

**Timber Lakes Water  
Special Service District**  
Wasatch County Offices  
25 North Main  
Heber City, UT 84032  
435-654-0125  
7/16/13  
6:00 p.m.

### **Board Meeting Minutes**

**Chairperson:** Neil Anderton

**Note Takers:** Carol Baker and JaNae Quilter

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

**TLW Personnel and Legal Counsel Attendees:** Jody Defa, and Carol Baker. JaNae Quilter was excused. Duane Moss was absent.

Meeting began at 6:00 p.m.

#### **Old Business:**

**Leak Relief Policy:** Duane Moss will review the leak relief policy to verify the wording is correct, and make any changes necessary.

**Penalty Forgiveness Procedure on Late Fees:** Any requests for forgiving late fees shall be sent to the Board, for their decision.

**Response on LDS Church on Water Rights:** Bruce Finley and Duane Moss will get together and work out the water rights on the West Side Springs as well as the Diligence Claim. The Board discussed the due diligence claim.

**Q&A from Public:** None

**Approval of June's Board Meeting Minutes:** The Board reviewed the June 2013 Board Meeting Minutes and made some recommended changes. **Steve Farrell made the motion to approve the minutes with four grammatical changes;** delete the last five words in the last sentence in the leak relief policy section, adding "Need to change policy" to the penalty forgiveness section, delete the word "all" from the second sentence in the response from LDS Church on water rights section, and delete the words "will" and "with" from the second to the last sentence in the cash receivables section. **Ralph Lewis seconded the motion. The motion passed unanimously.**

**Warrant List:** The Board reviewed the warrant list. The check numbers began at 10370 and ended at 10419.

The Board inquired on the following checks: Check number 10385 to Constantino Law Office, P.C. was issued for an employee's garnishment. Steve Farrell asked what Pollardwater.com company is. This is company that sells water parts.

Check 1390 was issued to Auto Spa of Heber. The check is for truck washes.

**David Hansen made the motion to approve the warrant list as is. Ralph Lewis seconded the motion. The motion passed unanimously.**

At this point Ralph Lewis suggested a discussion regarding purchasing a pressure washer/steam washer once the credit to the Auto Spa has been used. A discussion by the Board followed this suggestion. It was pointed out that purchasing a pressure washer would omit the Auto Spa bill, and would pay itself off, if purchase for an inexpensive pressure washer. The suggestion was made that perhaps Meryl Rawlins with State Surplus may be able to get TLW a deal on the purchase.

The Board questioned check 10397 to The Tire Factory. This purchase was for six tires.

**David Hansen made an amended motion to approve the warrant list, and to approve Jody Defa to investigate the purchase of a pressure washer, and the approval to purchase one, once the credit has been used up at the Auto Spa. Ralph Lewis seconded the motion. Motion passed unanimously.**

**REVIEW OF MONTHLY CASH RECEIVABLES JUNE 2013:** TLW (Timber Lakes Water) will take aggressive action as soon as possible, to collect the extremely delinquent customers that have not paid in quite some time. Discussion was made regarding lot 1294 and the decision was made to have Jody contact the owner, and see if they can work something out on this account. Jody has worked with the owner in the past, regarding this matter, with good results.

TLW (Timber Lakes Water) will research the issue of filing liens for the past due amounts only, or if we can include the entire balance when filing such liens.

The Board feels it is our company's responsibility to the bond owner to collect and to file a lien against the property of any delinquent account owners, for the bond payment, even if it includes procedures for foreclosure.

It was requested that the office add the prior month's delinquent balance to the cash receivables sheet for upcoming meetings, so that we can track the balances of each month.

**Water Manager Report:** The new meter for Lookout Mountain is scheduled to arrive tomorrow, July 17, 2013.

The water supply is holding up on West Side Springs. The roads are being kept watered and they look very good.

The HOA would like to have fire hydrants installed where they are chipping wood.

**Review of Loans on Vehicles and Heavy Equipment:** Heavy Equipment: \$1,988.00 at 6.15% interest for the next two years. Dodge Truck: \$623.00 at 4.69% for the next three years. Total payments per month is \$2,611.00. The excavator will be paid off in the next two years. We could then apply that payment towards the truck payment and pay that off early; however, at the current interest rates, we are best off staying where we are.

**Charitable Trust Fund:** When we purchased the water system from Veigh Cummings, we put money into a charitable trust fund. The money now coming back from that fund is from the interest that the trustee had invested.

**Balance Sheet:** 2004 and 1998 into one fund. They wash each other out.

2011 bond \$11,293 is in restricted funds.

Revenue 2011 \$18,1838.22

The balance sheet is attached for further review.

The Board decided to send out a RFQ (request for qualification) in October 2013, and a decision will be made in January regarding the selection of a new engineering consultant. Steve Farrell will check with Mike Davis and Dan Matthews regarding guidelines/services for requests and get back to the board with that information.

**Ralph Lewis made the motion to adjourn the Board Meeting and David Hansen seconded the motion. The motion passed unanimously.**

The Board Meeting adjourned at 7:22 and went into Executive meeting.

The Executive Session adjourned at 7:33, and the Board Meeting resumed.

Ralph Lewis made the motion to adjourn the Board Meeting. Michael Wheelwright seconded the motion. **Unanimous.**

**Steve Farrell made the motion to adjourn the resumed Board Meeting. seconded the motion. Unanimous.**

**Meeting adjourned at 8:42 p.m.**