

CANYON PARK WATER SUPPLY CORP

DIRECTORS MEETING

THURSDAY, MARCH 9, 2023

MINUTES

CLUBHOUSE

6:00 PM

A. Call to Order @ 6:01 PM

B. In Attendance: Jim Marxen, Robert Simard, Johnny Clawson, Tamara Belcher

C. Reading of Minutes – Minutes of 2/22/23. Motion to approve by Jim, 2nd by Robert. Unanimous approval.

I. FINANCIAL MATTERS

A. Reading of Financial Reports – Motion to accept – Jim, 2nd by Tamara. Unanimous approval.

II. ITEMS OF BUSINESS

A. Follow-up on property purchase – We have scheduled Lorraine’s Tree Service to clear a perimeter for Surveyors at a cost of \$1300.00. The bill for Surveying is close to \$3000. Once we get an easement cleared we should get a better price from the Surveyors.

B. Follow-up on Election – There were only 3 Candidates on the sign-up list. One Candidate withdrew which leaves the same two currently on the Board. The incumbents remain in position negating the need for an Election at the Annual Meetings. We pulled the template from TRWA that cites Subsection 67 Section B which the President and Secretary have both signed according to Statutes. This notification is listed both at the website and at the Water Office. It will also be read at the Annual Meeting and subsequent meeting, satisfying the State Statute. There will be no Election at the Annual Meeting.

C. Follow-up on Grant Research. The Board put together a list of items needed for applying for Grants. We still need to gather a Capacity Report and Asset Management Plan. Ms Seeley, a professional Grant

Writer is not costing us directly but there will be a percentage fee of any Grant monies awarded. Grants are specific to Functions.

- D. Discussion regarding termite treatment. The Water Office was setting on three sets of roots. Found rot and had to replace wood and beams for the office building and pads. Will spray "Demon". Works better than anything but may need to address in the future once repairs are done.
- E. Metal versus plastic meter locks. Plastic locks are being cut. So discussion amongst the Board regarding metal locks and the possibility of pulling the actual meters for accounts that are in arrears. The Board felt removing the meters is a bit drastic at this time. This Board has done a better job in reaching out to people and reduced the number of late notices and shut offs almost in half and bills are being paid. The Board opted to take no action at this time and to continue using the plastic locks.
- F. Discussion on Owner With Two Taps – We printed out a list of large water leaks. We also found that one home and garage (Separate Living Dwelling) in the Subdivision are connected on one meter. The Board discussed what a reasonable time frame is to separate and connect a new meter. The Board decided to go with a 90 day timeframe. Motion was made by Robert, Seconded by Tamara. Vote carried unanimously.
- G. Discussion on Office Manager pay raise. We found the pay range for an Office Manager ranges a great deal and is wide and varied. The discussion was tabled until a future meeting. We had complaints by property owners about watching TV on computer or taking personal calls when servicing customers. These complaints will be addressed.
- H. Discussion regarding Renter Disconnect Policy – Already discussed. No changes at this time.
- I. New Business –
 - 1. QuickBooks is having data corruption issues. Inquiring with Intuit was of no real help. There is a Payroll Module which is an Online version at a separate price and allows two companies for the price of one license. The POA and the Water Board can both share the license but maintain separate Company identities. Motion was made by Robert, Seconded by Jim to go forward with QuickBooks Online Version providing that CPPOA is good for same and will meet

half the cost. If the CPPOA is not willing to approve the Water Board will go forward anyway. Motion carried was unanimous.

2. Microsoft license renewal needs to be done soon. Tabled until next meeting.
3. Summons – Case was dismissed because the Board all has open records certificates. Three or more Board Members in discussion is considered and Quorum.

ADJOURNMENT – 7:50PM