

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

January 21, 2025

Board Meeting Minutes

**Chairperson:** Neil Anderton called for the meeting to come to order at 5:02 pm with the following attendees.

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

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

**Prayer/Remark:** John Blickenstaff said a prayer.

**Welcome to new board member:** Neil Anderton welcomed our new board member, Karl McMillan, who is the Wasatch County Council Chair recently appointed to serve on the board with us.

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

**Election of New Officers 2025:** John Blickenstaff made a motion to nominate Neil Anderton as chair. It was seconded by Michael Wheelwright and passed unanimously.

Michael Wheelwright made a motion to nominate John Blickenstaff as vice chair. It was seconded by Steve Turley and passed unanimously.

John Blickenstaff made a motion to nominate Michael Wheelwright as treasurer. It was seconded by Roger LeFevre and passed unanimously.

John Blickenstaff made a motion to nominate Mike Durr as clerk. It was seconded by Roger LeFevre and passed unanimously.

**Approval of December 2024 Minutes:** A motion was made by John Blickenstaff to approve the December 10, 2024 meeting minutes as written. It was seconded by Michael Wheelwright and passed unanimously.

**Approval of January 2025 Warrants:** After review and discussion, a motion was made by Michael Wheelwright to approve the warrant list 15297-15325, including ACH payments for January and the credit card payment of \$1,587.50 for December. The motion was seconded by John Blickenstaff and passed unanimously.

**Ratify December/January Payroll:** John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 12/21/2024, 1/4/2025 and 1/18/2025. It was seconded by Roger LeFevre and passed unanimously.

**Managers' Report:** Jody Defa reported that Lance Excavating, the contractor that was awarded the bid for installing the master meters, submitted their bid using mag meters instead of ultrasonic meters, thus differing from the meters the District called for in the bid specs. The ultrasonic meters would cost the contractors around \$50,000 more to install. Jody will review the contract, research the other submitted bids, and discuss his findings with McKay on how to proceed.

The cyber security company, Yisda, inspected the computers in the office and in the shop in December. They are returning on January 23 to install a firewall to safeguard our systems from outside intrusion. Yisda also suggested the District purchase a separate computer for the shop to be used strictly for telemetry. John suggested Jody ask if the Ziptility files could be located on that same isolated computer.

Jody suggested changing the personnel policy to have the employees' vacation reset on their anniversary date instead of the end of the year. John Blickenstaff suggested an alternative of allowing the employees to use vacation pay before they have accrued the hours. If the employees separated, they would owe the District that pay back. Jody will draft the updated personnel policy and send it to the board to review the options at the next board meeting. Jody presented and discussed a water usage spread sheet summary of part time verses full time customers.

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

Michael Wheelwright made a motion at 6:20pm to adjourn the meeting. It was seconded by John Blickenstaff and passed unanimously.

Neil Anderton: Aye

Michael Wheelwright: Aye

John Blickenstaff: Aye

Steve Turley: Aye

Roger LeFevre: Aye

Karl McMillan: Aye