

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

June 18, 2024

Board Meeting Minutes

**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

**Other Attendees:** Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, McCay Murdock, Legal Counsel, Tyler Henke, GIS Ziptility

**Prayer/Remark:** Neil Anderton offered a thought.

**Concerns/Issues from TLPOA:** Kathy McGregor, Timber Lakes POA liaison, inquired about the insurance policy and coverage on the shared building with the Timber Lakes Road crew. The office staff will email a copy of the insurance contract and coverage to McCay Murdock for review.

**Approval of May 2024 Minutes:** A motion was made by John Blickenstaff to approve the May 21, 2024 meeting minutes as written. It was seconded by Roger LeFevre and passed unanimously.

**Approval of June 2024 Warrants:** After review and discussion, a motion was made by Michael Wheelright to approve the warrant list 15147-15170, including ACH payments for June and the credit card payment of \$1,518.27 for May. The motion was seconded by John Blickenstaff 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 5/25/2024 and 6/8/2024. It was seconded by Neil Anderton and passed unanimously.

**Ziptility, Inc. presentation:** Tyler Henke of Ziptility, Inc. presented a proposal to the board to help the district implement and utilize its GIS software for Digital Mapping Systems. After Tyler answered questions and proposed a budget and schedule, John Blickenstaff made a motion to approve the contract with Ziptility and authorized Jody to sign it. It was seconded by Michael Wheelright and passed unanimously.

**Quarterly Financials:** Jody Defa presented and reviewed the quarterly financials.

**Managers' Report:** Jody Defa stated that on Wednesday June 19, 2024 a pre-bid meeting for the Water System Capital Project will be held at the Wasatch County Library. The contractors will then join Jody onsite. July 3rd is the bid opening.

The crew has been using a rented Vermeer vacuum trailer to vacuum out the vaults. Jody stated that it has helped the crew check for lead and copper pipes on the homeowner's side.

**Other Business:** Due to health concerns, Reg Anderson has retired from the board. He asked John Blickenstaff to express to the board and staff how much he appreciated serving with them. Roger LaFevre will step into Reg's full-time position on the board. Steve Turley will apply for the current part-time-owner position that is available.

**Executive Session:** John Blickenstaff made a motion at 6:44 to enter executive session to discuss legal and water. It was seconded by Mike Durr and passed unanimously.

Neil Anderton: Aye, Michael Wheelwright: Aye, John Blickenstaff: Aye, Mike Durr: Aye, Roger LeFevre: Aye

The Board exited Executive Session at 6:54 pm.

Upon motion made by John Blickenstaff, seconded by Roger LeFevre, and unanimously passed, the board reentered the regular meeting.

A motion was made by John Blickenstaff to grant leak relief of \$1,392.29 to lot 1431 owned by Randall Smith. It was seconded by Mike Durr and passed unanimously.

John Blickenstaff made a motion at 6:56pm to adjourn the meeting. It was seconded by Roger LeFevre and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

John Blickenstaff: Aye

Mike Durr: Aye

Roger LeFevre: Aye