

POWDER MOUNTAIN WATER and SEWER IMPROVEMENT DISTRICT
PUBLIC MEETING January 29, 2018
MEETING MINUTES

MINUTES OF THE PUBLIC MEETING OF THE POWDER MOUNTAIN WATER AND SEWER IMPROVEMENT DISTRICT held on Monday January 29, 2018 at 10:00 AM in the Weber County Commission Office Room #365, located at 2380 Washington Blvd., Ogden, Utah 84401.

Trustees Present:

Kerry Gibson, Chair
Trustee Bob Behrendt
Trustee Jim Harvey
Trustee Mark Schroetel
Trustee Gary Urdang

Public Present:

Staff Present:

Paul Hirst, District Manager
Carrie Zenger, Secretary/Treasurer
Rachel Anderson, Attorney

A. Welcome – Trustee Gibson, Chair

B. Oath of Office and Term

- Robert Behrendt December 31, 2021
- Mark Schroetel December 31, 2020
- Gary Urdang December 31, 2021

Carrie Zenger administered Oath of Office to Robert Behrendt, Mark Schroetel and Gary Urdang.

C. Election of Board Chair and Board Vice Chair

Trustee Behrendt moved to elect Trustee Harvey as Board Chair; Trustee Schroetel second with all voting "aye".

Trustee Urdang moved to elect Trustee Behrendt as Vice Chair; Trustee Harvey second with all voting "aye".

D. Election or Appoint Positions for: Currently held by Carrie Zenger

- Treasurer/Secretary
- District Clerk
- Records Clerk

Trustee Behrendt moved to appoint Carrie Zenger as Treasurer/Secretary, District Clerk and Record's Clerk; Trustee Urdang second with all voting "aye".

E. Conflict of Interest Declarations

Trustee Gibson reviewed the Interest Declaration and asked that Trustee's sign and return to Carrie Zenger.

F. Public Comment

No Public Attendance

G. Approval of Consent Items

- 1) Request for approval to ratify District bills paid December 18, 2017
 - Zions Public Finance \$1,265.00
 - Davies Allen P.C. \$750.00
- 2) Request for approval of District bills to be paid.
 - Warrant's #333-343 in the amount of \$39,970.53
- 3) Request for approval of the minutes for the meeting held on December 18, 2017.

Trustee Behrendt moved to approve Consent Items 1, 2 and 3; Trustee Urdang second with all voting "aye".

H. Legal-Rachel Anderson, Attorney

Annexation transmittal letters for Sheep Creek and Summit

Rachel reviewed the Sheep Creek Cluster and Summit Phase 1 annexations for Board Trustees. Next step is the letter to the Lieutenant Governor, and submit the Resolutions and maps for certification from the State.

Status of Bond for New Well

Mark Anderson is reviewing the Bond and has been informed that the District needs to have this funded by the end of March.

Review of Appointments for Treasurer/Secretary, District Clerk

Rachel confirmed that the position of Treasurer/Secretary and the District Clerk are to be two separate positions; will review at the next meeting.

I. Manager's Report – Paul Hirst, District Manager

Allocation of restricted funds in 2017

The funds transferred from the PTIF account restricted funds to Wells Fargo was reviewed; this was to cover outstanding warrants. Paul has been working with SMHG to rectify the past due monthly billing issues. Trustee Behrendt suggested an escrow account be required for SMHG.

SMHG Meeting with Paul

SMHG would like to proceed with a Phase 2. Paul has requested SMHG forward a memo, including information and maps indicating where they would like to proceed with this next Phase. Two wells will be required for compliance with the State water requirements. SMHG wants a new Well Serve from the District. Paul suggests that SMHG proceed with the design for the new well and well house, then submit to the State. Trustee Behrendt suggested that platting, recording and annexation must be done simultaneously.

Mark Schroetel inquired as to why the Annexation was not completed on Phase 1 until now. Trustee Behrendt explained that SMHG wanted to form their own Special Service District.

Water Rules & Regulations

Paul Hirst asked for consideration to approve the Water Rules & Regulations, explaining why the District needs them in place now. Trustee Urdang suggested we adopt the Water Rules & Regulations subject to review for spelling.

Fee Schedule

A revised Fee Schedule that will be attached to the Water Rules & Regulations was presented for approval. Paul suggested the Public Notice go out in the billing on the 1st of February. Public Hearing is scheduled for February 26, 2016 at 6:00 P.M.

Employment Agreement for Evan Miller

Paul reviewed the Provisional Employment Contract for Evan Miller. This contract will be in place until the Policies and Procedures are in place for the District.

New Employee Company Service Truck

Quotes for the purchase of the new service vehicle were reviewed. Purchasing the vehicle under a State Contract does not require bids. District will keep the existing truck. Trustee Harvey suggested that Paul order the vehicle as it will take approximately 10 weeks for delivery to the District.

Transition of Administrative position

A complete list of Treasurer/Administrative duties that CRS has performed for the District was presented so the District recognizes the tasks that need to be addressed as part of the District Management transition.

J. Action Items

Discussion and/or action on purchase of new company vehicle.

Trustee Gibson moved to authorize the purchase of new company truck as described by the District Manager; Trustee Behrendt second with all voting "aye".

Discussion and/or action on Water Rules & Regulations 2018.

Trustee Gibson moved to approve the Rules & Regulation with grammatical and typographical corrections; Trustee Schroetel second with all voting "aye".

Discussion and/or action on Employment Agreement for Evan Miller

Trustee Gibson moved to approve Employment Agreement for Evan Miller; Trustee Behrendt second with all voting "aye".

District Manager

Trustee Harvey inquired about the District Manager position, interviews and the hiring process. Paul stated that the position should be a full time Manager. Trustee Behrendt stated the District needs to be diligent with the hiring process. Trustee Gibson recommended having a three-person committee consisting of Chair, Vice Chair and Paul Hirst for the interview process.

Public Hearing

Trustee Gibson moved to schedule Public Hearing for February 26, 2018 at 6:00 P.M. to approve the Rate Fee Schedule; Trustee Behrendt second with all voting "aye".


Board Meeting is scheduled for February 26, 2018 at 5:00 P.M.

K. Report on District's Financials – Carrie Zenger

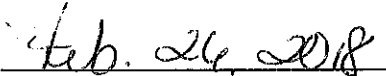
The District's financials including Budget vs. Actuals, check register, liens and balances of bank accounts were reviewed.

L. Adjourn

Trustee Urdang motioned to adjourn the meeting at 11:44 AM: Trustee Schroetel second with all voting "aye"



Board Chairman



Date