

## **Timber Lakes Water Special Service District**

Wasatch County Offices  
25 North Main, Heber City, UT 84032  
435-654-0125  
January 20, 2015, 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).

**Other Attendees:**

Jody Defa, Timber Lakes Water Manager, Craig Hall, Timber Lakes Water Office Manager, Duane Moss(excused) & Jared Moss-Legal Counsel. Nick Kryger (New Home Owner)

**December Meeting:**

Neil apologized for the confusion about the location of December's meeting.

**Due Diligence:**

Jared has not heard from the church regarding the letter we sent to them. He will follow up and report next month. Steve asked if we could go back to the state about the application. The Church filed a diligence claim, which prevents the District from proofing its water right. There are new sources of springs and plat sections that were not included in the original application. If we want to pursue the matter further, we may be forced to file a document with the court.

**Auditors:**

We need advertise for the accounting RFP in order to hiring an auditing firm. Steve stated that there was a Comptroller starting work for the County in the near future, and monthly charges from Kierstan maybe a mute issue. Steve says that the County is using the Squire accounting firm out of Springville, UT to audit the County and have saved considerable money by doing so. Jared will send out the RFP, see what responses we receive, and submit the returned responses to the board for approval and selection.

**Public Q & A:**

Nick Kryger attended the meeting and requested relief on his bill. He purchased the cabin in October and has been using minimal water, due to having plumbing leaks in his cabin. He gets water using an outside spigot, but has no water inside the cabin. He is using minimal water, but does not want it turned off. The billing structure was based was explained to Mr. Kryger.

Jody and I are to go back and see when he closed to make sure that a previous owner's portion of the bill was not charged to Mr. Kryger. Then call him to see if there can be a credit to his bill. We cannot remove bond fees.

Neil stated that we have never offered a variance in the policy.

David asked that we go in and verify that his bill does not include portions owed by the previous owner.

### **Minutes:**

The December minutes were tabled in last month's meeting. David said that the minutes are noted. The warrant list was reviewed, approved, and signed up to check # 11347.

A motion made by Steve Farrell and seconded by Reg Anderson approved the revised November minutes. The vote was unanimous for approval. David Hansen abstained because he was not at the meeting.

### **Warrant List**

Leno distributed December's warrant list in Excel format. We need to attach a copy of the signature page. The board would like the list created in Excel and include a description field.

The checks ranged from # 11358 – #11447.

In February, we start with check #11448. Craig needs to make sure there is a description field on the Excel spreadsheet.

Jody explained why the Mountainland charges were high. It was due to the replacement of old brass parts, repair sleeves and a 30-40% increase in brass parts that needed to replace due to the new E.P.A low led requirements.

Motion to approve made by David, seconded by Michael. All board members approved.

### **Accounts Receivable:**

David asked about the new meter installation, and asked if they had been billed. In addition, he said to shut customers off who have not paid until the balance is paid. On the accounts receivable report, the board wants to include customers who are behind 60 plus days. David said that we need to keep on top of the delinquent accounts in order to reduce accounts receivables. After giving proper notice, we need to shut off customers with past due balances over 60 days.

Jody asked at what point we want to show the balances. The answer is to include delinquent amounts \$200 or greater and 60 days or more overdue.

Ernie Brown should be shut off until his past due balance is paid. There is reconnect fee of \$50 during regular business hours and \$75 for after hours.

### **Conservation Report**

Jody has been working on this and it has to be submitted every five years. The report needs to include the properties that have had leaks and an estimate the gallons of water lost due to leaks.

Jody found a couple of minor errors and will correct them and asked the board to review and submit any changes.

David believes that part time residence would use less than 24000 gallons and that we should consider that as part time, and look at the county records to determine full and part-time residents.

Jody stated that he needs to send this report off before the end of the month.

### **Water System Report**

Jody said that five homes had leaks this last month. One leak used a million gallons. In addition, he stated that during below zero temperatures that they would read meters to quickly identify leaks.

If the tanks are down a foot then there is usually a leak somewhere.

There have been many lot combinations.

### **Base Model System**

We discussed a base model for the system and suspect that was it never calibrated. David brought up a point that the water system was never calibrated. Franson engineering can put it together and Jody is looking to see whether the Horrock's proposal included calibration of the model.

Jody is to follow up on whether Horrocks included the calibration of the system. If Franson engineering has to calibrate it now, then their proposal is \$ 9700.00.

**Motion to go into a short executive session.**