

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

February 15, 2022

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 Farrell, Jake McPhie

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Candy Hoffard, Administrative Assistant, Dan Matthews, Legal Counsel

Prayer/Remark: Neil Anderton shared a remark

New Business: The Wasatch County Council has reappointed John Blickenstaff to the Timber Lakes Water Board.

Concerns/Issues from TLPOA: John Whittington, liaison for Timber Lakes POA stated there is a POA meeting on Wed 2/16/22. The water board asked that John address water conservation at the meeting. Also, John Blickenstaff will tweak the conservation letter and send it to John Whittington with a request to publish it in the monthly Timber Lakes Times.

Public Comments: None Present

Approval of January 18,2022 Minutes: A motion was made by Steve Farrell to approve the January 18, 2022 meeting minutes as written. It was seconded by John Blickenstaff. The motion passed unanimously.

Approval of February 2022 Warrants: After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14530-14547, including ACH payments and the credit card payment for January. The motion was seconded by Reg Anderson and passed unanimously.

Ratify January/February Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 1/22/2022 and 2/5/2022. The motion was seconded by Gary Cannon and passed unanimously.

Fraud Risk discussion: Michelle Embry presented the Fraud Risk Assessment to the board. The score was 335, in the low risk level, but there are some items that need to be addressed. Dan Mathews will draw up written policies for the items; to be adopted at the next board meeting.

Manager Report: Jody discussed our grant application for the master plan with the engineer. They are optimistic that we will get the grant.

An RFP for future engineering will be published by the end of February. Jody will send the revised version with changes to the subcommittee, Reg Anderson, Gary Cannon, and John Blickenstaff, before publishing. The committee will then review the bids submitted and report back to the board.

Jody reported that there have been several freezes the last few weeks but only one on our side of the meter.

There have been some telemetry issues. The new software support has been helping to streamline the meters.

Jody has made an agreement with the state to have meters installed that can measure peak day demand, which will require installation of three additional meters. The state wants to know how much water we have in our system and how much water we are losing that does not come through individuals' meters.

The crew has been standardizing pressure reducing valve installations so they can be rebuilt and plugged into the system anywhere without requiring customized fittings. They are starting with the oldest ones first.

Executive Session: Neil Anderton stated there was no reason to enter executive session. At 6:04 pm, Gary Cannon made a motion to adjourn the meeting. It was seconded by John Blickenstaff and passed unanimously.

Neil Anderton: Aye

John Blickenstaff: Aye

Michael Wheelwright: Aye

Reg Anderson: Aye

Steve Farrell: Aye

Jake McPhie: Aye