

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 20, 2021

Board Meeting Minutes

**Chairperson:** Neil Anderton called for the meeting to come to order at 5:00pm with the following attendees.

**Board Attendees:** Neil Anderton, Michael Wheelwright, John Blickenstaff, Reg Anderson, Gary Cannon, Steve Ferrell, Rick Boyd

**Other Attendees:** Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Dan Matthews, Legal Counsel, John Whittington and Becky Boyd, Liaisons for TLPOA, Mark Anderson, Zions Public Finance, Inc., Steve Rowley, Keddington & Christensen, CPAs, Bryce Sheldon, public

**Prayer/Remark:** Neil Anderton

**Concerns/Issues from TLPOA:** Becky Boyd, liaison for TLPOA, reported several people at the annual TLPOA board meeting had questions concerning the letter sent out from the State Division of Water Rights. Neil Anderton and Robert Rosing, the attorney for TLPOA, addressed all the questions. Becky will resign from the TLPOA board when the Boyd's property sells. She will be missed. John Whittington introduced himself as our new TLPOA liaison.

**Public Comments:** Bryce Sheldon, a realtor who is representing the seller and buyer of a 9-acre parcel just outside of the Timber Lakes gate, asked that the property be granted permission to tie into the Timber Lakes water system in exchange for .045-acre feet of water rights. The buyer would pay for any infrastructure needed. The board will discuss the matter in executive session.

**Approval of June 2021 Minutes:** A motion was made by John Blickenstaff to approve the June minutes as written. It was seconded by Gary Cannon and passed unanimously.

**Approval of July 2021 Warrants:** After review and discussion, a motion was made by Steve Farrell to approve the warrant list 14367-14391, including ACH payments for June 16-July 20, and the credit card payment for June. The motion was seconded by Michael Wheelwright and passed unanimously.

**Ratify June/July Payroll:** John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 6/26/2021 and 7/10/2021. The motion was seconded by Rick Boyd and passed unanimously.

**2020 Audit Discussion:** Steve Rowley reported that Jody Defa and Michelle Embry do a great job keeping track of cash flows. Ben Probst, Jody, and Michelle provided all the information requested.

There were no findings in internal controls or for government requirements.

There was one finding under State compliance for the new Fraud Risk Requirement. It was prepared and submitted to the State but was not presented to the board as required.

**Fraud/Risk Assessment Presentation:** Jody Defa and Michelle Embry presented and discussed the Fraud Risk Assessment previously completed and submitted to the State. The risk level was low, but there are a few areas that could be improved.

**2018 Bond Refinance:** Mark Anderson sent bid packets on 7/21/2021 to several banks. The bids will be due back by 4:00 p.m. on Monday 7/26/2021. The Board will need to respond to the bids on 7/27/2021.

**Manager Report:** Jody reported and discussed the financials through the end of 6/2021. Expenditures are matched up quite accurately with the budget at the half-year mark.

The crew has about 10 more meters to install.

No lots can be combined without District approval. A policy needs to be written and added to our combined contract agreement to preserve the District's easement in lot combinations. Property owners should then be informed about building or landscaping over our easement lines. Becky Boyd suggested the wording be added into the TLPOA's Architectural Control Regulations.

Jody submitted a revised version of the Water Matters article previously posted on the website.

Michelle will repost the revised version.

**Other Business:** The board agreed to continue holding board meetings via Zoom.

**Executive Session:** Neil Anderton called to enter executive session at 6:38 pm to discuss legal and water. Michelle Embry was asked to join to discuss accounts receivable.

Neil Anderton: Aye

Michael Wheelwright: Aye

Reg Anderson: Aye

John Blickenstaff: Aye

Steve Farrell: Aye

Rick Boyd: Aye

Gary Cannon: Aye

John Blickenstaff made a motion to adjourn meeting at 7:04 p.m. It was seconded by Michael Wheelwright and passed unanimously.