

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

September 17, 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, Mike Durr, Roger LeFevre, excused, Steve Turley

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

**Prayer/Remark:** Kathy McGregor offered a prayer.

**Concerns/Issues from TLPOA:** Kathy McGregor, Timber Lakes POA liaison, asked for the TLWSSD office mailing address so the POA insurance agent can mail a copy of their building insurance policy for the shared building with the Timber Lakes Road crew.

Board members from both the POA and the TLWSSD, along with Jody Defa and Ken Horne, have met twice to discuss how the two entities can coordinate to work together on projects.

**Approval of August 2024 Minutes:** John Blickenstaff made a motion to approve the August 17, 2024 meeting minutes as written. It was seconded by Steve Farrell and passed with Neil Anderton abstaining.

**Approval of September 2024 Warrants:** After review and discussion, Michael Wheelwright made a motion to approve the warrant list 15214-15236, including voided check 15198, ACH payments for September, and the credit card charges of \$918.18 for August. The motion was seconded by John Blickenstaff and passed unanimously.

**Ratify August/September Payroll:** John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 8/31/2024 and 9/14/2024. It was seconded by Michael Wheelwright and passed unanimously.

**Discussion/Approval meter installation rates:** Tabled until October 15, 2024 meeting.

**Discussion/Approval Contractors Hydrant Usage:** Jody presented a document on fire hydrant meter policies. McKay Murdock, legal counsel, will edit the changes discussed. John Blickenstaff made a motion to approve the ordinance with the edits discussed. Mike Durr seconded the motion and it passed unanimously.

**Managers' Report:** Jody presented lease options for new backhoes from Caterpillar, John Deere, and JCB. He also reviewed the purchase prices of the Caterpillar backhoes the district is currently leasing. After much discussion, the board authorized Jody to purchase the backhoes, with an extended warranty, from Caterpillar before the lease expires on 11/18/2024. The District will use the backhoes for approximately an additional 1,000 hours, then sell them and lease new ones. The crew has been utilizing the new GPS system. It will be beneficial to have meters, valves, hydrants, and lines marked in the system during the winter.

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

At 6:15pm John Blickenstaff made a motion to adjourn. It was seconded by Mike Durr and passed unanimously.

John Blickenstaff: Aye

Michael Wheelwright: Aye

Mike Durr: Aye

Steve Turley: Aye

Steve Farrell: Aye