

Timber Lakes Water Special Service District

450 W 910 S Suite 100

Heber City, UT 84032

435-654-0125

Meeting via Zoom

November 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, excused, Roger LeFevre, excused, Steve Turley, excused, Karl McMillan

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

Concerns/Issues from TLPOA: Nick Kryger, POA liaison, discussed creating a map to display and edit hydrant and water meter data. Nick offered to create a custom map with separate layers for hydrants and meters, allowing Jody's crew to input detailed information from their office without needing to return to the field.

Approval of October 2025 Minutes: A motion was made by John Blickenstaff to approve October 21, 2025 meeting minutes as written. It was seconded by Karl McMillan and passed unanimously.

Approval of November 2025 Warrants: After review and discussion, a motion was made by John Blickenstaff to approve the warrant list 15527-15546, ACH payments for November and the credit card payment of \$2880.38 for October. The motion was seconded by Michael Wheelwright and passed unanimously.

Ratify October/November Payroll: John Blickenstaff made a motion to ratify the payrolls, previously approved by two board members for pay periods ending 10/11/2025 and 11/8/2025. It was seconded by Karl McMillan and passed unanimously.

Approve 2026 preliminary budget: After review and discussion, John Blickenstaff made a motion to approve the 2026 Preliminary Budget and set the budget hearing date for December 9, 2025 @ 5:00 pm. It was seconded by Karl McMillan and passed unanimously.

Managers' Report: Jody reported the electricians are finishing programming the telemetry into the computer.

There was a serious incident at the chlorinator building where a chlorine cylinder vented, causing significant damage and necessitating repairs including a new scale and regulator, with total costs expected to be substantial. Jody will coordinate with the telemetry contractors to install additional safety measures including temperature sensors and alarms to prevent future incidents.

Required Open meeting training: McKay Murdock, the district's legal counsel, presented the required open meeting training to the board. If needed, he will meet separately with absent board members to ensure board training requirements are met.

Other Business: The District Christmas Social will be Monday 12/8/2025 at 6:00 at the Timber Moose Lodge.

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

At 6:30pm John Blickenstaff made a motion to adjourn. It was seconded by Neil Anderton and passed unanimously.

Neil Anderton: Aye

John Blickenstaff: Aye

Michael Wheelwright: Aye

Karl McMillan: Aye