

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

October 20, 2020

Board Meeting Minutes

**Chairperson:** Neil Anderton called for the meeting to come to order at 5:09 pm with the following attendees.

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

**Other Attendees:** Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Dan Mathews, Legal Counsel, Becky Boyd, liaison for TLPOA, Rick Boyd, public

**Prayer/Remark:** John Blickenstaff

**Concerns/Issues from TLPOA:** The Board would like to welcome Becky Boyd, our new liaison for TLPOA.

**Public Comments:** Rick Boyd inquired about back flow devices and if he would need to install one.

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

**Approval of October 2020 Warrants:** After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14160-14188, including ACH payments for September 16-October 20, and including the credit card payment for October. The motion was seconded by Steve Farrell and passed unanimously.

**Ratify September and October Payroll:** John Blickenstaff made a motion to ratify the payroll previously approved by two board members for pay periods 9/19/20, 10/3/20, and 10/17/20. The motion was seconded by Michael Wheelwright and passed unanimously.

**Tax Certification Discussion:** Michelle Embry reported the tax certification for 2020 was submitted to the Wasatch County Treasurer on 9/13/2020 in the amount of \$17570.31, down from \$26,422.67. The office has worked diligently contacting customers for several weeks to make them aware that they were delinquent and would have a tax lien on their account if they were not paid in full.

**Discussion of 2011 Escrow agreement:** John Blickenstaff made a motion to table discussion until November board meeting so that Bruce Heywood can attend and present his analysis. It was seconded by Neil Anderton and passed unanimously.

**Discussion on TLSSD policy update:** Dan Mathews is streamlining the policy and asked for input from the board members on items that do not apply or need changed. The state auditor requires most of the changes made to the policy. Jody Defa will supply the creation documents to Dan. Dan will also update the Personnel Policy.

**Manager Report:** Jody Defa reported the crew has continued working on the upper spring project and shared pictures of the development and explained the progress. The water flow was estimated to be around 20 gallons a minute but is running about 80 gallons a minute. Jody has submitted 5 water samples and will need a state inspection when the project is finished. An e-coli test will need to be submitted every month and a fencing exemption will need to be renewed every 3 years. This has been a large undertaking and the board appreciates the hard work the crew has done. The crew has saved the district a large amount of money by performing the work in house.

**Other Business:** Michelle Embry contacted the owners of the Timber Moose Lodge to inquire about possible Christmas Social dates. She will monitor the Timber Moose reservation calendar to determine a date for the social by the November board meeting.

**Executive Session:** All agreed, there was no call for Executive session. John Blickenstaff made a motion to adjourn the meeting at 6:04 pm. It was seconded by Reg Anderson and passed unanimously.

Neil Anderton: Aye

Steve Ferrell: Aye

Michael Wheelwright, Aye

John Blickenstaff, Aye

Reg Anderson, Aye