

**Timber Lakes Water
Special Service District**
Wasatch County Offices
25 North Main
Heber City, UT 84032
435-654-0125
3/12/2013
6:00 p.m.

Board Meeting Minutes

Chairperson: Neil Anderton

Note Takers: JaNae Quilter, Carol Baker

Board Attendees: Neil Anderton, David Hansen, Steve Farrell, Leno Franco, Michael Wheelwright, and Ralph Lewis, Reg Anderson

TLW Personnel and Legal Counsel Attendees: Jody Defa, JaNae Quilter, and Duane Moss

The meeting began at 6:02 p.m

Board Appointments: Reg Anderson and Mike Wheelwright are official Board Members, to be ratified at the Wasatch County Council meeting on March 13, 2013.

Combined lots registered with County: Steve Farrell explained that there are approximately 10 district combined lots that are not recorded with the County as combined lots and wondered if the TLWSSD can legally file a Notice of Interest on the undeveloped combined lot. Duane Moss states that legally as a District, the SSD can file a Notice of Interest. Duane Moss explained that the County has previously allowed lots to be combined and they have to be legally amended and platted as well. When the 2004 Bond was done, there were close to 65 lots that had been combined, those lots were being charged the \$25.00 Capital Improvement fee. The pre 2004 combined lots were being billed \$20.00, \$5 less than the 2008 Assessment Bond. Duane further explained the structure of the 2008 and 2011 bond allocations. The Bond Anticipation Note (BAN) needed lots committed to the bond (aside from the 65 original). Those additional 29 lots wanting to combine with the District agreed to waive their rights to future water hookups and were recorded with the County. Essentially, the SSD should have approximately 100 combined lots that are affected by the rate restructure.

Duane Moss explained that lots should be liened for non-payment. Board agreed that delinquents need to be sent out every month and that the 90-day delinquent list be brought to future Board meetings for review. Neil Anderton questioned the Heglunds, Blacks, and Glades billing and Jody Defa stated that billing has been adjusted to show the restructured and combined-lot billing.

Employee Job Classification comparisons: Jody Defa sent the review into David Rowley for further review and it should be ready for April's board meeting.

Approval of Feb 19 minutes: Corrections discussed and noted for correction. **Steve Farrell approved to pass the Minutes as corrected. Ralph Lewis seconded. Motion passed unanimously.**

Warrant List: The check numbers began at #10164 and ended at #10192. David Hansen noted that check # 10163 is missing from the list. Leno Franco questioned employees using out of pocket to buy supplies and the board suggested a credit card for office or small purchases. Ongoing question raised on Kiersten Smiths invoices, the Board's presumption is that she should be cost effective for the Audit Budget. Jody Defa will provide final numbers on Kiersten for 2012 at April's meeting. **David Hansen made the motion to approve with the finding of check # 10163*, Mike Wheelwright seconded. Motion passed unanimously.** *Check #10163 was made out to US Postmaster for February Billing and wasn't entered in consecutive numerical order; it was fixed in Caselle.

Board policy billing when ownership changes: Duane Moss explained that the billing goes with the property when ownership is transferred to pay any applicable fees. The SSD can also legally charge a transfer fee. Duane further explained that it should be "buyer's diligence", if they refuse, the SSD can legally lien the property or follow the shut-off policy. Board suggests a Policy be written by Duane Moss requesting/requiring the escrow/title companies for a HUD statement or Warranty Deed with the new buyer and address which is needed to transfer service. The SSD then provides the escrow/title company with a prorated/projected monthly billing and applicable fees. **David Hansen made the motion for a recommendation that a Policy be formalized by Duane Moss for implementation regarding ownership changes. Reg Anderson seconded. Motion passed unanimously.**

Consideration of reviewing monthly cash report: Jody Defa explained the report; Board would like to see monthly tracking to review the numbers.

Water Manager Report: Went over billing codes on monthly billing and renamed them to make it easier for customers to read and understand. There was one freeze on Falcon Circle, it was 27.1 degrees at 7 feet deep. When the hydrant was turned on there was an ice and gas build-up. It does drain continually at the end of the line. Jody has been inquiring and filling out applications from USDA and Dept. of Water Resources for grant monies to develop the west side spring. The SSD may be able to combine figures on springs, storage tank and pump station

to increase source cost in requesting grants. Water rights are ready to develop on the west side spring, flowing at 17 gallons a minute.

Other Business: Check into Caselle's monthly fee of \$645.00, invite them to come to a meeting, Board would like an explanation of what their monthly billing consists of.

David Hansen made a motion to acquire two credit cards, one with a limit of \$250. for small office purchases, and one for Jody Defa with a \$2500. limit, including the stipulation that they monitored. Ralph Lewis seconded. Motion passed unanimously.

Mike Wheelwright made the motion to adjourn, seconded by Leno Franco. Motion passed unanimously.

8:30 Meeting adjourned.