

Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting via Zoom

December 9, 2025

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, John Blickenstaff, Michael Wheelwright, Mike Durr, Roger LeFevre, Steve Turley, Karl McMillan, 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 highlighted the importance of giving and charitable actions, especially during the holiday season, and praised the team for their hard work and dedication.

Concerns/Issues from TLPOA: Nick Kryger, POA liaison, reported that he had mapped out about half of the hydrant data. Jody expressed frustration about download problems with the GPS unit, and Nick offered to help resolve the projection issues. Nick will coordinate with Jody to ride along for a GPS unit troubleshooting session.

Nick is on the POA fire committee and discussed progress on becoming a Firewise community and clearing brush, which could lower insurance costs for owners.

Approval of November 2025 Minutes: A motion was made by John Blickenstaff to approve November 18, 2025 meeting minutes as written. It was seconded by Michael Wheelwright and passed unanimously.

Approval of December 2025 Warrants: After review and discussion, a motion was made by John Blickenstaff to approve the warrant list 15547-15565, ACH payments for December and the credit card payment of \$889.55 for December. The motion was seconded by Michael Wheelwright 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 11/22/2025 and 12/6/2025. It was seconded by Roger LeFevre and passed unanimously.

Approval of Employee Retirement: John Blickenstaff made a motion to approve employee retirement pick up contributions for 2026, including 3.2% for 401K for 1 tier 1 employee and 4 tier 2 employees. The motion was seconded by Roger LeFevre and passed unanimously

Managers' Report: Jody presented the District's **Fraud Risk Management Assessment** results, which showed we scored 395 out of 395 points, a first for us.

Jody reported on water system telemetry issues, explaining the need to adjust parameters to better track flows and meet state requirements for peak day demand monitoring, with a new agreement submitted to the state of Utah to address these metrics by 2027.

Other Business: Required Open meeting training- McKay Murdock, the district's legal counsel, presented the required open meeting training to the board members who had missed the training at the previous board meeting.

Public Hearing for TLSSD 2026 Budget: Neil Anderton opened the public hearing at 6:00 pm. Nick Kryger the only public member present. Jody reviewed the budget and answered all questions. John Blickenstaff made a motion at 6:15 pm to exit the public hearing and re-enter the regular meeting. It was seconded by Mike Durr and passed unanimously.

Approval 2026 Budget: John Blickenstaff made a motion to approve the 2026 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 6:19 pm John Blickenstaff made a motion to adjourn. It was seconded by Mike Durr and passed unanimously.

Neil Anderton: Aye

John Blickenstaff: Aye

Michael Wheelwright: Aye

Mike Durr: Aye

Roger LeFevre: Aye

Steve Turley: Aye