

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

June 21, 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, Reg Anderson, Steve Farrell, Jake McPhie, excused, Michael Wheelwright, John Blickenstaff, excused, Gary Cannon, excused

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

Prayer/Remark: Neil Anderton offered the prayer

Concerns/Issues from TLPOA: A new liaison has yet to be assigned.

Public Comments: None present

Approval of May 17, 2022 Minutes: A motion was made by Steve Farrell to approve the May 17, 2022 meeting minutes as written. It was seconded by Michael Wheelwright and passed unanimously.

Approval of June 2022 Warrants: After review and discussion, a motion was made by Steve Farrell to approve the warrant list 14616-14638, including ACH payments and the credit card payment for May charges. The motion was seconded by Michael Wheelwright and passed unanimously.

Ratify May/June Payroll: Michael Wheelwright made a motion to ratify the payrolls previously approved by two board members for pay periods ending 5/28/2022 and 6/11/2022. The motion was seconded by Reg Anderson and passed unanimously.

Discussion Regarding uniform allowance: Jody will research the amount that Wasatch County, Jordanelle SSD, and Wasatch Solid Waste allow for their uniform allowance and the discussion will be revisited on July 19 meeting.

Water Manager Report: Jody has spoken with Fransen Engineering, the current engineering company, and Bowen Collins & Associates, the company that was awarded the RFP bid at the May board meeting. He feels it is best to allow Fransen to finish the master plan they have commenced working on. After it is finished, Bowen Collins would review the plan before it is submitted to the state. Dan Mathews has drawn up a contract for Bowen Collins to sign. The board will rely on Jody's discretion when to transfer from Fransen Engineering to Bowen Collins.

Jody has made contact with Rural Water inquiring about lead and copper documentation. If the district is awarded grant money, Jody believes it would be wise to contract with 120 Water to help with the process.

Candy Hoffard took the cross-connection class and passed the test.

The crew has installed 7 meters to date that were on the list. Several more customers have contacted Jody to be added to the meter install list.

Neil Anderton will attend the next TLPOA meeting, to help coordinate meter installs with the road crew, as there is not a new liaison assigned.

The new holiday Juneteenth was discussed. Steve Farrell suggested Dan make a resolution to add Juneteenth as a holiday, to be passed at the July 19 meeting.

Executive Session: Reg Anderson made a motion at 5:55 to enter executive session to discuss personnel, pursuant to Utah Code 52-4-205 (1) (a). It was seconded by Steve Farrell and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

Steve Farrell: Aye

Reg Anderson: Aye

Reg Anderson made a motion to adjourn the meeting at 6:04, it was seconded by Michael Wheelwright and the motion passed unanimously.