

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 19, 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, excused, Steve Farrell, excused, Jake McPhie, excused, Michael Wheelwright, John Blickenstaff, Gary Cannon

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Dan Matthews, Legal Counsel, Candy Hoffard, Administrative Assistant, Steve Mair, liaison for the TLPOA, Nathaniel, K&C Accounting

Prayer/Remark: Michael Wheelwright offered the prayer

Concerns/Issues from TLPOA: The board would like to welcome Steve Mair, new liaison for the TLPOA.

Public Comments: None present

Presentation of 2021 Audit: Nathaniel with K&C presented the 2021 audit. The District had two State Compliance findings. The first being Cash Management, the D&I report was not reviewed for accuracy. The second was Budgetary Compliance, the presentation to the board of the quarterly financials was not documented. Management reviewed and responded to the findings to correct the items in the future.

Approval of June 2022 Minutes: A motion was made by Michael Wheelwright to approve the June 21, 2022 meeting minutes as written. It was seconded by Gary Cannon and passed unanimously.

Approval of July 2022 Warrants: After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14639-14656 including ACH payments and the credit card payment for June charges. The motion was seconded by John Blickenstaff 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 6/25/2022 and 7/9/2022. The motion was seconded by Gary Cannon and passed unanimously.

Discussion Regarding uniform allowance: Uniform allowance will be subject to manager approval. Dan and Jody will work on wording of the policy to include John Blickenstaff's suggestions to read shop

locally and to say certain items to be purchased bi-annually. The final policy will be presented at 8/16/22 meeting to be approved.

Approval Juneteenth Resolution: A resolution was made by John Blickenstaff to amend the employee policy manual to add Juneteenth, June 19, as an official holiday for the District. It was seconded by Neil Anderton and passed unanimously.

Quarterly Financial Report: Jody Defa presented to the board the financial report through 6/30/2022.

Water Manager Report: Jody will join a zoom meeting with the Division of Drinking Water on 7/21/2022 regarding the grant for construction assistance the district has applied for. Lot 1405 had a meter installed at the property on 6/10/2016 but was never billed for the installation. Michelle Embry will compose a letter explaining the situation to the owners and that the invoice will need to be paid.

Executive Session: Neil Anderton made a motion at 6:37 to enter executive session to discuss personnel, pursuant to Utah Code 52-4-205 (1) (a). It was seconded by Michael Wheelwright and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

Gary Cannon: Aye

John Blickenstaff: Aye