

POWDER MOUNTAIN WATER and SEWER IMPROVEMENT DISTRICT  
PUBLIC MEETING NOVEMBER 1, 2016  
MEETING MINUTES

MINUTES OF THE PUBLIC MEETING OF THE POWDER MOUNTAIN WATER AND SEWER IMPROVEMENT DISTRICT held on Monday November 1, 2016 at 1:00 PM in the Weber County Commission Office Room #365, located at 2380 Washington Blvd., Ogden, Utah 84401.

*Trustees Present:*

Kerry Gibson, Chair  
Trustee Bob Behrendt (VIA PHONE)  
Trustee Jennifer Reynolds  
Trustee James Ebert

*Staff Present:*

Paul Hirst, District Manager  
Carrie Zenger, Secretary/Treasurer PMWSID  
Chris Crockett, Attorney

**A. Welcome – Trustee Gibson, Chair**

**B. Public Comment**

None

**C. Manager's Report – Paul Hirst, District Manager**

***Sewer Operations-New control***

- Paul Southwick announced his retirement as of December 1, 2016; this will require a new Sewer Operator.
- Paul Southwick reported system upgrade needs:
  - A stand by pump; approximate cost \$8,500.
  - Lift stations 2 & 3 are in need of a temporary holding tank to drain off existing tanks.
  - Slicer Building will not restart and requires manual reset from a power outage. It needs a new breaker to reset itself.
  - The Meter at the Lagoon's needs to be replaced.
- Paul Southwick suggested to the Board that the District solicit new bids for the quarterly cleaning of the sewer lift station; and has offered to prepare an outline of scope items for the bid process. He recommends acquiring a truck with a crane for quarterly cleanings.

***Mike Moyal Will Serve Letter Request***

- Paul Hirst suggested the Board consider having Mike Moyal contribute with financial costs for the development of a new well.
- Trustee Behrendt requested more information on the past history of the lot and fees that have been paid.
- Trustee Ebert is asking for a policy or procedure to be put in place for future developer's contributions to provide capacity for providing water and sewer systems.

***Budget***

- Paul Hirst reviewed the proposed 2017 Budget which did not balance costs with income. Chris Crockett stated that we need to have the budget published 7 days before November 30, 2016
- Trustee Behrendt suggested billing the current properties that have not been billed to generate revenue.

- Paul Hirst reviewed the proposed rate increase and what revenue would be generated with the additional 120 lots.
- Trustees are requesting that we proceed with the billings of the non-connect fees and produce a balanced budget.

***Review Loan Requirements for New Well***

Paul Hirst reviewed the requirements for the loan including the 15% funding required from the District for the funding commitment. There will be a meeting with the Division of Natural Resources Board on December 1, 2016 regarding approval of the loan. Paul Hirst clarified that if the Board chooses to proceed with a test well and the well is dry the State will not fund the effort and the District will bear 100% of the cost. Timing of the well drilling will have a significant impact on the cost; this is related to the availability of drillers and risk for premium charges. Paul Hirst has postponed test drilling until next year as a cost savings move.

***Mitigation Report (Water)***

Paul Hirst presented the report. No further action was taken

***Review of Fees for Trustees Liability Increase***

Paul Hirst presented the increase of the annual fee. Trustees approved.

***Proposal of Commercial Rates for Connect & Non-Connect Fees***

Paul Hirst presented the new proposed residential and commercial connection and non-connection fees for water, and sewer. Paul Hirst also proposed modifying the billing cycle from quarterly to monthly for the charges for the sewer service and water service. There is also a proposed charge for sewer connection and water connection inspection that would be charged to any new customers. The proposed new fees will be on the agenda for consideration at the Public Hearing November 30, 2016. Paul Hirst presented the November 30, 2016 Hearing Notice.

***Summit Development Issues***

Chris Crockett addressed that annexation issue for portion of Summit Eden Phase 1A and 1D. The Development Agreement mandates that the annexation must occur.

