

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 20,2023

Board Meeting Minutes

**Chairperson:** Neil Anderton called for the meeting to come to order at 5:03 pm with the following attendees.

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

**Other Attendees:** Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Candy Hoffard, Office Assistant, Dan Mathews, Legal counsel, Kathy McGregor, TLPOA liaison, Justin Dietrich, Bowen and Collins

**Prayer/Remark:** Jody Defa offered a prayer.

**Concerns/Issues from TLPOA:** Kathy McGregor, TLPOA liaison, reported that Monty Botosan, TLPOA president, received a Drinking Water Source Protection letter from the Division of Drinking Water. Jody was unaware of the letter. Kathy will forward the letter to Jody for review.

**Public Comments:** None present.

**Discuss Project Costs:** Justin Dietrich of Bowen and Collins, the District's engineers, presented a PowerPoint to inform the Board of estimated future project costs. John Blickenstaff made a motion to approve the project that has been presented and charge Jody to move forward with the task order for the design and planning services. It was seconded by Gary Cannon and passed unanimously.

**Approval of May 2023 Minutes:** A motion was made by John Blickenstaff to approve the May 16, 2023 meeting minutes as written. It was seconded by Gary Cannon and passed unanimously.

**Approval of June 2023 Warrants:** After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 14871-14896, including ACH payments for June and the credit card payment of \$6103.30 for May. The motion was seconded by John Blickenstaff and passed unanimously.

**Ratify Approved May Warrants:** John Blickenstaff made a motion to ratify May 16,2023 warrants 14847-14870, including voided check 14862. It was seconded by Michael Wheelwright and passed unanimously.

**Ratify May/June Payroll:** John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 5/27/2023 and 6/10/2023. It was seconded by Michael Wheelwright and passed unanimously.

**Approval Express Bill Pay Return Charges:** John Blickenstaff made a motion to pass along to customers any charges for returned items from Xpress Bill Pay caused by the customer's account issues, such as insufficient funds, incorrect account information, invalid credit card, etc. It was seconded by Michael Wheelwright and passed unanimously.

**Combined Lot Discussion:** After much discussion, the Board directed office staff to implement resolution 2022-01 to raise the combined lot standby fee (Base System Maintenance Fee) to charge half the base fee per additional combined lot to allow for additional fire flow requirements effective June 20, 2023 for all future lot combinations. Further, the Board instructed the staff to begin charging a one-time administration fee of \$250 to cover our costs associated with lot combinations. Jody and Dan will work together to incorporate these changes into the letter agreement owners will need to sign for all future lot combinations.

**Manager Report:** Jody Defa discussed leasing the backhoes for shorter periods than 5 years due to maintenance fees. The board gave permission for Jody to research purchasing a trailer to haul the backhoes.

Jody applied to the State for grant money to hire someone to help with the lead and copper survey. Jody reapplied for a fencing exemption. The exemption is granted through 2026 and will need to be reapplied for every 3 years.

The crew helped repair the road to the LDS Church property gravel pit. In turn, the church has allowed the District to use road base from their gravel pit for certain District projects.

There have been 15 meter install requests which the crew will start installing this week.

SCI Automation will reprogram the meters to totalize the water usage. This will allow for automatic daily, monthly, and yearly totals.

Jody will submit a purchase order for a new truck to be delivered next year. The old truck will be used for trade in.

**Executive Session:** Neil Anderton stated there was no reason to enter executive session.

John Blickenstaff made a motion to adjourn the meeting at 6.47 pm. It was seconded by Gary Cannon and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

John Blickenstaff: Aye

Roger LeFevre: Aye

Gary Cannon: Aye