

Approved
June 13, 2024
as written

PINE MEADOW MUTUAL WATER COMPANY

BOARD OF TRUSTEES MEETING

THURSDAY, MAY 9, 2024

SUMMIT COUNTY, UTAH

Board Members in Attendance: Eric Cylvick, Scott Smith, George Sears (via cellphone)
Ex-Officio: Brody Blonquist

Eric Cylvick called the meeting to order at 6:42 p.m.

Minutes

MOTION: Eric Cylvick moved to approve the Minutes of April 18, 2024, as written. Scott Smith seconded the motion.

VOTE: The motion passed unanimously.

Financials

The Board reviewed the Profit and Loss/Budget versus Actual. Mr. Cylvick noted that expenses were under budget in the 30-40% range, which is typical for this time of year. Revenues were at 88%.

MOTION: Eric Cylvick moved to approve the Profit and Loss/Budget versus Actual. Scott Smith seconded the motion.

VOTE: The motion passed unanimously.

The Board reviewed the balance sheet. Mr. Cylvick noted that it was approximately \$20,000 less than this time last year. They were beginning to fund some of the capital reserve funds.

MOTION: Eric Cylvick moved to approve the Balance Sheet previous year comparison as of May 9, 2024. Scott Smith seconded the motion.

VOTE: The motion passed unanimously.

Unpaid Bills

Brody Blonquist reviewed the unpaid bills. Badger Meter was the monthly meter fee. Eric

Cylvick and George Sears were the per diems for attending the meetings. Home Petroleum was to fill the propane tank. Hydro Specialties was still showing the credit. KGC Associates was Carol's invoice. Pine Meadow Mutual Capital Account is the account the Water Company chose to continue funding after they completed the required loan escrow. Rocky Mountain Power was the monthly power bill. Scott Smith, Shaun Baker, and Steve Anderson were per diems for attending the meetings. USA Bluebook was for reordering new chlorine agent. The two Utah State Division of Finance were the loan payments.

MOTION: Eric Cylvick moved to approve paying the unpaid bills dated May 9, 2024, in the amount of \$30,235.70. Scott Smith seconded the motion.

VOTE: The motion passed unanimously.

Mr. Smith recalled from the last meeting that they were going to ask Carol about opening a CD to earn interest on some of the reserve money. Mr. Cylvick replied that they put approximately \$400,000+ into a CD at 5% interest. He estimated earning approximately \$23,000 per year in interest.

Mr. Cylvick stated that they were taking out \$2,000 each month to fund one of the capital reserve funds listed on the balance sheet. He believed it was the second capital reserve fund shown on the unpaid bills. Mr. Cylvick will ask Carol to identify which reserve account is being funded.

Manager's Report

Brody reported that due to the weather they have not been able to do much. However, they did find the water leak they were looking for. It was a blown frost plate in Forest Meadows. The homeowner found the leak once the snow melted. They were not able to detect it sooner because there was snow covering the meter and the water was running down the ditch.

Brody stated that he had talked to Mr. Cylvick about some of the things they were working on. Mr. Cylvick stated that Brody has been playing around with the Badger meters and the Badger software. At this point, based on his calculations, approximately 20% of the water is coming out of the 200,000-gallon tank on a daily basis. Extrapolated out to a year calculates to approximately 23%. The balance is 77%-80% is coming out of the 500,000-gallon tank. Brody is trying to work with Jonas at Badger to see if they can isolate water usage Monday through Thursday as opposed to Monday through Sunday. The intent is to try and isolate the part-time versus full-time residents. It would give them a more consistent read on an annual basis as to who uses water Monday through Sunday as opposed to those who use water Friday through Sunday. Mr. Cylvick believed it would provide more information on the

activity at those cabins.

Mr. Cylvick reported that Brody was working with Ziptility, which is a builder trends program. If Carol gets a task, she puts it Ziptility and it cannot be cleared until Brody or Trevor comment, add pictures, etc. It enables them to track all the tasks so they can look back through the years and gather data.

Mr. Sears asked how deep they typically bury the meters. Brody replied that all new meter installations are over 5' deep. The trench is 6' deep and there is an 18" meter center which brings it up to 5' deep. The older meters range anywhere from 6" under the meter lid to 6' under the meter lid.

Mr. Cylvick noted that they talked about builder trends and a project management software program, and he asked about exploring Ziptility for the HOA since Brody and Trevor are familiar with it. Mr. Sears was willing to look into it. He asked Brody to look at it with Jody Robinson to see if it would apply to the HOA or whether it was primarily for utility companies. Brody explained that the program is basically set up for water and sewer systems. However, he can identify culvert locations and other things and basically create whatever he wants. Brody emphasized that it caters towards water and sewer systems, but you can create the program as needed.

Mr. Cylvick asked Brody to contact Ziptility to see if would work for an HOA looking for some type of project management. He pointed out that if the HOA decides to go with Builder Trends with Jody and the Water Company is using Ziptility, there is no crossover. Mr. Sears remarked that the possibility of crossover creates another option from the standpoint of historical and impact. Mr. Cylvick thought it would be beneficial if Brody could help Jody through the process. He suggested that it might be a better program.

Mr. Sears stated that if the program is not being used it will not be useful. One of the thoughts the HOA has been discussing is how to address not only what Jody and Trent are doing but also other people they might bring in to do projects.

Mr. Sears remarked that there are standard projects that Jody does every year, and they do not change much except maybe the timing. Jody has trouble tracking the variables that come into play and informing people. Mr. Cylvick outlined the benefits that Ziptility could provide for Jody. Another benefit is having one resource for the HOA and the Water Company to know where everything is located. Mr. Sears stated that there is one map for the Ranch that he thought would provide value for both entities. It shows where everything is. Mr. Cylvick suggested sharing the map. Jody could add things and Brody and Trevor could add things resulting in one comprehensive map for the HOA and the Water Company, as well as for tasks and tracking projects. Mr. Cylvick offered to research the matter further. Mr. Sears could see

real value in a collective tool. Jody has a lot in his mind and not everyone realizes how much he knows. It is important to have it written down.

Brody reported that he was going to get a septic pumper to pump out the septic tank at the shop this summer.

Mr. Sears reported that the Fire District will be discussing the shed this evening. He understood that the Fire District was interested in exploring selling the shed to the HOA. Mr. Cylvick will call Mr. Sears next week to discuss it further.

Mr. Cylvick asked if the Ranch got back the lot they gave the Fire District for the fire station. Mr. Sears answered not yet, and it is part of the ongoing process. He noted that the Fire District purchased the lot. However, although the Water Company issued a water letter, the HOA pulled the water letter, so the Fire District does not have it. Mr. Sears stated that when the building was built the actual cost of materials was just under \$20,000, not including labor. The Fire District had a full audit, and an appraiser came up and appraised the value based on how it was appraised at the time it was built. The building was never on the County books, and they are working through that process so they can have an honest discussion. Whatever the outcome, the building will be depreciated. Mr. Sears reported that the Fire District found the records showing that they reimbursed some of the property owners for the work they did.

The Regular meeting of the Pine Meadow Mutual Water Company Board of Trustees adjourned at 7:03 p.m.

Minutes Approved

Date