

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

July 21, 2020

Board Meeting Minutes

**Chairperson:** Neil Anderton called for the meeting to come to order at 5:05pm with the following attendees.

**Board Attendees:** Neil Anderton, Reg Anderson, Michael Wheelwright, John Blickenstaff, Bruce Heywood, Steve Ferrell

**Other Attendees:** Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Dan Mathews, Legal Council

**Prayer/Remark:** Reg Anderson

**Concerns/Issues from TLPOA:** Bonnie Huetter, liaison for Timber Lakes POA, had no comment.

**Public Comments:** None

**Old Business:** Regarding lot 1281, Michelle Embry reported the District received payments totaling \$5593.28 from the title company, the District waived \$638.64 in late fees and penalties, and the account was transferred from Timber Lakes POA to Milt Taylor and Kip Barnes.

**Audit Report:** Steve Rowley reported the audit went smoothly despite the fact all was done remotely. Jody Defa, Michelle Embry, and Ben Probst provided all the information requested, and the books and all other materials were complete.

There was one finding on the State Compliant Report that not all board members had completed their training within one year of being elected or reelected. It is recommended all board members complete their training and provide proof to Jody Defa and Michelle Embry to keep on file.

**Approval of June 2020 Minutes:** A motion was made by John Blickenstaff to approve the June minutes as written. It was seconded by Michael Wheelwright and passed unanimously.

**Approval of July 2020 Warrants:** After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14086-14111, including ACH payments for June 17-July 21, and including the credit card payment for July. The motion was seconded by Reg Anderson and passed unanimously.

**Approval of June and July Payroll:** John Blickenstaff made a motion to ratify the payroll previously approved by two board members for pay period 6/27, and to approve the payroll for 7/11. The motion was seconded by Bruce Heywood and passed unanimously.

**Manager Report:** Jody Defa reported the district has purchased a new dump truck that will haul 18 tons as compared to our old truck that hauled 12 tons per load.

The crew has been digging out an existing spring and there is roughly 10 gallons a minute of new water coming into the spring. The road crew has used 1,000 truckloads of material we provided them to widen the road on Blue Spruce.

The crew has been digging up and replacing several meters that froze up last winter.

Jody will put a bid out to contractors for next fall to add the pipe across the swamp. The surveyor is three weeks out to verify the new cabin under construction to replace the cabin that burned on Buck Way will not be built on top of our water line.

Our newest employee on the mountain, Catlin North, is doing a great job and is very ambitious. He has signed up for the class to get certification.

Vince and Jody will go to training the end of the month.

**Other Business:** Dan Mathews provided Open & Public Training to the board members. Jody Defa and Michelle Embry were in attendance.

**Executive Session:** The board went into executive session at 6:05pm to discuss legal and personnel. Board members participating in the session were John Blickenstaff, Neil Anderton, Reg Anderson, Michael Wheelwright, Bruce Heywood, and Steve Ferrell. Jody Defa was also present. Neil Anderton made a motion to end the session, seconded by Michael Wheelwright and all agreed to exit executive session.

**Public Meeting Close:** On motion duly made and seconded, the board unanimously approved closing the meeting.