously.**

**Meeting adjourned at 6:55 p.m. and executive session resumed at 6:57 p.m.**