Ann Winston and Jeff Weberlow requested the Board prepare a Will Serve Letter for the proposed Phase II of their development for them to secure the financing. Trustee Behrendt has indicated the Board is in favor of issuing a new Will Serve Letter (for Summit) however the Board will require specific conditions prior to approval; these will be discussed with developer. Trustee Behrendt suggested Chris Crockett and Ann Winston meet; proceed with the draft Will Serve Letter to be reviewed and approved by the Board at a future date.

***SCADA Status***

Paul Hirst requested ratifying the SCADA Telemetry System.

**D. REPORT ON DISTRICT'S FINANCIALS – Carrie Zenger**

The District's financials including Payables; Receivables & Collections; Profit & Loss Statements; and Bank Statements were reviewed.

**E. CONSENT ITEMS**

- 1) Request for approval of District bills to be paid.
- 2) Request for approval of the minutes for the meeting held on 09/19/2016.
- 3) Request for approval of letter to be sent for Public Hearing on tentative Budget and fee increase.
- 4) Request for approval for Evan Miller extra pay for mitigation.
- 5) Request for approval of By Laws

- 6) Request for approval to set date for Public Hearing on November 30, 2016.
- 7) Request for approval for new telemetry system.

Trustee Behrendt moved to approve the consent items; Trustee Ebert second; the motion carried with each Trustee voting "aye".

#### F. CLOSED SESSION:

A motion was made to adjourn the public meeting and move to a closed strategy session further discussing the following:

- acquisition of real property, including any form of water right, and
- any pending or reasonably imminent litigation, and discussion of
- professional competency or individual character of an employee.

Trustee Behrendt so moved; Trustee Ebert second the motion; the motion carried with each Trustee voting "aye".

#### G. PUBLIC MEETING RECONVENED

Motion to reconvene public meeting.

#### H. ACTION

- 1) Discussion and/or action item(s) discussed in the closed strategy session  
Presenter: Trustee Gibson

*None*

- 2) Discussion and/or action on approval of Merchant Processing of credit cards and online payments to Powder Mountain Water and Sewer Improvement District.  
Presenter: Paul Hirst

Trustee Reynolds suggested that we charge an extra fee for the processing of the credit cards. Will need to be brought before the next meeting for consent.

- 3) Discussion and/or action item on approval to proceed with liens on property.  
Presenter: Carrie Zenger

Chris Crockett and Carrie Zenger will meet and proceed with the liens. Trustee Reynolds moved and Trustee Behrendt seconded the motion to proceed with the liens. The motion carried with all Trustees voting "aye"

- 4) Discussion and/or action item of the Aleta Cobabe Water Shares Contract.  
Presenter: Chris Crockett

*None*

- 5) Discussion and/or approval of written comments for Public Hearing on November 30, 2016.  
Presenter: Carrie Zenger/Chris Crockett

Chris Crockett asked for acceptance for written comment for the property owners that live out of state. They will receive a packet with a letter stating the changes that we are proceeding with and asking for comments to be forwarded to PMWSID email address and forwarded on to the Trustees for review before the Hearing on November 30, 2016. Tentative budget will be presented a week before the hearing and adopt the tentative budget at November 30, 2016 hearing and decide whether we can pass the budget.

Trustee Ebert moved to set the date for the Public Hearing on November 30, 2016; Trustee Reynolds second the motion; the motion carried with all Trustees voting "aye".

- 6) Discussion and/or action on Weber County invoice.  
Presenter: Paul Hirst

Paul Hirst explained the \$98,000 outstanding invoice with Weber County. Paul spoke to Jeff Weberlow regarding this invoice and Jeff stated that he had spoke to Trustee Bell and they had agreed upon a payment of \$65,000 and Summit has paid their obligation. Trustee Behrendt suggested to have Trustee Bell speak to Jeff Weberlow and come upon some understanding with this invoice.

*No action taken*

- 7) Discussion and/or action on approval of Sewer Operator  
Presenter: Paul Hirst

*No action taken*

- 8) Chris Crockett has suggested that we have a meeting prior to the hearing discuss the budget and the non-connect fee on November 30, 2016.

*No Action taken*

I. **ADJOURN**

Trustee Ebert motioned to adjourn the Public Meeting at 3:15 PM; Trustee Reynolds second; the motion carried with each Trustee voting "aye".

DRAFT