

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

March 21, 2023

Board Meeting Minutes

Chairperson: John Blickenstaff called for the meeting to come to order at 5:00 pm with the following attendees.

Board Attendees: Neil Anderton, Michael Wheelwright, John Blickenstaff, Roger LeFevre, Gary Cannon, excused, Steve Farrell, excused, Reg Anderson, excused

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager

Prayer/Remark: John Blickenstaff offered a prayer.

Concerns/Issues from TLPOA: Kathy McGregor, liaison for the TLPOA, not present

Public Comments: No public present

Approval of February 2023 Minutes: A motion was made by Neil Anderton to approve the February 21, 2023 meeting minutes as written. It was seconded by Michael Wheelwright and passed unanimously.

Approval of March 2023 Warrants: After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14811-14827, including ACH payments for March and the credit card payment of \$2,920.81 for February. The motion was seconded by Neil Anderton and passed unanimously.

Ratify March Payroll: Michael Wheelwright made a motion to ratify the payrolls previously approved by two board members for pay periods ending 3/4/2023 and 3/18/2023. It was seconded by Neil Anderton and passed unanimously.

Fraud Risk Presentation: Jody Defa presented the 2022 Fraud Risk assessment that was submitted to the State Auditor's Office. The score was the highest score possible with the lowest fraud risk level. Jody also indicated that the staff would continue fraud risk education with the Utah Local Governments Trust.

Xpress Bill Pay Discussion/Approval: Michelle Embry stated that the District's online bill pay company, Xpress Bill Pay, charges the District for various returned customer payments. Neil Anderton made a

motion to charge back to the customer any fees that are charged through Xpress Bill Pay for returned payments. It was seconded by Michael Wheelwright and passed unanimously.

Manager Report: Jody Defa will begin meeting with the District's engineers, Bowen and Collins, once a week as they work to complete the Master Plan.

The crew continues daily to attempt to keep the fire hydrants cleared of snow.

Snow came off a roof and broke a tap on a property at the top of the mountain which caused the upper holding tank to start draining. The crew located and fixed the issue.

Executive Session: John Blickenstaff stated there was no reason to enter executive session.

Neil Anderton made a motion at 5:50 pm to adjourn the meeting. It was seconded by Michael Wheelwright and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

John Blickenstaff: Aye

Roger LeFevre: Aye