

Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting via Zoom due to COVID-19

April 21, 2020

Board Meeting Minutes

Chairperson: Neil Anderton called the meeting to come to order at 5:10 pm with the following attendees.

Board Attendees: Neil Anderton, Reg Anderson, Michael Wheelwright, John Blickenstaff, Bruce Heywood, Steve Ferrell joined meeting at 6:10pm

Other Attendees: Bonnie Huetter, TLPOA Board Member, Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Corbin Gordon, Legal Council

Prayer/Remark: Neil Anderton

Concerns/Issues from TLPOA: Bonnie Huetter, liaison for Timber Lakes POA, asked if Timber Lakes Water Company was still interested in moving our maintenance facilities from the present location to a lot owned by the POA. We are interested so she will ask the POA Board if they are still interested. Corbin Gordon offered to research and present a proposed way to proceed.

Public Comments: None

Approval of February 2020 Minutes: A motion was made by John Blickenstaff to approve the February minutes as written. It was seconded by Reg Anderson and passed unanimously, with Bruce Heywood abstaining due to his absence from the February meeting.

Approval of March 2020 Warrants: A motion was made by John Blickenstaff to approve the warrant list 13982-14010 and ACH payments for February 19 – March 31, including the credit card payment for March. The motion was seconded by Michael Wheelwright and passed unanimously.

Ratify Approval of February, March, April Payroll: John Blickenstaff made a motion to ratify the payroll previously approved by 2 board members for pay periods 2/22, 3/7, 3/21, and 4/4/2020. The motion was seconded by Reg Anderson and passed unanimously.

Approval of April 18 Payroll: John Blickenstaff made a motion to approve the payroll for 4/18/2020. The motion was seconded by Neil Anderton and passed unanimously.

Approval of April Warrants: After review and discussion, Mike Wheelwright made a motion to approve the warrant list 14011-14033 and ACH payments for April 1 – April 30, including the credit card payment for April. The motion was seconded by Neil Anderton and passed unanimously.

Approval of Office Computer Purchase: Jody Defa presented the need to replace the server and computers in the administrative office. After discussion, Bruce Heywood made a motion to approve the purchase. The motion was seconded by Reg Anderton and passed unanimously.

Official Approval of Hiring Corbin Gordon Law Group: John Blickenstaff made a motion to accept the contract to retain the Corbin Gordon Law Group to represent the District as legal counsel. The motion was seconded by Bruce Heywood and passed unanimously.

Discussion of Upper Pipe Project: After much discussion, it was decided by the board for Jody Defa to purchase items already in the budget, the pipe and rock needed for the upper pipe project. Instead of attempting to finish the project in 3 phases as originally discussed, it can be completed in 4 phases if needed.

Manager Report: Jody Defa reported there have been more freezes this year than last, some on our side and some on the property owners' side. The water crew may need to re-lay some lines, put some insulation into the meter holes, or lay some extra gravel.

There was a cabin fire on 2115 Hawk Lane and the fire hydrants performed wonderfully.

Jody has purchased a tablet to allow data log meters to be read, meter usage to be read, and meter locations to be available while the crew is out of the office. This should save a lot of time and allow the crew to be proactive.

An air vac blew and washed out the top of Blue Spruce road. The crew replaced road base and installed new air vac parts made from rubber that should remedy the problem.

Clay Valve will install a program for us to print a report of dates needed to maintain equipment.

After discussion, the board agreed Jody Defa should trade in his current work truck for a new one, as discussed previously. Purchase of a new dump truck will be tabled and revisited at next month's board meeting.

Executive Session: Neil Anderton called to enter executive session at 6:50 pm, to discuss personnel, legal, and water.

Meeting adjourned at 7:38 pm.