

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

September 20, 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, Gary Cannon, Reg Anderson, excused, Steve Farrell, excused, 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: Kathy McGregor, liaison for the TLPOA, had no comments.

Public Comments: None present

Approval of August 2022 Minutes: A motion was made by John Blickenstaff to approve the August 20, 2022 meeting minutes as written. It was seconded by Gary Cannon and passed unanimously.

Approval of September 2022 Warrants: After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14675-14699 including ACH payments for September and the credit card payment for August. The motion was seconded by John Blickenstaff and passed unanimously.

Ratify August/September Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 8/20/2022, 9/3/2022 and 9/17/2022. The motion was seconded by Michael Wheelwright and passed unanimously.

Discussion late fee policy: John Blickenstaff made a motion to amend the current late fee policy to include a \$25 minimum balance due before a late fee is applied. The motion was seconded by Neil Anderton and passed unanimously.

Discussion of rate structure: Jody has a meeting with Bowen and Collins on 10/11/2022. He will propose that they begin preparing a rate study to help the district determine if current rates are sufficient. Time is of the essence as the district will soon be working on the 2023 budget.

Discussion of Division of Drinking Water loan: Jody attended a meeting with DDW 8/31/2022. The district had requested a grant for 35% of the original offer of \$4,000,000. The request was denied. The DDW instead offered the district a loan of \$3,263,000 @ 0% interest for 40 years. Jody will review the proposal and engage Bowen and Collins in clarifying the offer.

Water Manager Report: The crew has installed all but 1 of the meters requested this year. There are no more parts available for installations. The crew has also been working on meters that froze up last winter, lowering and adding insulation as needed.

Executive Session: John Blickenstaff made a motion at 6:07 pm to enter executive session to discuss legal and personnel, pursuant to Utah Code 52-4-205 (1)(a), (e). It was seconded by Neil Anderton and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

Gary Cannon: Aye

John Blickenstaff: Aye

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