

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

August 20, 2024

Board Meeting Minutes

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

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

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, Candy Hoffard, Administrative Assistant, McCay Murdock, Legal Counsel, Kathy McGregor, TLPOA liaison

Prayer/Remark: John Blickenstaff offered a prayer.

Concerns/Issues from TLPOA: Kathy McGregor, Timber Lakes POA liaison, reported board members from both the POA and the TLWSSD, along with Jody Defa and Ken Horne will meet once a month to discuss how the two entities can coordinate to work together on projects. She said they held their first meeting last week.

Approval of July 2024 Minutes: John Blickenstaff made a motion to approve the July 16, 2024 meeting minutes as written. It was seconded by Steve Farrell and passed unanimously.

Approval of August 2024 Warrants: After review and discussion, Steve Farrell made a motion to approve the warrant list 15194-15214, including ACH payments for August and the credit card payment of \$1,398.77 for July. The motion was seconded by Mike Durr and passed unanimously.

Ratify July Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 8/3/2024 and 8/17/2024. It was seconded by Michael Wheelwright and passed unanimously.

Discussion Construction Water Usage: The board discussed what to charge contractors needing to use the District's hydrant water during building. It was decided to charge by the gallon at the same rate homeowners are charged until a policy is in place. The board agreed that a refundable deposit should be required for using our meter. Jody was tasked with providing a policy at the next meeting.

Also discussed was if a late fee should be charged for meter installation invoices that aren't paid within the 45-day deadline. The board agreed that we should charge a flat fee for meter installation, adjust

the fee at least annually to ensure we are covering all our costs, and that the fee must be paid in advance of any installation work begins. Jody will present a policy at the next meeting.

Discussion/Report of Bond Closing: The contractor has provided a performance bond, the District has provided the fidelity bond, escrow services are set up, and Jody Defa signed the notice to proceed with the closing of the bond. Jody and Neil Anderton will sign the Water System Capital Project Agreement between the District and the contractor, Lance Excavating. The contractor would like to start ordering meters and parts now.

Managers' Report: The design company creating the magnets for the trucks was unable to use the logo Jody provided them. They are designing a new logo that Jody will have the board approve when it is finished.

The state of Utah has reduced the Lead and Copper Inventory requirements. Jody has sent to the state the reports and pictures we have received thus far so that the District is in compliance with the state this year.

Jody will provide the KMZ file of the District's water rights to our Legal Counsel.

The crew has removed the dirt from around the swamp in advance of the Corp of Engineers inspection before the pipe replacement project begins.

Monson Engineering provides a service for our GIF equipment to show precise locations. The lease costs \$2,800 per year. The board authorized Jody to sign the lease.

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

At 6:04pm Steve Farrell made a motion to adjourn. It was seconded by Mike Durr and passed unanimously.

John Blickenstaff: Aye

Michael Wheelwright: Aye

Mike Durr: Aye

Roger Lefever: Aye

Steve Turley: Aye

Steve Farrell: Aye