

Timber Lakes Water Special Service District

Wasatch County Council Room

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

August 20, 2019

Board Meeting Minutes

Chairperson: Neil Anderton called for the meeting to come to order at 6:06 with the following attendees.

Board Attendees: Neil Anderton, Reg Anderson, Michael Wheelwright, John Blickenstaff, Bruce Heywood, in attendance until 7:43, Steve Ferrell, excused

Other Attendees: Jared Moss, Legal Counsel, excused, Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager. Steve Rowley, Keddington & Christensen, CPAs

Prayer/Remark: Bruce Heywood

Concerns/Issues from POA: Bonnie Huetter, Liaison for POA, thanked Timber Lakes Water SSD for the use of the excavator. They will need to borrow it again in the coming weeks to finish their gate house project.

Public Comments: None

Approval of July 2019 Minutes: A motion was made by John Blickenstaff to approve the July minutes as amended. It was seconded by Reg Anderson and passed unanimously.

Approval of August 2019 warrants: After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list and ACH payments for July 17 to August 20, 137826 – 13851, including the credit card charges for August. The motion was seconded by John Blickenstaff and passed unanimously.

2018 Audit Report: Steve Rowley, partner with Keddington & Christensen, CPAs, stated that the purpose of the audit and its accompanying report is to review the financial statements and controls and provide the district with an opinion. The report states that in accordance with the applicable auditing standards, the financial information fairly represents the financial position of Timber Lakes Water SSD. There were no findings of any issues with the internal controls. In the report required by the State Auditor's office, certain areas were tested for the audit period and controls were reviewed. There were

two compliance findings. The first finding was the budget report document not being filed in the required format. Secondly, agendas were not uploaded to Public Notice Website at least 24 hours prior to the meeting, agendas were not specific to topics discussed in the actual meeting, actions were taken in meetings that were not placed on the agenda, and for the meetings tested, there was not a roll call vote to enter closed session. Steps have been taken to resolve these issues. The audit report for 2018 was filed by the June 30th deadline.

Backhoe Lease Resolution: Jared Moss has reviewed the lease and concluded that if it is on the state contract, it should be fine. Reg Anderson, John Blickenstaff and Neil Anderton will be the officers to sign the form. John Blickenstaff made a motion to approve resolution 82019 as read, Mike Wheelwright seconded, and it passed unanimously.

Manager Report: Jody Defa reported on the following:

- We had to have a new ram installed on the dump truck. The District will consider purchasing a new dump truck next year.
- The crew has installed one new meter this month.
- The state requires a sanitary survey and are changing the rules to be much more stringent. The crew has spent the last week checking all the equipment involved in the survey.
- Jody has started on the back-flow prevention and will send out letters this fall.
- The maintenance crew will attend cross connection control training in Midway from Sept.10-12.
- The crew has been changing out dual check valves, replacing rebar, taking pictures and drawings of meters and attaching them to accounts in Caselle.
- Jody has been widening the road to the upper tank so that when the work needs to be done next year, the road will be ready. There are 2 other roads that may need to wait until next year to be worked on.

Michelle Embry presented information about creating a Flexible Spending Account (FSA) plan for our employees. This will be added to the agenda for the September meeting so the Board can consider a vote on approving an FSA.

Other Business: Discussion about where to have the Christmas social. Michelle Embry will talk with Bonny Armstrong to see if the Timber Moose may be available any day December 2-4 and secure a date.

Executive session: There was no call for an executive session. No one had objections to closing the meeting; Neil Anderton adjourned the meeting 8:50 p.m.