

PINE MEADOW MUTUAL WATER COMPANY

BOARD OF TRUSTEES MEETING

THURSDAY, FEBRUARY 9, 2012

SUMMIT COUNTY, UTAH

Board Members in Attendance: Eric Cylvick, Cal Cragun, Bill George - Board members

Ex Officio: Brody Blonquist, Trevor Townsend

Kelly Cox was excused.

Guests: Annette Singleton, Lot B-26; Andrew Burton, Lot SS-145-K

President Eric Cylvick called the meeting to order at 6:38 p.m.

**Minutes – January 12, 2011**

MOTION: Cal Cragun made a motion to APPROVE the minutes of January 12, 2012. Eric Cylvick seconded the motion.

VOTE: The motion passed unanimously.

**Public Input**

Annette Singleton – Lot B-26

Annette Singleton, Lot B-26, stated that her average usage is 10,907 gallons. Her bill reflected 26,000 gallons more than in other years and she was certain she had not used that much water. Ms. Singleton stated that she was single and she was the only person using the water. She was without water for 8+ weeks and had not filled either of her tanks last year. Ms. Singleton insisted that she did not have a leak and there was no reason for the usage shown.

Ms. Singleton noted that when her meter was installed on Tuesday, October 4<sup>th</sup>, she had 360 gallons and a leak was flagged that day at 2:30 p.m. After that she started keeping a calendar of her water usage. She double-checks her usage, which is another reason why her bill was inaccurate.

Brody explained that he found a leak on the day the meter was installed, but

unfortunately, they could not go back to the old meters to see if anything was leaking prior. They found a leak for that day only and then it quit leaking. It was impossible to know if there had been a leak that resolved itself when the new meter was installed.

Ms. Singleton noted that she now has two people living in her house and she expects her usage to be higher this year.

Mr. Cylvick pointed out that when the old meters were pulled, three different people read the meter to verify the numbers. He explained that the Bylaws do not give the Board leeway to address these situations on a case by case basis. However, the Bylaws give the Board the ability to grant a one-time reduction, which is approximately half the water usage bill. His concern was that granting Ms. Singleton her one-time reduction now would leave her unprotected in the event of a larger leak, because the Board would not be able to grant her another reduction. If Ms. Singleton wanted to use her one-time reduction for this bill, the Board could vote on that this evening.

Ms. Singleton understood that the new meters would be read more often and could detect leaks quicker. She would continue to monitor her usage and make sure she does not have any leaks. The documents from Brody indicated that there was no longer a problem after the new meter was installed.

Mr. Cylvick informed Ms. Singleton that if she wanted to save her one-time reduction, she could set up a payment plan to pay her bill over a period of time. Ms. Singleton made the decision to take the one-time reduction.

MOTION: Eric Cylvick made a motion to grant Annette Singleton, Lot B-26, a one-time reduction on the 26,890 gallons of water usage. Cal Cragun seconded the motion.

VOTE: The motion passed unanimously.

Andrew Burton – Lot SS-145-K

Andrew Burton stated that he had a leak and his usage was three times the base amount. He requested the one-time reduction on his bill. The leak was at his pressure reducer and the leak was caused by too much pressure.

MOTION: Eric Cylvick made a motion to grant Andrew Burton, Lot SS-145-K, a one-time reduction of his bill due to a leak. Bill George seconded the motion.

VOTE: The motion passed unanimously.

### **Financials**

Mr. Cylvick reviewed the profit and loss/budget versus actual, noting that \$345,000 had been collected to date. Mr. Cylvick stated that \$28,125 had been collected in excess water assessments for 2012. He had budgeted \$31,000.

MOTION: Cal Cragun moved to APPROVE the profit and loss as presented. Eric Cylvick seconded the motion.

VOTE: The motion passed unanimously.

Mr. Cylvick reviewed the balance sheet. Mr. George asked if the lots under treasury were lots that were foreclosed. Mr. Cylvick answered yes. Mr. George asked if the water had been turned off on the lots. Brody answered yes. Mr. Cylvick remarked that the properties shown on the first page were properties owned by the Water Company for source protection.

MOTION: Eric Cylvick moved to APPROVE the Balance Sheet Per Year Comparison as of February 9<sup>th</sup>, 2012. Cal Cragun seconded the motion.

VOTE: The motion passed unanimously.

