

Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting in person and via Zoom due to Covid-19

December 10, 2024

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

Board Attendees: Neil Anderton, Michael Wheelwright, John Blickenstaff, Steve Farrell, excused, Mike Durr, Roger LeFevre, Steve Turley, excused

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Candy Hoffard, Administrative Assistant, McKay Murdock, Legal Counsel

Prayer/Remark: Neil Anderton offered a thought.

Concerns/Issues from TLPOA: The new cabin south of the shared building with the Timber Lakes Road crew has proposed sharing the expense of planting trees along the property line to provide privacy. John Blickenstaff suggested having the property owners pay half and the TLPOA and the District split the cost of the other half. The trees would need to be planted on the homeowner's property. Kathy McGregor, Timber Lakes POA liaison, will present the proposal to the TLPOA.

Approval of November 2024 Minutes: John Blickenstaff made a motion to approve the November 19, 2024 meeting minutes as written. It was seconded by Roger Le Fevre and passed unanimously.

Approval of December 2024 Warrants: After review and discussion, Michael Wheelwright made a motion to approve the warrant list 15278-15296, including ACH payments for December, and the credit card charges of \$828.00 for December. The motion was seconded by Mike Durr and passed unanimously.

Ratify November/December Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 11/23/2024 and 12/7/2024. It was seconded by Mike Durr and passed unanimously.

Review 2025 preliminary budget: The board discussed and reviewed the 2025 Preliminary Budget.

Present Fraud Risk: Jody Defa presented the 2024 Fraud Risk Assessment that was submitted to the State Auditor's Office. The score was 375, near the highest score possible of 395. The staff will investigate state requirements or recommendations regarding an audit committee, after which the

District will create a formal audit committee. John Blickenstaff and Mike Durr have volunteered to be on the audit committee.

Managers' Report: Jody reported the cyber security company Yisda inspected the computers in the office and in the shop on Monday 12/9/2024. They will return to fix any issues with the systems to safeguard our systems from outside intrusion.

Public Hearing for TLSSD 2025 Budget: Neil Anderton opened the public hearing at 6:00 pm. None were present. Roger LeFevre made a motion at 6:03 pm to exit the public hearing and re-enter the regular meeting. It was seconded by Mike Durr and passed unanimously.

Approval 2025 Budget: John Blickenstaff made a motion to accept the 2025 Budget as discussed and presented. It was seconded by Mike Durr and passed unanimously.

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

At 6:08 pm John Blickenstaff made a motion to adjourn. It was seconded by Michael Wheelwright and passed unanimously.

Neil Anderton: Aye

John Blickenstaff: Aye

Michael Wheelwright: Aye

Roger LeFevre: Aye

Mike Durr: Aye