Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting via Zoom

July 21, 2026

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, excused, Steve Turley, excused, Michael Murphy, excused

Other Attendees: Jody Defa, Timber Lakes Water System Manager, Michelle Embry, Office Manager, McKay Murdock, legal counsel, Dave Belcher

Prayer/Remark: Michael Wheelwright offered a prayer.

New Business: The board approved the proposal from Dave Belcher to transfer water rights associated with Lot 208 to a new location within the district's boundaries, contingent upon a written agreement McKay will draft.

Concerns/Issues from TLPOA: Timber Lakes POA liaison not present.

Approval of June 2026 Minutes: A motion was made by John Blickenstaff to approve the June 16, 2026 meeting minutes as written. It was seconded by Mike Durr and passed unanimously.

Approval of July 2026 Warrants: After review and discussion, a motion was made by John Blickenstaff to approve the warrant list 15686-15709, subject to reprint of report, the ACH payments for June and the credit card payment of $941.78 for June. The motion was seconded by Michael Wheelwright and passed unanimously.

Ratify June/July Payroll: John Blickenstaff made a motion to ratify the payrolls previously approved by two board members for pay periods ending 6/20/2026, 7/4/2026, and 7/18/2026. It was seconded by Roger Mike Durr and passed unanimously.

Presentation of 2025 TLSSD Audit Report: Steve Rowley from Keddington and Christiansen presented the 2025 audit findings and financials. Ben Probst, Jody, and Michelle provided all the information requested. The audit was clean as there were no findings for either internal controls or government requirements. The District Audit Committee met with Steve Rowley prior to the presentation.

Manager report: Jody reported a water main break that caused flooding in a basement on Lot 987, which he attributed to the builder's work extending a water line. The group discussed whether to pursue legal action against the builder, with McKay offering to draft a notice letter. They also addressed improvements to their water alarm system, including plans to implement an outside calling service when alarms trigger.
The crew has finished the fourth round of manganese sampling. EPA representative stated this will likely be the last sampling required.
Jody has hired a new part-time staff member for the summer.

Other Business: Michelle Embry addressed the board regarding the 32-hour work week policy, explaining that it was originally implemented in 2019 to allow Candy Hoffard to qualify for health insurance, but the office workload has significantly increased since then. She provided examples of additional responsibilities taken on by both herself and Candy, including reducing tax liens from $26,422 to zero, implementing backflow testing, and managing transfer fees. Michelle expressed frustration about having to question whether working additional hours was acceptable and requested freedom to work the hours needed to complete their duties properly. The board agreed to discuss the matter in an executive session at their next meeting.

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

John Blickenstaff made a motion at 7:19pm to adjourn the meeting. It was seconded by Neil Anderton and passed unanimously.

Neil Anderton: Aye   Michael Wheelwright: Aye   Mike Durr: Aye   John Blickenstaff: Aye