

Approved
April 19, 2018
as written

PINE MEADOW MUTUAL WATER COMPANY

BOARD OF TRUSTEES MEETING

THURSDAY, MARCH 8, 2018

SUMMIT COUNTY, UTAH

Board Members in Attendance: Eric Cylvick, Steve Anderson, Scott Smith – Board Members.

Ex-Officio: Trevor Townsend

Excused: Duane Yamashiro

Eric Cylvick called the meeting to order at 6:35 p.m.

Approval of Minutes

MOTION: Eric Cylvick moved to APPROVE the Minutes of February 8, 2018 as written. Steve Anderson seconded the motion.

VOTE: The motion passed unanimously.

Unpaid Bills

Trevor reviewed the unpaid bills. Catapulsion was the Internet for the shop. Clyde, Snow, Sessions were legal fees for letters and phone calls regarding the Stagecoach. Gravity Construction was for the office repair, roof repair, and painting. Hone Propane was to fill the propane tanks. KGC Associates was Carol's services. Komatsu Equipment was for filters and other parts to service the equipment. Mountain Land Supply was to replace a valve pump in Tollgate Canyon. Pine Meadow Mutual Water was the escrow for the loans. Select Health was the health insurance premium. State Division of Finance was the two loan payments.

Mr. Smith asked why the Water Company was paying itself. Mr. Cylvick explained that the Water Company was required to put \$1,856 per month into an escrow account as a condition of the loans. He noted that there was a significant amount in the account. The money can be used by the Water Company at any time if necessary.

MOTION: Eric Cylvick made a motion to Approve the unpaid bills dated March 8, 2018.

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Steve Anderson 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 at 73% of total income. They had collected 76%, which was good for this early in the year. He assumed that percentage would be higher by the end of March.

Mr. Smith understood that the new rates were not yet in effect, but he asked if there had been any response to the increased rates. He suggested that they remind people to check their water meters and the readings on the web page so they can track their usage. He thought they could post a reminder on the webpage. Trevor thought they could post it on the website and on Facebook as a reminder for people who had not attended the Annual Meeting.

Mr. Cylvick asked why the Profit and Loss was showing \$3800 for the Internet. Trevor was unsure because their Internet is free. Mr. Cylvick asked Carol to look at the Utilities on page 2 of the Profit and Loss to see if the amount under Internet was misallocated. Trevor pointed out that dropping the Internet payment for he and Brody at their homes saved the Water Company approximately \$100 per month. They now only pay for the Internet for the Office. If Utah Broadband can provide coverage at the shop they will drop that payment as well.

MOTION: Eric Cylvick moved to Approve the Profit and Loss/Budget versus Actual dated March 2018, with the question to Carol to look at the \$3,849.95 under Utilities for the Internet. Steve Anderson seconded the motion.

VOTE: The motion passed unanimously.

The Board reviewed the balance sheet. Mr. Cylvick asked that Carol clarify the \$32,723.50 showing under Transportation Equipment and Vehicles on the current balance sheet. He also wanted to know when the new truck gets placed under New Assets.

MOTION: Eric Cylvick moved to APPROVE the Balance Sheet dated March 8, 2018 with the questions to Carol regarding the \$32,723.50 and when the new truck is included under Assets. Scott Smith seconded the motion.

VOTE: The motion passed unanimously.

Annexation Offer for Easement

Mr. Cylvick commented on an issue regarding Dean Bawden. He had offered Mr. Bawden the annexation for the one lot, with the option to annex the other lot for the standard Annexation assessments. He told him that if he wanted a meter he would have to pay for the meter; and if he did not want a meter he would have to pay standby rates. Mr. Cylvick had Ted Barnes tell Mr. Bawden that the Bylaws and Rules and Regulations do not provide any leeway for changing the rules for anyone in any circumstance. The Water Company would give him \$25,000 in exchange for an easement agreement. The Water Company would then have that easement agreement and Fred Bacon's easement agreement. Mr. Cylvick informed Mr. Bawden that the fence dispute with Mr. Bacon needed to be worked out between the two parties. Mr. Bawden and Mr. Bacon each believe they own the property. The Water Company would be willing to take down the fence but not put it back up.

Mr. Anderson asked if Mr. Bacon was in agreement to have the fence taken down. Mr. Cylvick replied that he had not spoken with Mr. Bacon. The fence is not on Water Company property and he did not want to get involved in the dispute. Mr. Cylvick told Mr. Bawden that the Water Company would need a written letter signed by Mr. Bacon authorizing removal of the fence before the fence can come down. If a letter is provided, he would still follow up with Mr. Bacon before removing the fence. Mr. Cylvick emphasized that the Water Company would take down the fence but not reinstall it. He also informed Mr. Bawden that the offer from the Water Company was not negotiable. Mr. Cylvick stated that he would instruct Mr. Barnes not to take any more calls from Mr. Bawden because it was costing the Water Company and nothing was getting resolved.

Manager's Report

Trevor reported that he and Brody had narrowed down the leak to Lower Tollgate. They will have to wait until the Spring to actually find it. Trevor explained how they were able to isolate the location. He estimated that they were losing 23,000 gallons per day at 16 gallons per minute. Trevor believed the leak was in the Water Company main feed line.

Trevor reported on a service line freeze on Pine Meadow Drive. Brody found the leak on Friday and the owner was leaving town Sunday through Thursday. When he and Brody read the meter they expected to see a continuous leak because they told the owner to leave a faucet running in the house to prevent freezing; however, the reading did not show a continuous leak. Trevor anticipated that the owner would come back to a frozen line, and he and Brody would have to thaw the line again because the owner had not followed their advice. Trevor explained that he and Brody contact Carol to let her know

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that the lot has a leak and the owner has to leave a trickle running. Carol writes down the date and waives the next month's meter reading for usage.

Trevor reported on two lines on Shady Lane that he and Trevor had to thaw. They also had to thaw the main line that froze above Catarina's, FM-D-94.

The Board congratulated Brody and Trevor as he noted that the Water Company had received an award for Outstanding Service to Customers for over 15 years from the Rural Water Association.

The Regular meeting of the Pine Meadow Mutual Water Company Board of Trustees adjourned at 7:25 p.m.

Minutes Approved

Date