

June 11,  
2015

PINE MEADOW MUTUAL WATER COMPANY

BOARD OF TRUSTEES MEETING

THURSDAY, APRIL 9, 2015

SUMMIT COUNTY, UTAH

Board Members in Attendance: Eric Cylvick, Cal Cragun, Bill George, Craig Gilliam, Tony Tyler – Board Members

Ex Officio: Brody Blonquist, Trevor Townsend

Eric Cylvick called the meeting to order at 6:30 p.m.

**Minutes**

MOTION: Bill George moved to APPROVE the minutes of March 12, 2015 as written. Craig Gilliam seconded the motion.

VOTE: The motion passed unanimously.

**Financials**

The Board reviewed the profit and loss/budget versus actual. Mr. Cylvick noted that they were under budget on excess water. They were over budget on impact fees and water connections.

MOTION: Eric Cylvick moved to APPROVE the profit and loss/budget versus actual dated April 9, 2015. Tony Tyler seconded the motion

VOTE: The motion passed unanimously.

The Board reviewed the balance sheet.

Brody reported that the pump house had gone out to bid. The bids are due back in 30 days. He had met with the power company and found that nothing additional needed to be done for power. They would be able to take that expense off the estimated cost.

Mr. Tyler pointed out the \$180,000 in outstanding water assessments. He assumed that amount would eventually be reduced. Mr. Tyler also noted that one of the lots would be combined and the water share would be eliminated as well as the

assessment.

MOTION: Tony Tyler moved to APPROVE the balance sheet dated April 9, 2015. Eric Cylvick seconded the motion.

VOTE: The motion passed unanimously.

### **Unpaid Bills**

Brody Blonquist reviewed the unpaid bills. Allwest Communications and Catapultion were for the internet. Chem-Tech Ford was for water samples. Cleary Building Corporation was for the shed; however, the bill would not be paid until the project is completed. Delco Western was for a valve related to the Tollgate well. Ferguson Enterprise was for parts for the Tollgate Well. Horrocks Engineering was the engineering work on the pump house. ID Electric was to have someone put in a computer program that allows the Tollgate well to adjust and monitor its water production. KGC Associates was Carol's services. Mountain States Water Works were parts. Pine Meadow Mutual Water Company was the escrow debt reserve fund for the loan. Revenue Recovery was payment to the collection agency for collections from direct payments. Select Health was the health insurance premium. Utah State Division of Finance was the loan payments.

Mr. Cylvick clarified that payment to Cleary Building Corporation would still be held until the project was completed, and the bill from Horrocks Engineering would go on the loan. Brody remarked that the bill from ID Electric for \$240 could also go on the loan since it was for the new well. Mr. Cylvick preferred to pay the bill from Water Company funds since it was a smaller amount. Brody thought it should be itemized under telemetry as opposed to repair and maintenance.

MOTION: Eric Cylvick made a motion to approve paying all of the unpaid bills dated April 9, 2015 excluding the Cleary Building Corp. Bill George seconded the motion.

VOTE: The motion passed unanimously.

### **Manager's Report**

Brody commented on a new procedure he and Trevor implemented for when they read the meters and find a leak on an individual property. He showed the Board a notice that would be hung on the owner's door informing them that a leak was discovered. It eliminates having to contact the owner and the owner would not have to contact the

Water Company if they prefer not to. In the past when he and Trevor would contact the owner it would typically turn into an argument because the owner would never take responsibility. This new procedure would inform the owner without personal contact.

Mr. Cylvick asked if Carol had found a way to post the meter readings on the website. Brody stated that he had not spoken with Carol about it. Mr. Cylvick thought Carol had devised a way to do it and he would follow up with her.

Brody noted that the door notices are used by Mountain Regional and Coalville City, and he thought the same procedure would work for Pine Meadow. Mr. Cylvick understood that when they find a leak they will turn off the meter and post the notice on the door. Brody answered yes. Trevor explained that it would only be for significant continuous leaks. Mr. Cylvick asked whether there were criteria to determine a significant leak. Brody stated that it is considered significant if it affects the water system. Mr. Cylvick stated that it was important to quantify a number so they could explain and defend the procedure. Mr. Tyler recommended that when they shut off a meter Brody and Trevor should keep a log of the date they found the leak, the lot number, and the gallons per minute. Brody stated that he has a Smart Sheet that can be done on the computer. Mr. Cylvick asked if the data would show up on the scan when they read the meter. Trevor stated that if it is within three months they could do a data log off the scanner.

Mr. Tyler liked the process because it was an active way of showing people how they were taking care of leaks. Mr. George agreed.

Brody did not believe that people who know they have a leak and blatantly turn their meter back on should be eligible for the one-time reduction. Mr. Tyler stated that the Board already has the discretion not to grant the one-time reduction. Mr. Cylvick agreed. The Board is not bound to grant the one-time reduction if the owner was irresponsible. If someone comes in with a request, Brody or Trevor should speak up and explain why they feel that particular lot owner should not be eligible for the reduction.

Brody reported that a leak on Pine Meadow Drive was repaired earlier that day near Uncle Tom's. Uncle Tom's well was back up and pumping 30 gallons per minute.

Brody commented on the MOU with Mountain Regional and he asked Mr. Cylvick to contact Andy for an update. He was concerned that they were getting closer to the point of having to get water from Mountain Regional.

Brody stated that everything was running well. The bid for the pump house was posted in the paper on Wednesday.

Mr. Cylvick reported that Katie Christiansen and Jason Konisberg, Lot B-16, were moving for Katie's job. They plan to keep the house so they can move back if they do not like the area. Mr. Cylvick had not heard whether or not they had appealed the Board's decision, but he was still not willing to give them anything more than the one-time reduction.

Brody reported that the cross-connection letters were mailed. Eighteen people have called to schedule their appointment for a property inspection.

The Regular meeting of the Pine Meadow Mutual Water Company Board of Trustees adjourned at 7:00 p.m.

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Minutes Approved

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Date