

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

November 20, 2020

Board Meeting Minutes

**Chairperson:** Neil Anderton called for the meeting to come to order at 6:06pm 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:** Jody Defa

**Concerns/Issues from TLPOA:** Becky Boyd, liaison for TLPOA, asked if Timber Lakes Water would like to submit an article to be published in the upcoming Timber Lakes Times.

**Public Comments:** No public comments were made regarding the 2021 preliminary budget.

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

**Approval of November 2020 Warrants:** After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14189-14218, including ACH payments for October 21-November 30, and including the credit card payment for October. The motion was seconded by John Blickenstaff 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 10/31/20 and 7/14/2020. The motion was seconded by Michael Wheelwright and passed unanimously.

**Discussion of 2011 Escrow agreement:** John Blickenstaff made a motion to table discussion of the 2011 escrow agreement until Bruce Heywood is present to lead the discussion in the November board meeting. It was seconded by Neil Anderton and passed unanimously.

**Preliminary Budget Approval:** After much discussion and clarification, John Blickenstaff made a motion to approve the preliminary TLWSSD budget for 2021 with modifications discussed. The motion was

seconded by Michael Wheelwright and passed unanimously.

December meeting to finalize the budget will be held December 15,2020 at 5:00 p.m.

**Approval of Employee Retirement:** Tabled until December 15, 2020 meeting.

**Approval of TLSSD policy update:** John Blickenstaff made a motion to approve the proposed changes to the personnel policy as presented. It was seconded by Michael Wheelwright and passed unanimously. Dan Mathews will send a copy to Michelle to distribute to the board members. Timber Lakes Policy will be revisited at January 19,2021 meeting.

**Manager Report:** Jody Defa reported the upper spring project is finished. The water flow was estimated to be about 80-84 gallons a minute. Jody has submitted sixteen water samples and they have all passed. Approval has been submitted to the state by Frandsen Engineering.

**Other Business:** It was decided to postpone the December Social until summer of 2021.

**Executive Session:** Neil Anderton made a motion to enter executive session at 7:23 p.m. It was seconded by Michael Wheelwright and passed unanimously.

Steve Ferrell: Aye

John Blickenstaff, Aye

Reg Anderson, Aye

After exiting executive session, John Blickenstaff made a motion to approve employee wage adjustments and COLA as discussed in executive session. It was seconded by Steve Farrell and passed unanimously.