

Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting via Zoom due to Covid-19

March 18, 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, excused, Karl McMillan, excused

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, McKay Murdock, legal counsel, Kathy McGregor, Timber Lakes POA Liaison

Prayer/Remark: Michael Wheelwright shared a thought and offered a prayer.

Concerns/Issues from TLPOA: Kathy McGregor, Timber Lakes POA liaison, had no comment.

Approval of February 2025 Minutes: A motion was made by John Blickenstaff to approve the February 18, 2025 meeting minutes as written. It was seconded by Roger LeFevre and passed unanimously.

Approval of March 2025 Warrants: After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 15342-15366, including voided check 15341, ACH payments for March and the credit card payment of \$1784.14 for February. The motion was seconded by John Blickenstaff and passed unanimously.

Ratify March Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 3/1/2025 and 3/15/2025. It was seconded by Mike Durr and passed unanimously.

Discussion Budgeting Water Worth: Was tabled until the 4/15/2025 board meeting.

Discussion regarding audit sub-committee: The board agreed to appoint homeowner Joseph Daily, along with John Blickenstaff and Mike Durr, to the audit sub-committee. Neil will send a letter to Joe to welcome him and inform him of the appointment.

Approval 2025 URS Employee Benefits: John Blickenstaff made a motion to approve the current retirement contributions for 2025, with Tier 1 rate of 17.9% + 3.2% for 401K for one employee and Tier 2 rate of 16.69% + 3.2% for 401K for four employees. The motion was seconded by Mike Durr and passed unanimously.

Ratify URS Employer paid 401K contribution: John Blickenstaff made a motion to ratify the one-time URS 401k catchup contribution for 2 employees previously approved by 2 board members.

Managers' Report: The crew has been rebuilding fire hydrants. Bins and storage units have been installed to help organize supplies in the shop. The warranty that was purchased with the Cat backhoes, on 10/24/2025 from Wheeler has already paid for itself with 2 warranty repairs. Office manager, Michelle Embry, suggested purchasing an office cell phone to text customers, board members and staff when needed. John suggested first trying to use text from their office email to see if that will suffice.

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

John Blickenstaff made a motion at 6:02pm to adjourn the meeting. It was seconded by Neil Anderton and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

John Blickenstaff: Aye

Roger LeFevre: Aye

Mike Durr: Aye