



# South Weber Water Improvement District

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**Office-Wendy Dahl (801) 475-4749**

**Emergency Maintenance**

**Freddy Loertscher (801) 675-1082**

**Wayne Stark (801) 786-9919**

**Board of Directors**

**Chair Darren Hess (801) 475-4320**

**Co-Chair Cindi Mansell (801) 540-2486**

**Secretary Sherry Poll (801) 726-9484**

**Treasurer Nate Reeve (801) 458-8006**

**Member Jan Ukena (801) 479-8749**

**Maintenance Supervisor**

**Nate Reeve (801) 458-8006**

Minutes for the South Weber Water Improvement District Board Meeting held Tuesday, November 9, 2022, at 5:00 p.m. in the Water District Building. Board members in attendance included Darren Hess, Cindi Mansell, Nate Reeve, Sherry Poll, and Jan Ukena. Maintenance: Wayne Stark was present, Freddy Loertscher was excused.

**Minutes approval from the October 12, 2022, board meeting**

**Ms. Mansell moved to approve the October 12, 2022 minutes as written.**

**Seconded by Mr. Reeve. Motion carried unanimously.**

**Maintenance Report and Business**

-Mr. Stark reported that maintenance completed work on marking out the 240-meter placement locations with Mr. Reeve for the meter bid package as well as doing blue stakes.

-Ms. Dahl will send the finalized bid packet to the board for review by email.

**Gardner Engineering Agreement**

-The Utah Division of Water Resources requested that the District provide a copy of an agreement with Gardner Engineering describing their involvement with the metering project in preparing the bid packet and mapping.

-Ms. Dahl will send the agreement by email to the board for review and approval.

**Water Meter Project Update and related items**

-Ms. Dahl received the bond documents needed for the meter project and will fed ex the signed copies back to the Chapman and Cutler LLP.

-Mr. Hess commented that the District will need to start payments on the bond in 2026 in the amount of \$48,000. As soon as any money from the \$933,000 is put into the District's escrow account, it begins incurring interest and the District will be required to put in the matching amount, which is in the 5% range. All the funds are reimbursable at 70%, however, the 25% will be taken out of what we bonded for.

-The official bond closing date is November 17, 2022.

-Discussion about the awarding of the contractor bid. Ms. Dahl will compile the bids received and send the compilation to the board by email for review and approval.

-Mr. Stark asked if there is a completion date for the meter installation. Mr. Hess responded that we want the contractor to do as many as they can depending upon the weather and freezing ground conditions.

-Ms. Ukena asked why we are only bidding out for 240 meters now. Discussion on costs of materials and timing for installation. The agreement with the contractor will be for one year initially. The district can do a change order if needed to extend or rebid at that time.

-Mr. Reeve suggested we contact Jonathan Grover to compose a legal letter regarding the installation of meters and the District's easement rights. Before installing meters, Maintenance should bring any problematic property issues to Mr. Reeve and Mr. Hess to see if any viable re-routes could make the installation easier and with the least disruption of properties. In addition to sending the customers a letter before the meters are installed, a door hanger should be left at each property the day prior to meter installation. Ms. Dahl will contact Mr. Grover with the request. The letter could also be posted to our website.

Mr. Stark was excused from the meeting.

-Ms. Dahl reported on the previous meter grant received from the Federal Bureau of Land Management. Ms. Dahl contacted the officer over that grant and explained that the District was awarded the new grant and asked about getting an extension on the older one. Ms. Dahl was informed that most extensions are only accepted for a year or two and not for the longer duration it would take to complete the work with the newer grant. In order to properly close the old grant out we would need to apply for a change of scope reducing the numbers of meters we intended to install.

### **Invoicing through Davis County**

-Discussion of invoicing the District's yearly water assessments through Davis County as a special assessment on taxes. The District's invoicing system is complicated and time consuming. Many invoices are hard to collect on because of changes in ownership and disregarded invoices. The County keeps the most up to date available customer information on the parcel/property numbers. Unpaid invoices are already being sent to the County for collection on property taxes by parcel number.

-Ms. Dahl has been in contact with Davis County Assessor's Office and brought to the board the governing ordinances required for using this system. Weber Basin Water Conservancy District has been using the County system successfully for several years.

-The board discussed items that could be of a concern for customers. If approved, customer invoices for the year 2023 would still be sent out the first of March and due on April 1<sup>st</sup>. Then the assessments would be sent to the County for the 2023 November tax year and be invoiced every November after that on an annual basis.

**Mr. Reeve motioned to move forward with invoicing through Davis County for payment of the District's Assessments. Motion seconded by Ms. Mansell. Motion carried with Ms. Ukena voting nay.**

-A notice will be sent to the customers on the April invoice regarding the billing changes.

### **Review of Financials and Invoice Approval** **Compensation for Mr. Hess and his extra hours.**

Mr. Reeve expressed the board's gratitude and appreciation to Mr. Hess for all the work he did personally in helping South Weber Water Improvement District get the ARPA funding and grant money for the meter installation project. The many extra hours put into the project were above and beyond the duties of a board member position and compensation for Mr. Hess's expertise should be merited as the District would have had to hire an expert to get us to that point. Mr. Hess politely declined stating he was asked to be on the board years ago and is happy to help wherever he can. The offer was much appreciated.

-All financial reports were reviewed, and invoice payments were approved.

-Discussion about the District's South Weber City utility bill and the culinary water use on the lawn at the District office. Mr. Reeve suggested that the lawn could be removed and the area zero scaped.

-Ms. Poll checked with Mountain America and they are offering certificates now at 4.5% interest with a one-time rate bump if the rate goes up. The board discussed this option with the concern being raised that the money in a CD is harder and more costly to gain access to funds if needed. The District is limited on cash flow after the yearly invoices are paid and with the metering project, monies will likely need to be moved around to cover expenses as needed. The board would like to check with the bank on the timing of when the deposited monies to Mountain America could be accessed. Ms. Poll will follow up.

### **2022 Preliminary Budget Amendments / 2023 Preliminary Budget Review**

The 2022 Budget was reviewed, and no amendments were needed or recommended. The 2023 Budget numbers were preliminary set in preparation for the Budget Hearing in December.

### **Schedule Budget Public Hearing for December**

**Ms. Mansell moved to schedule a Public Hearing for the 2023 Budget for December 14, 2022 at 6:00 p.m. Motion seconded by Ms. Poll. Motion carried unanimously.**

-Ms. Dahl will post and email the notice for the Public Hearing as required.

### **New Business - Board, Office Manager**

-Mr. Hess would like to review the staff wages with recent inflation changes. Ms. Dahl will send the salary information to Mr. Hess and the board will review.

### **Adjourn**

**Ms. Mansell moved to adjourn the meeting at 6:42 p.m. Motion seconded by Mr. Reeve. Motion carried unanimously. Board Meeting Adjourned**

Respectfully submitted by the South Weber Water Improvement District Clerk on this 14th day of December 2022 for Board review and approval.

\_\_\_\_\_ *Wendy Dahl* \_\_\_\_\_ District Clerk