

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

August 16, 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, Michael Wheelwright, John Blickenstaff, Gary Cannon, Jake McPhie, excused

**Other Attendees:** Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Dan Matthews, Legal Counsel, Candy Hoffard, Administrative Assistant, Kathy McGregor, liaison for the TLPOA

**Prayer/Remark:** John Blickenstaff offered the prayer

**Concerns/Issues from TLPOA:** The board welcomed Kathy McGregor, new liaison for the TLPOA.

**Public Comments:** None present

**Approval of July 2022 Minutes:** A motion was made by John Blickenstaff to approve the July 19, 2022 meeting minutes as written. It was seconded by Gary Cannon and passed unanimously.

**Approval of August 2022 Warrants:** After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14657-14674 including ACH payments and the credit card payment for July charges. The motion was seconded by Steve Farrell and passed unanimously.

**Ratify July/August Payroll:** John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 7/23/2022 and 8/6/2022. The motion was seconded by Reg Anderson and passed unanimously.

**Discussion late fee policy:** The board and staff discussed potential options for how to tweak the District's late fee policy. Michelle Embry will contact Caselle to explore whether our software is able to charge a percentage of the balance due for a late fee. The board agreed to keep the revised policy and table the discussion until September meeting.

**Water Manager Report:** Michelle discussed sending delinquent notices certified as stated in the existing policy and how the office would pay for that monthly. Dan will review the policy to see if it is legally required to send notices certified mail and report back to the board. The crew has installed 20 new meters this year. They might install 4 more meters if they have enough

parts to finish the jobs.

Franson Engineering is close to halfway finished with the master plan. The new engineering company Bowen Collins is transitioning in and will finish the job. Jody will contact the state to verify that grant money would be paid to Bowen Collins, as the paperwork refers to Franson receiving payments.

Jody and Franson Engineering will attend an in-person meeting with the Division of Drinking Water on 8/31/2022 regarding the grant the district has applied for.

John Blickenstaff made a motion to hire 120 Water, to help the district become compliant with EPA standards for water pipes by the end of 2024. It was seconded by Michael Wheelwright and passed unanimously.

**Executive Session:** Neil Anderton made a motion at 6:00 pm to enter executive session to discuss a legal matter, pursuant to Utah Code 52-4-205 (1)(e). It was seconded by John Blickenstaff and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

Reg Anderson: Aye

Gary Cannon: Aye

John Blickenstaff: Aye

Steve Farrell: Aye

Upon motion duly made and seconded, the Board exited Executive Session and closed the meeting.