### **Unpaid Bills**

Brody reviewed the unpaid bills. Allwest and Catapultion were for the internet. Chem-Tech Ford was for the test samples. The bill from Clyde Snow and Sessions was legal fees. Coalville Auto and Farm Supply was a late payment fee. Horrocks Engineering was for the new well project. KGC was the bill for Carol's services. Leavitt Group of Wasatch was the insurance company and included Glatfelter. Mountain States Water Works still showed a credit. The bill from Revenue Recovery was the collection agency. Rocky Mountain Power was the power bill. Select Health was health insurance. Utah State Division of Finance was the monthly loan payment. Verizon Wireless was for cell phones.

Mr. Cylvick asked Carol to calculate the time she spends pertaining to the loan, and

charge that amount to the loan itself. He requested that Carol contact him to discuss it.

Brody presented a receipt from Home Depot for \$38.01 to be reimbursed to Trevor. The Home Depot cards quit working and Trevor paid the expense out-of-pocket.

Brody was unsure about a charge from Pine Meadow for \$1856 because a receipt was not attached. He thought it might be the amount the loan requires them to pay into an escrow account. Mr. Cragun would follow-up with Carol the next day to verify.

MOTION: Eric Cylvick moved to pay the unpaid bills dated February 9, 2012, including the \$1,856.75 if they verify that was is the escrow account. Cal Cragun seconded the motion.

VOTE: The motion passed unanimously.

Brody presented a bill from Ice Excavator for a new machine he purchased that thaws frozen lines. He had spoken with the Board members prior and they were aware of the purchase. The cost was \$4,899. Mr. Cylvick informed Carol that the charge should be applied to the DDW loan.

Mr. Cragun asked if the machine had been used. Brody stated that they used it twice and it works well.

MOTION: Eric Cylvick moved to pay Ice Excavator in the amount of \$4,899. Cal Cragun seconded the motion.

VOTE: The motion passed unanimously.

### **Correspondence**

Brody reported on a letter from Ken Olson, who paid for a water connection and was requesting a reimbursement. Trevor noted that the meter was never installed. The Water Company received the water letter last year but the owner never marked his meter location. When he called to have the meter installed it was past the October deadline. He was now looking to purchase a different lot and wanted to be reimbursed since the meter was never installed. Mr. Cragun noted that the owner was informed that there could be an administration fee and he was willing to pay it. Mr. Cragun thought they should charge a fee to cover the time Carol spends on the paperwork. Brody

agreed. Mr. Cylvick asked Carol to estimate her cost to process the water letter and other work involved.

MOTION: Eric Cylvick made a motion to reimburse Ken Olson the water hook-up fee and the water connection impact fee in the total amount of \$8,582.96, plus appropriate administration fees. Bill George seconded the motion.

VOTE: The motion passed unanimously.

### **Manager's Report**

Brody reported that the leak was fixed at Tollgate well. Mr. Cylvick asked if it was a difficult repair. Brody explained how it was done. It was blue staked and there was not an issue with the power line. All the water is back on in Tollgate.

Brody reported that Mike Bowen, Lot FM-C-47, on Bull Moose had a frozen line. He and Trevor thawed it out but it froze again and had to be re-thawed. Mr. Bowen would leave a trickle of water running and the Water Company would adjust his bill at the end of the year based on past history. Brody clarified that he made the decision to keep a trickle running because Mr. Bowen is a full-time resident. He and Trevor would bury the line deeper this summer.

Mr. Cylvick clarified that they originally thought it was freezing in the PRV and they put down blankets. However, they discovered that the line was more in the road.

Brody stated that currently there was a leak somewhere on the Ranch and he and Trevor have been unable to narrow down the location. They knew for sure it is not on the Forest Meadow side. All the meters were read and the leak is not in a meter.

Brody reported that the contracts had come in for the new well and they would begin that project. Mr. Cylvick clarified that the first step was to advertise and then the project goes out for bid for two weeks. All bids must be submitted by February 28<sup>th</sup>. Mr. Cylvick expected to have the easement agreements signed by the end of February. He noted that one land use agreement still needed to be done with Mr. Broderick. Mr. Cylvick had been communicating with Ted Barnes and Dave Dillman to resolve the matter.

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The Regular meeting of the Pine Meadow Mutual Water Company Board of Trustees  
adjourned at 7:20 p.m.

Minutes Approved

Date